



# **Comprehensive Safe School Plan**

**North County Trade Tech High School  
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North County Trade Tech High School (Trade Tech) has established the following four goals for its Comprehensive Safe School Plan to ensure the safety of all students and staff.

## GOALS OF THE PLAN

**Goal #1: All students and staff members are provided a safe teaching and learning environment.**

Success Indicators:

- Trade Tech has a comprehensive safe school plan.
- Trade Tech consistently follows established Conflict Resolution Strategies outlined in the Parent-Student Handbook and Employee Handbook.
- Trade Tech has effective strategies to intervene at earliest possible point when students exhibit anti-social behavior.
- Trade Tech has a mechanism that involves students in addressing school safety issues.
- Trade Tech sets a standard for adults and students to interact with each other in a caring and supportive manner.
- Trade Tech has a mechanism to address student aggression.

**Goal #2: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.**

Success Indicators:

- Trade Tech will have visible staff and parental presence.
- Trade Tech students will have strategies on how to respond when they feel threatened or in need of assistance.
- Trade Tech staff has surveyed the school site and immediate surrounding community areas to identify student safety issues.
- Trade Tech will work with parents and community members to create a safe community.
- Families will provide safe delivery and pick-up of students.

**Goal #3: Community resources are made available to student and parents.**

Success Indicators:

- A resource listing will be maintained by the school to assist staff, parents, and student regarding: violence prevention, youth services, field trips, health services, family services and law enforcement.
- Trade Tech will implement a SARB process, as needed.
- Trade Tech will provide families with information on community resources, as needed.
- Trade Tech will hold events/programs that involve students, parents, educators, and community leaders.

**Goal #4: Students, parents, staff, industry partners and community volunteers will effectively communicate in a manner that is respectful to all cultural, racial, and religious backgrounds.**

Success Indicators:

- Trade Tech's students, parents, and staff will work together to ensure that strategies are in place to build a sense of community within the school so that all can feel pride in their school and feel that they are important members of the learning community.
- Trade Tech will effectively communicate with students, parents, industry partners and community volunteers.
- At Trade Tech learning and productivity is valued, success is expected of everyone and learning opportunities are used effectively.
- Students will collaborate with the Trade Tech staff in the decisions that relate to the improvement of the school's learning environment.
- All Trade Tech students, parents, and staff will have the skills necessary to resolve conflicts effectively.
- Trade Tech will provide effective leadership to address the challenge of preventing racism, gang crime and violence on or around the school grounds.

**Notification to Parents**

Trade Tech website will contain the most current Safe Schools Plan.

## **PREPARING A BUDDY LIST**

### **Guidelines:**

1. Assign advisors in adjacent or nearby advisory spaces as “buddies”.
2. Review evacuation routes.
3. After incident and advisory status check, buddy advisors check with each other to determine: each other’s health status, need to assist with injuries, need to stay with injured students, etc. If possible, injured students should not be left alone. Remember, the advisor’s responsibility is to all students, but in situations that threaten the lives of all, do the greatest good for the greatest number.
4. If necessary, one buddy advisor will evacuate both advisories. Students should exit without the advisor leading them. Advisor should stay back to check the advisory area and close any doors (do not lock the doors). If both buddy advisors are available for evacuation, one leads and the other brings up the rear, checking briefly to make sure that other advisory areas are empty and doors are closed.
5. Once in Assembly Area, buddy advisories line up next to each other for student accounting. All advisors are to complete the Student Accounting Form (see Appendix B) to be delivered to the Command Post. Assembly area buddy assignment may or may not be the same as advisory buddy.
6. In addition to emergency supplies, each advisory’s Emergency Pack should contain the advisor’s Roster as well as the buddy advisor’s Roster.
7. Immediately following student accounting, one member of each buddy team checks in at the Command Post.
8. In emergency situations, which do not involve evacuation, it may be necessary to move all students from one buddy’s advisory into the other. One of the advisors is then available for assignment.
9. Be sure that substitute advisors know the emergency procedures as well as whom and where their buddy advisor is.

## **HAZARD IDENTIFICATION**

Use the campus floor plan to locate possible hazards, utilities, disaster equipment and supplies. The floor plan will also serve as a means to identify the best evacuation routes for each office, advisory and other learning spaces, a safe assembly area and to inform related emergency activities.

