

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: *Schools/District* shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/Mayor/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)
9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

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The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted *annually/other* for building facilities and grounds and *monthly/and as needed* for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The *School/District* shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for *10/other* years. *School/District* shall correct identified hazards before used by students, staff, or community members.

Maintenance: *Schools* shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for *10/other* years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;

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- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

Each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

Policy Evaluation: The *School Principals, Directors, and the Nurse Coordinator*, shall regularly monitor, evaluate, and submit an annual report to the *Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children’s Safety)

Legal Reference: Connecticut General Statutes
 10-203 Sanitation
 10-207 Duties of medical advisers
 10-231 Fire Drills
 29-389 Stairways and fire escapes on certain buildings.
 P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted: October 19, 2015

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 Thomaston, Connecticut

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Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials, especially in industrial arts shop areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep stage auditorium areas free of debris. Stage managers shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of the performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.

Inspections at each of the Thomaston schools shall be conducted weekly by the Head Custodian or a custodian designated by the School Principal.

Weekly Inspection Checklist

The weekly inspections shall be carried out according to the following "Fire and Safety Maintenance Checklist":

Safety

1. Check all fire alarm systems to ensure that they are functioning properly.
2. Check all fire extinguishers and make sure they are fully charged.
3. Check all fire doors to see that they are closed and working properly.
4. Check all exit lights to make sure they are on and working.
5. Check all emergency lights.
6. Check all corridors and stairwells. Nothing is to be stored in them at any time.
7. Check to ensure that cleaning and duplicating fluids are safely stored and away from heat and flames.

Housekeeping

1. Check all storerooms and storage areas to ensure that they are free of all rubbish and kept in a neat and orderly manner.
2. Check all fan rooms to see that no junk is stored in them and that they are clean.
3. Check custodial rooms for cleanliness.
4. Check the boiler room to make certain it is clean. No flammable material will be stored there and oily rags may not be left laying around.

Maintenance

Look for and note things that need attention such as broken glass, broken door closers, damaged lockers, damaged ceiling tiles, damaged floor tiles, stair treads, cove moldings, burned out light bulbs, and graffiti on walls.

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Reports of Weekly Inspections

The results of the weekly inspections shall be maintained in a permanent file in each school building under the supervision of the School Principal.

Inspections by the Fire Marshal

Inspections by the fire marshal will be conducted jointly with the designated custodians. The results of these inspections shall be transmitted to the School Principal.

Asbestos Control

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

Legal Reference: Connecticut General Statutes
 10-203 Sanitation
 10-207 Duties of medical advisers
 10-231 Fire Drills
 29-389 Stairways and fire escapes on certain buildings.
 Sec. 19a-329 through Sec. 19a-333
 The Asbestos Hazard Emergency Response Act of 1986 (AHERA)
 P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's
 Safety

Regulation approved: October 19, 2015

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