

Raymond School District Everyday Staff Safety Reference Guide

This reference guide is designed for all staff members to be able to quickly look up and understand the everyday safety procedures we follow. This guide may not be all inclusive and is in addition to the Raymond School District Safety Manual that every employee must read and sign off on. If you have any questions regarding anything in this guide please contact building administration.

This guide is broken up into 5 easy to reference categories:

- General Staff Safety and Security
- General Staff Safety and Security Outside of the building
- Emergency Response Actions
- Classroom Setup
- Event Safety and Security

General Staff Safety and Security Procedures -

- Employee ID badges worn at all times and be visible
- Employees must sign out of the buildings and back in if they leave the building during work hours
- Employees visiting other schools in the district must sign in and out of those buildings as visitors
- Employees must be aware of people in the building without proper ID or Visitor badges. If an employee sees a person not wearing a proper badge they need to either escort that person to the office or immediately call the office and report the person and their location
- Emergency first responders in uniform shall be exempt from this requirement but must notify office staff when in the building.
- All building visitors must enter through the main entrances and follow the visitor protocol
- Do not open exterior doors for any visitors
- All exterior doors are to remain locked at all times during the school day. Doors cannot be held open, propped open or otherwise left unsecured.
 - This will be true until -
 - Elementary School 6:00 pm
 - Middle School - Long Hallway and two story wing - 6:00pm
 - High School - 3:00 pm
 - Buildings will be unlocked after these times based on programs scheduled to use the buildings and re-locked when those programs are over
- Proper footwear must be worn at all times. Flip flop style sandals are not considered proper footwear
- Any safety or security concerns must be reported to building administration
- Classroom doors must be closed and locked upon leaving your room throughout the day
- *All emergencies must be reported - The easiest way to do this is by calling 911 and then notifying the building administration.*
- If there is a fire use the fire pull stations to sound the alarm and this will also notify first responders
- All injuries must be immediately reported to your supervisor and an incident report must be filled out.
- Students must be supervised at all times

General Staff Safety and Security Procedures Outside the Building -

- Employees must report any suspicious activity or people on the grounds immediately
- A safety vest must be worn at all times if you have duty in the parking lot - Bus lane, student drop off or pickup or are walking on the roadway with students
- Employees must have at least one radio if they take a class outside
- Playground structures are off limits during the winter months. This is based on the freezing of the playground surfacing and impact requirements.

Emergency Response Actions -

- The district utilizes eight emergency response actions
- These emergency response actions are posted in every classroom
- These actions can be called using the intercom by any employee if it is deemed necessary
- Every classroom phone has the all call code posted on it
- The actions are as follows: Drop, Cover and Hold, Secure Campus, Shelter in Place, Lockdown - ALICE, Evacuation, Reverse Evacuation, Scan, Stay Put.
- All staff must be familiar with each procedure and its appropriate response
- Please see the response action poster at the end of this document

Classroom Setup -

- Employees cannot move their own large furniture as this typically damages the floor
- All Egress routes must have a 36" wide path without obstructions
- The egress path must allow access from the entire room
- If there are two modes of egress the path must connect from one to the other
- There must be a 30" wide path between desks/tables leading to the egress path
- Egress routes can never be blocked
- No combustible materials can be affixed to doors or egress windows
- All electrical panels must have a 36" clear space in front of them

- Power strips can be used but they must have overload protection, a UL listing and have a switch and be plugged directly into an outlet.
- Extension cords are not allowed, except for temporary situations lasting less than 24 hours, cords must be plugged into approved receptacles and only serve one appliance.
- Extension cords cannot be affixed to structures, extended through walls, ceilings, or floors or under doors or floor coverings or be subject to environmental physical damage
- Electrical cords cannot be strung across any area of foot traffic. Rooms must be set up in a way that this is true at all times including when you are charging your laptops.
- A floor cord cover can only be used if there is no other possible way to set up your room and it is approved by the Safety and Facilities Director.
- No outside appliances are allowed unless they are deemed necessary as part of the curriculum and approved by building administration and the Safety and Facilities Director
- Classroom pets are not allowed
- Any electrical fixture must have a UL approved listing on it and be approved by building administration
- Staff cannot bring in their own chemicals for cleaning, air freshening, etc. Any chemicals found in the classroom will be taken and can be retrieved from administration
- Any chemicals purchased by staff for school use must be approved and have a Safety Data Sheet on file with the Nurse, the Facilities Department, and wherever they are stored.
- Anything that is fabric or covered in fabric must have a fire retardant certification or it will need to be removed from the building. Fire retardant sprays are not allowed to circumvent this rule.
- Window curtains must be flame retardant and proof must be on file
- Nothing can be stored above a plane of 18" below the ceilings in any room. This includes items stacked on top of shelves or cabinets or hanging from the ceiling.
- Not more than 50% of any wall space in a room can be covered with combustible materials
- No device that creates a scent can be used including but not limited to, air fresheners, plug-ins, scented oils, perfumes, etc

Event Safety and Security -

- A trained crowd control manager must be available for all events exceeding 250 people
- Safety briefings must be conducted prior to all public events in assembly areas, briefings must inform all attendees where exits are located
- Egress routes for event areas must be checked prior to the event and Egress routes and exit assemblies shall be unobstructed at all times during an event.
- Common area capacity levels set by the local fire department are posted on the wall in each area. These capacities must be adhered to.

