

EMERGENCY MANAGEMENT AND SAFETY PLANS
(Administrative Rules/Protocols)

The Board directs the Superintendent/designee to prepare and maintain comprehensive emergency management and safety plans and administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office in a secure location.

Administrative Rules/Protocols

1. A list of dangerous or recalled products.
2. Radon rules or protocols including evidence that each school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A schoolwide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
 - A. safety management accountabilities and strategies;
 - B. safe work practices;
 - C. accident analysis procedures;
 - D. job safety analysis procedures;
 - E. safety committees and employee involvement strategies;
 - F. employee safety and health training;
 - G. treatment of sick or injured workers;
 - H. safety and health hazard audits;
 - I. ergonomics;
 - J. transportation safety;
 - K. identification and control of physical hazards;
 - L. substance abuse;
 - M. school violence prevention and
 - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
9. Safety data sheets for every hazardous chemical used in each school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the main office of each building.)

10. Protocols on staff and student hand washing.
11. No-smoking signs.
12. The District's integrated pest management policy.
13. Protocols for using automated external defibrillators (AEDs).
14. Protocols for responding to in-school crises, including student crime, suicide, death of a student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
15. Protocols for the management of students with life-threatening allergies.

COLUMBIA LOCAL SCHOOLS EMERGENCY PROCEDURES

"IN ALL EMERGENCY SITUATIONS, TEACHERS ARE REQUIRED TO TAKE ATTENDANCE"

FIRE

Any person who discovers a fire shall first assume the safety of all for whom they are responsible and then sound the alarm. The principal or assistant principal or person in charge will be notified immediately. The Fire Department will be notified by the office. The building will be evacuated according to the Fire Evacuation Procedure whenever the fire alarm is sounded. (see Attendance Procedure)

TORNADO ALERT

In case of tornado alert or severe weather, notification will be given by the public address system. Teachers and students will move in a quiet and orderly manner as described in the buildings' tornado procedure. (see Attendance Procedure)

BOMB THREAT

In the event of a bomb threat being received by phone, try to secure the following information:

- A. location of bomb
- B. time expected to explode
- C. try to determine sex and age of person making phone call
- D. note time call was received
- E. do not hang up the phone

The person receiving the phone call will notify the building administrator immediately. Instructions will be given over the public address system. The proper legal authorities will be notified immediately. (see Attendance Procedure)

Attendance Procedure

In each of the aforementioned events, a roll will be taken after students are assembled. Teachers will report any absence to the person in charge. No student will be excused to leave until the entire student body is excused. The principal in charge will determine when to reenter the building.

Adopted: June 20, 1990
 Revised: March 19, 2014
 Revised: November 19, 2014