### **Location of each of the following has been identified:**

- Main shut-off valves for water and gas
- Electrical power master switch
- Stoves, heating and cooling equipment
- Chemical storage
- Outside water faucets/hoses
- Overhead power lines
- Sewer lines
- Underground gas lines

### **Checklist for School Building:**

- Hallways and/or doors contain tempered glass only
- Adequate daylight in the building
- No items are blocking the evacuation route
- Evacuation plan takes into account all possible hazards, inside and outside of the building
- All toxic, corrosive and flammable materials are securely stored to withstand falling and breaking
- Appliances are securely anchored
- File cabinets are secured against falling; file drawers have adequate latches to prevent contents from spilling
- Light fixtures are adequately supported
- Fire extinguishers are checked annually
- First-aid equipment is up to date

### **Checklist for Advisory/Learning Spaces:**

- Free-standing cabinets, bookcases and wall shelves secured
- Heavy objects removed from high shelves
- Wall-mounted objects secured against falling
- Hanging plants/objects secured to prevent them from swinging free or breaking windows during earthquakes.

## EMERGENCY SUPPLIES

The Emergency Storage will be maintained to provide the basic supplies needed to support all students and staff.

### Emergency Packs:

Emergency packs will be located in each advisory. Supplies will include two laminated RED cards, one WHITE card, a flashlight, a hard hat, a small first aid kit, rope, note pad, Student Accounting forms, pencil, a reference sheet of assigned tasks for staff during an emergency situation.

### Supplies and Materials in Emergency Shed:

Folding Table	Crowbars
Individual Earthquake Kits	Vests
2-55 gallon drums of water (changed every 6 months)	Chalk
1 generator	Batteries
10 boxes Kleenex	
10 rolls paper towels	
2 portable toilets	
Paper toilet seat covers	
1 case toilet paper	
100 plastic bags	
Hand sanitizer	
Bleach	
Disinfectant	
10 sleeping bags	
Maxi pads	
Cloth blankets	
Camping stove	
Cups	
1 megaphone	
Chain saw	
Batteries	
Battery-Operated Radio	
Tents	
Goggles	
Folding shovel	
Hammers	
Search and rescue bags	
Hard hats	
Flashlights	
Gloves	

## **EARTHQUAKE PLAN**

### **Earthquake while indoors at school:**

When an earthquake occurs and students and staff are inside the school building the following procedure should be followed:

- The adult in authority in each advisory will implement DUCK, COVER AND HOLD ON. Each student will:
  - ✓ Get under a desk, table etc. or get next to an inside wall or under an inside doorway.
  - ✓ Drop to knees with back to the windows and knees together.
  - ✓ Protect the head with hands and arms. Close eyes tightly.
  - ✓ Repeatedly count to ten slowly until the shaking is over.
  - ✓ Stay there until the earthquake is over or until subsequent instructions are given.
  - ✓ When students and staff stand up after an earthquake they will check themselves to make sure that they are not hurt or bleeding.
- As soon as possible, advisors will move their students away from windows and out from under suspended light fixtures.
- Advisors will evacuate the building, following the Evacuation Plan. Doors remain unlocked.
- DO NOT RUN OUTSIDE!

### **Earthquake while outside of school building**

- The adult will direct students to WALK away from the buildings, trees, poles, or exposed wires.
- The adult(s) will implement the DUCK, COVER AND HOLD ON procedures. The adults and students will cover as much skin as possible, close eyes and cover ears.
- The adult(s) will evacuate all students to the Evacuation Site per the Evacuation Plan.

### **General procedures**

- The safest place to be is in the open. Stay there.
- Move away from buildings, trees, and exposed wires. DO NOT RUN!
- After the earthquake, if you are on your way to school, continue to school.
- After the earthquake, if you are on your way home, continue home until otherwise notified.
- In the event of an earthquake or national disaster, all school staff are immediately designated “Civil Defense Workers” and are not allowed to leave school until they are given official clearance to do so by the Principal or designee. Ed Code requires school staff to remain onsite a maximum of 14 days.