Drop, Cover, and Hold

Drop, Cover and Hold is activated in order to protect students and staff from falling objects or items that may become “projectiles”

- Face away from the windows.
- Drop to the floor.
- Cover by getting under a sturdy table, desk, or other piece of furniture. If there is not suitable furniture available, cover face and head with arms. Remain in drop position until given further instructions.
- When directed or when it is safe to do so, staff may have to evacuate or implement Response Actions as the situation dictates

Secure Campus

Secure Campus is activated when it is necessary to protect staff and students from a threat from outside the school building.

When indoors, students and staff should:

- Staff should close all windows and shades (particularly ground level).
- Check that all exterior doors are closed and locked.
- Continue normal academic functions unless informed to take another action or Secure Campus is terminated.

When outdoors, staff and students should:

- Activate Reverse Evacuation (See Reverse Evacuation procedure).
- All outdoor activities should be cancelled.

Shelter-In-Place

Shelter-In-Place is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material.

- Staff should close all windows.
- Check that all exterior doors are closed and locked.
- Shut off heating and air-conditioning equipment and fans.
- Close all vents that can potentially carry outside air into a building.
- Escort all students to the secure room(s).
- Depending on the situation, all entry and dismissals should be allowed through only one point of entry which is monitored.
- Await further information.
- Prepare for evacuation

Lockdown - ALICE

Lockdown is activated in the event of a violent critical incident, such as an armed intruder, active shooter or other significant life safety event.

Lockdown and any other information about incident should be stated as quickly as possible using intercom or other means

Everyone should respond to the event based on the information that is shared

- Lockdown protocol is **ALICE**
 - ALERT - What information you receive by Intercom, sight, sounds, etc
 - Lockdown - Traditional lockdown plus barricade and/or alternate evacuation
 - Inform - Passing on real time information about what is happening, who, what, when and where
 - Counter - Taking back control as a last resort, throw objects at the intruder, run, be loud, swarm, distract and evacuate
 - Evacuate - Preferred response; Leave the building by safest means, quickly, quietly running to rally point, do not stop for belongings

Evacuation

Evacuation is activated when it is necessary for staff and students to exit the school building.

When the school Fire Alarm system activates, students and staff should:

- Exit the school by the nearest and safest exit (do not pick up coats or belongings).
- Gather at the designated meeting area.
- Staff will take attendance.
- Staff will observe the students for signs of heat or cold exposure.
- Await further instructions.
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In some cases it may be necessary to evacuate a school one room at a time. Two situations where this may be necessary are an internal hazardous material spill, or a hostage situation. Staff and students should:

- Evacuate the immediate area of danger.
- Staff should notify the office of the situation.
- Evacuate adjacent rooms away from the danger area.
- In the case that Fire or Police are on site follow their instructions.
- Gather at the designated meeting area; staff will take attendance.
- Await further instructions.

Reverse Evacuation

Reverse Evacuation is activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

If directed by school administration Reverse Evacuate immediately.

- Walk quickly into the nearest entrance.
- Notify the principal/office as soon as possible (if action wasn't initiated by the office).
- Report to a designated meeting area; check for injuries.
- Staff will take attendance.
- Remain quiet for further instructions.

Scan

Scan response action is activated when it is necessary for staff to look around their area for any item which doesn't belong there. Scan will be activated primary in the case of a Bomb Threat, but could be utilized for any situation that required the staff to look for an item which may cause harm. Procedure: The following procedures will be implemented by staff when directed or when deemed appropriate or necessary by school authorities.

When notified, staff should:

- Look around your room for anything you are unable to identify. Scan: High, Middle, and Low.
- Do not move, open, or touch a suspicious object.
- Do not use radios or cell phones.
- If something is found, evacuate to a safer area.
- Notify the Command Post of the location and description of the item or that your area is clear.
- Remain quiet and wait for further instructions.

Stay Put

Stay Put is activated in instances requiring isolation in an area, that may not necessarily be a safety issue for all students /staff)

- Students are to be cleared from the hallways and common areas immediately.
- Assist those needing special assistance or accommodations.
- Normal classroom activities should continue to occur.
- Do not allow anyone to leave the classrooms or offices.
- Wait for further instructions.