## **EVACUATION PLAN**

### **Advisors**

- Grab your Emergency Pack. Put your hard hat on before leaving your room.
- Have students leave the room in an orderly manner. Adults will see that students avoid touching electrical wires that may have fallen. Advisors or students will not turn on/off any lights
- Education specialist will take roll of all project managers.
- Office manager will take roll of all office staff and any parents, volunteers and visitors.
- If a student is to be left in the room (seriously injured or trapped), hang the RED CARD from the Emergency Pack on the outside doorknob. This marks the room as “not clear.”
- The advisor should exit the room last to ensure all students are out (except those that cannot be moved), taking the Emergency Pack, and advisory Roster.
- Report to the assigned Evacuation Site with your advisory and quickly take roll or do a head count to see if any additional students are missing.
- Send the Student Accounting Form in your Emergency Pack to the Command Post, which will inform the Command Post of both missing and present students. Also, hold up the RED CARD if a student is missing and WHITE card if all students are present and accounted for (see Appendix B).
- All adults assume their designated Responsibility Role when directed.

## **LOCK DOWN**

### **Advisors**

- Upon hearing a call to lock down, lock and close any windows, blinds and doors in your advisory area. Keep students away from windows, doors and be SILENT.
- If outside, move students to the closest secure area.
- Scan for students or parents left outdoors. Once inside the secure area, lock all doors and windows.
- Do not respond to knocks or voices at the door unless directed by the Principal or civil authority. If unsure, do NOT open.
- Remain with students and await further instructions.
- Use your cell phone or a school phone to call in. Do NOT allow students to call parents for early dismissal. NO students will be allowed out of the locked area. Parents will not be admitted to any buildings.

### **Administration**

- Secure the area you are in by locking all doors, shutting and locking windows, closing blinds, and getting on the floor.
- Assess the crisis as information is received. If the Lock Down is warranted call 911 to report the situation.
- The Principal or designee will call the faculty roll to determine the location and safety of people.

Insert Evacuation/Floor Plan

## **BOMB THREATS**

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:

- Ask what time the bomb is set to go off.
- Ask questions regarding the specific location, building, room, closet, hallway, etc.
- Ask about the appearance of the bomb package.
- Listen for background noise, e.g. traffic, other people, sounds, etc.
- Was the caller calm or hysterical?
- Was the caller's voice young or old?

Notify the Principal or designee.

- The Principal or designee will call the police and declare an emergency and initiate the Evacuation Plan.
- School staff and students are to remain out of the school building. The police will conduct the bomb search.
- Students should leave everything in the classroom during a bomb threat.
- Do NOT bring your emergency pack.

## **SUSPICIOUS BOX LOCATED ON CAMPUS**

Any student or staff that believe a box or other type of container to be suspicious, should not touch the item and should:

- Immediately report it to the Principal or designee.
- The Principal or designee will investigate and declare an emergency and initiate the Evacuation Plan, if deemed necessary.
- The Principal or designee will call the police.
- School staff and students are to keep away from the suspect device and allow the police to conduct the Bomb Search.

## **CONTAMINATION**

Warning of chemical accident or contamination is usually received from civil authorities when there is a threat to the safety of the school. These accidents may include overturned tankers, broken fuel lines, and those related to the industrial use of chemicals. When the reported accident occurs, the following procedure is required:

- The Principal or designee will determine whether it is safer to initiate a Lock Down or the Evacuation Plan.
- If it is necessary to evaluate the area, move crosswind, never directly with or against the wind.
- If the school determines that there is a potential contamination issue, the school's Public Information Officer will notify the civil authorities.

## **AFRICANIZED HONEYBEES (KILLER BEES)**

If staff or students see what they think are Africanized Honeybees on campus:

- Do not stand and swat bees or try to hide in bushes or water.
- Cover your head, eyes, mouth and run for cover.
- Seek shelter inside the nearest building and shut doors and windows.
- Do not jump into water. Killer bees will wait and attack later.
- Office Manager or designee will call 911.
- If a person is attacked, scrape stingers with a credit card, fingernail or ruler (anything with a straight edge). So not squeeze the venom sacs.
- If a swarm is spotted, immediately alert the Principal.
- If a swarm is spotted, clear students away from the area. If an attack has occurred conduct a Lock Down procedure.

## **A PERSON WITH A WEAPON OR SIMILAR THREAT**

When a serious threat of immediate harm to students or staff is identified on campus the Principal or designee will initiate a Lock Down. The Office Manager will immediately call 911.

If gunfire is heard nearby, a staff member will shout “hit the deck!” This means to lie flat on the ground or floor. If outdoors, as soon as it appears safe for people to move, proceed quickly inside the building.

## **VERIFYING STATUS OF CAMPUS VISITORS**

All staff are to verify that any visitor on campus has a visitor’s pass and is on campus for official school business. Staff may contact the Principal or the Office Manager if assistance is needed. Visitors on campus who are not conducting official school business should be escorted off campus.

## **SMOG ALERT**

### **First Stage Episode Actions:**

- Programs that require outdoor physical activities will be canceled.
- Indoor activities will be curtailed.
- If the episode is predicated for the following day, the faculty and students will be requested to utilize car pools, bicycles or public transportation.

### **Second Stage Episode Actions:**

- If the episode is predicted for the following day, the faculty and students will be requested to utilize car pools, bicycles or public transportation.
- The Principal the school may be required to close in case of the third stage episode.

## EMERGENCY TASK LIST

### COMMAND POST

**Incident Commander (IC):** The IC receives all information from the Radar and makes decisions based on the given information. Search and Rescue Teams report to IC for instructions as to which area can and must be checked. Students are to remain in the “Safety Zone” unless otherwise directed by the IC. The IC will request any assistance from the county or city office of Emergency Services or fire and police department (911). The IC will determine when students and staff may return to the school with advice from the Fire Department, Police Department and the City of Vista. If the building is safe for use, then the IC will instruct staff to resume educational activities as soon as possible. The IC will oversee all other teams. In the case that the IC is injured or unavailable the Radar will become the designee.

**Radar:** The Radar collects, all information about the development of the incident and the status of resources. The Radar also maintains a site map. All information (i.e. injured and missing persons, facility problems) is reported to the Radar. The Radar gives the information to the IC who will makes decisions based on the information.

**Documentation:** The Documentation person is responsible for documenting and evaluating all information during an emergency using the Documentation of Emergency Responses form (see Appendix C). The exact information, event by event and the time it occurred must be noted. The information may be from the Incident Commander, Radar, Public Information Officer, other staff, or from personal observation. All ongoing analysis of the situation and resource status is maintained.

**Public Information Officer (PIO):** Communicates with media, emergency crews and parents as to the status of Trade Tech staff, students and facilities (as needed). Only non-confidential information is reported. Also serves as the point of contact for agency representatives from assisting organizations and agencies outside the school and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

### OTHER TEAMS:

**Parent Release Team:** The persons monitoring the release of students must complete the Student Release Form (see Appendix D) and make sure that parents sign their student(s) out. The persons monitoring the release of students will use a runner to get the students when parents come for them. Student council members can support this process.

**Search and Rescue Teams:** Buddy system, with a minimum of two (2) persons per team. Teams will take no action that might endanger them and follow all operational and safety procedures. Teams will check in with Command Post before getting a Search and Rescue bag from the Emergency Bin person. Once the teams are ready they will proceed to their designated Search and Rescue areas. After completing the designated areas, the teams will report back to Command Post with a report and for further instructions.

- Team #1: Offices, Science, Drafting
- Team #2: Upper building
- Team #3: PE facility

**Student Support Team:** This team will supervise students and advise the Command Post of any special needs. All water, food, blankets and activities need to be reported to the Lead Student Support Person who will get the particular equipment and supplies from the Emergency Bin Person.

**Emergency Bin Team:** The team leader will unlock the shed and have all emergency equipment and bins ready as needed by the various teams. Student council members will be assigned to help disperse certain items such as room number signs, first aid equipment and checkout table. All persons must see the team leader before removing any items from the emergency bin.

**Triage Team:** The Medical Team Leader (MTL) is responsible for the provision of emergency medical response, first aid, and counseling. The MTL also informs the IC when the situation requires health or medical services that staff cannot provide. The MTL also ensures that appropriate actions are taken in the event of deaths. The Triage Team will assist injured persons. It is the responsibility of the Triage Team to keep record of injured persons seen throughout the emergency.

**School Secure Team:** The Secure School Team will shut off the gas, water and/or electricity depending on the nature of the emergency and whether there could be a dangerous condition if the gas, water and/or electricity are not shut off.

## **EMERGENCY TASK ASSIGNMENT LIST**

### **Command Post**

- Incident Commander:
- Radar:
- Documentation:
- Public Information Officer:

### **Parent Release Team**

- Lead:
- Members:

### **Search and Rescue Teams**

- Team #1:
- Team #2:
- Team #3:

### **Student Support Team**

- Lead:
- Members:

### **Emergency Bin Team**

- Logistics Lead:
- Members:

### **Triage Team**

- Medical Team Leader (MTL):
- Members:

### **School Secure Team**

- Lead:
- Members:

## **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

Trade Tech wants to provide a clean and healthful workplace for its staff and avoid the needless pain and suffering associated with accidents. We are committed to a successful accident prevention program that includes the identification and correction of hazards and training of staff in safe work practices. We strive to comply with all safety and health standards and we expect the full cooperation of our staff so that we can be proud of our safety record.

### **Safety Responsibilities and Accountability**

Administration has the ongoing responsibility to ensure implementation and contribution of the IIPP and to ensure the health and safety of our staff. This is accomplished by Trade Tech's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt staff reporting of health and safety concerns without fear of reprisal.

The Principal is responsible for implementing and maintaining the IIPP and for answering staff's questions about the program. Staff is responsible for the timely reporting of safety hazards in the workplace, as well as for following general safe work practices, specific to their job. Timely correction of workplace hazards will be tracked by the Office Manager, who will receive and review reports of unsafe conditions, workplace inspection reports and injury reports.

The Principal's safety responsibilities will include, but not be limited to, the following activities:

1. See that all job injuries, no matter how minor, are treated immediately. Follow procedures as outlined for processing Industrial Injury or Illness Claims.
2. Investigate all job injury accidents requiring outside medical attention. Make sure that any investigation information of each job injury accident and incident occurrence be filed with the office. Future prevention must be emphasized.
3. Routinely inspect all work areas to detect unsafe conditions and practices. Inspections will be made at quarterly intervals, using the school's Self-Inspection Checklist. A copy of the Checklist will be filed by the Office Manager. Any unsafe practices will be corrected at once.
4. Advise the Office Manager of any repairs that are necessary to correct unsafe conditions; the Office Manager will arrange for timely repair and will file a copy of the completed checklists, noting corrections taken. Records will be retained for a period of three years.
5. Actively participates in Safety Committee meetings and activities.
6. Provide and/or arrange for safety training of staff.
7. Develop special safety rules and practices.



## **RESPONSIBILITY OF TRADE TECH STAFF FOR SAFETY RULES AND PRACTICES**

Staff's responsibilities will include but not be limited to the following:

- Staff is not expected to take chances or endanger the lives of others in the performance of their job duties. Do not take chances or make guesses about proper procedures. When in doubt, ask your administrator to explain the job.
- If co-workers are careless, bring it to their attention. Staff may not realize that their actions are unsafe. Continued violations of safety rules should be reported.
- Report unsafe working conditions to the Principal at once.
- Know the location of the nearest exit, fire extinguisher, fire alarm and first aid kit. Ask the Principal if you do not know where they are located.
- Keep exits, hallways and aisles clear of all obstructions.
- Place litter and trash in proper waste containers. Respect others by leaving the work area orderly.
- Do not try to lift or push an object that is too heavy. Ask for help. When lifting objects, let leg muscles, the most powerful muscles in the body, take the load. Always lift with your back upright, your legs bent and the weight close to your body.
- Maintain the maximum safe footing for prevailing conditions. Do not stand or work on boards, boxes, pallets, or other unsafe or unstable surfaces.
- Do not use chairs, boxes, desks, tables, or other unstable objects in place of a ladder or step stool.
- Be very cautious with sharp instruments such as scissors and paper cutters, especially when students use them.
- Walk, don't run. The few seconds you may save are not worth the risk of a bad fall.
- Always use handrails when walking up or down staircases.
- Portable electrical equipment and appliances must be securely placed and guarded so as not to cause injury to staff or damage to the appliance.
- Do not operate office or shop equipment without proper instructions.
- If work involves operating a motor vehicle, drive cautiously and obey all traffic laws.
- Close desk drawers and file cabinets, which are not in use. No more than one file drawer should be open at any time.
- Load file cabinets appropriately, from bottom drawer up, to prevent tipping.
- Do not tilt a chair, especially a swivel chair. Doing so could cause a bad fall.

## **Guidelines for Handling Staff Safety Violations**

Trade Tech places a high priority on promoting and ensuring our staff's safety on the job. Safety-related policies and procedures are not intended to punish the staff member who is a habitual safety violator. Instead, the Principal should determine the cause and then counsel the staff member for correction. This is a very important part of the safety responsibilities. Injuries often result when unauthorized job activities are undertaken instead of following prescribed procedures.

The Principal will enforce the school's safety policies and procedures. No one is exempt from following safe work practices. Our goal is to keep staff from being injured and to maintain healthy work conditions. Following safe work practices will help us to achieve this goal.

### **Enforcement of Safety Rules**

The school will provide staff with a safe and healthful place to work and all staff are expected to comply and follow Trade Tech policies and procedures. Occasionally, there may be a staff member who refuses to follow our school's safety policies and procedures. This action could result in severe injury to that staff member or a colleague and/or damage to our equipment. Our staff must follow our safety policies and procedures or propose other ways that would provide equal protection.

### **Notice of Safety Infraction**

Failure to comply with the safety policies and procedures outlined in this Safe School Plan will result in progressive disciplinary action, including verbal and written warnings that may lead to discharge. If a staff member is found to be grossly negligent, immediate discharge may result.

Any staff member who has caused an accident because of gross negligence, carelessness or horseplay will be suspended or terminated.

Any staff member who is discovered to be in possession of or under the influence of alcohol or narcotics will be immediately suspended or terminated.

Any violation of or unauthorized deviation from the Trade Tech's safety policies and procedures may be considered just cause for and result in disciplinary action as follows:

Within a period of 12 months:

- 1<sup>st</sup> infraction: Oral Warning
- 2<sup>nd</sup> Infraction: Written Warning, filed in personnel file
- 3<sup>rd</sup> Infraction: Disciplinary Action

## **Staff Orientation and Training**

At the time of employment, the Principal will orient new staff as to the general safety guidelines and responsibilities. All new staff will sign an acknowledgement that they have received and agree to follow the Comprehensive Safe School Plan, which will be retained in their personnel files.

Trade Tech will provide ongoing training in safe work practices for all staff. The Principal will ensure that each staff member receives safety training designed to acquaint staff with job hazards and safe job practices. Training will be provided at no cost to staff. No one should do a job unless s/he knows how to do it safely and understands the hazards involved.

### **Initial IIPP Training**

When the IIPP is first implemented, all staff will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions and where to obtain information on workplace safety and health issues.

When devising a program of specific job safety training, the Principal will consider the following areas of concern and address them in training, as appropriate:

1. Specific Required Skills: Does the staff member have the skills required to do the job correctly and safely?
2. Understanding the Hazards: Does the staff member understand the potential hazards of the job and accept the need to do the job carefully and in compliance with applicable safety rules and procedures? Does the staff member recognize the need to allot sufficient time to do the job carefully and safely?
3. Mental Capability: Even though the staff member now knows how to do the job, the situation may change. Does the staff member recognize that fatigue or a change in job complexity may create a potential hazard?
4. Emotional Stress: All staff are subjected to stress both on and off the job. Does the staff member recognize that stress, job-related and non job-related, may cause a potential hazard?
5. People Skills: People skills are required in almost all job situations. Does the staff member recognize his or her responsibility to work with other staff? Does the staff member recognize that the failure to work properly with other staff may create potential safety hazards on the job?

### **Training On Specific Hazards**

Administrators are required to be trained on the hazards to which staff may be exposed. This training aids an administrator in understanding and enforcing proper protective measures.

All administrators must ensure that the staff they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new staff and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Specific topics, which may be appropriate to staff, include but are not limited to the following:

- Fire prevention techniques and fire extinguisher use
- Obtain emergency medical assistance and first aid
- Disaster preparedness and response, including building evacuation procedures
- Health and safety for computer users
- Back care, body mechanics, and proper lifting techniques
- Prevention of stress-related job injury claims
- Hazards communication, including chemical hazards and container labeling
- Proper housekeeping
- Personal Protective Equipment
- Chemical spill

## **Procedures for Processing Industrial Illness or Injury Claims**

Injury Reporting: Staff who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center, if non-emergency medical treatment for work-related injuries or illnesses is needed.

Workers' Compensation insurance carrier should be notified immediately of job-related serious injuries or situations that result in the death of staff.

If an ambulance is required to transport a seriously injured staff member to a medical facility, the closest public agency should be contacted for assistance. In the event that the public agency is not able to offer assistance, the nearest private ambulance service company should be contacted. The seriously injured staff member should never be transported in a private automobile.

## **Exposure Control Plan (EXP) for Bloodborne Pathogens**

Trade Tech is committed to providing a safe and healthful work environment for its entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens".

### The ECP includes:

- Determination of staff exposure
- Implementation of various methods of exposure control, including
  - Universal precautions
  - Engineering and Work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to staff and training
- Record keeping
- Procedures for evaluating circumstances surrounding an exposure incident.

Administrative Duties: Trade Tech is responsible for the implementation of the ECP. Trade Tech will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those staff that might have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in the ECP.

Trade Tech will maintain and provide all necessary personal protective equipment, labels, and red bags as required by the standard. Trade Tech will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

Trade Tech will be responsible for ensuring that all medical actions required are performed and that appropriate staff health and OSHA records are maintained.

Trade Tech will be responsible for training, documentation of training, and making the written ECP available to staff.

Staff, which have occupational exposure:

- Principal
- Office Manager
- Advisors
- Education Specialist
- Project Managers
- Custodians

Part-time, temporary, contract and per diem staff are covered by the standard.

Universal Precautions: All Trade Tech staff must observe universal precautions. This method of infection control requires staff to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

## **Methods of Implementation and Control**

Exposure Control Plan (ECP): Staff covered by the Bloodborne Pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in the summer training sessions. All staff have an opportunity to review this plan at any time during their work. Each staff member will a copy of the Comprehensive Safe School Plan, which includes the ECP.

Trade Tech is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised staff positions with occupational exposure.

The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to Bloodborne Pathogens
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. Trade Tech will document all devices considered.

Housekeeping: Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

- Clean and decontaminate all equipment and environmental and work surfaces that have been contaminated with blood or other potentially infectious materials.
- Decontaminate work surfaces with an appropriate disinfectant, after completion of procedures, immediately when overtly contaminated, after any spill of blood or other potentially infectious materials, and at the end of the work shift when surfaces have become contaminated since the last cleaning.
- Remove and replace protective coverings such as plastic wrap and aluminum foil when contaminated.
- Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that have likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
- Always use mechanical means such as tongs, forceps, or a brush and a dust pan to pick up contaminated broken glassware; never pick up with hands even if gloves are worn.
- Store or process reusable sharps in a ways that ensures safe handling.
- Place all waste in closable and labeled or color coded containers.

- When discarding contaminated objects, place them in containers that are closable, puncture resistant, appropriately labeled or color-coded and leak proof on the sides and bottom.
- Ensure that containers are easily accessible to staff and located as close as is feasible to the area where sharps are used or can be reasonably anticipated to be found. Containers must be kept upright throughout use, replaced routinely, closed when moved and not allowed to overfill.
- Never manually clean, open or empty reusable contaminated disposal containers.
- Use appropriate personal protective equipment when handling contaminated objects.

Labels: Trade Tech will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Staff members are to notify the Principal if they discover regulated waste containers, refrigerators containing blood, contaminated equipment, etc. without proper labels.

The labels will be orange-red or orange warning labels and be attached to all containers contained blood or other potentially infectious materials.

## STUDENT ACCOUNTING FORM

Advisor \_\_\_\_\_ Date \_\_\_\_\_

# Enrolled per Roster: \_\_\_\_\_

# Not in School Today: \_\_\_\_\_

# Currently in Assembly Area: \_\_\_\_\_

1. Students or volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem

2. Students in Assembly Area that need more fist aid that you can handle:

Name	Location	Problem

3. Additional comments (report fire, gas/water leaks, blocked exits, structural damage, etc.):

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### DOCUMENTATION OF EMERGENCY RESPONSES

<b>DATE</b>	<b>TIME OF EMERGENCY</b>	<b>SITUATION</b>	<b>RESPONSE TIME</b>	<b>INITIAL</b>

## STUDENT RELEASE FORM

Print Student's Name: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Release Requested by: \_\_\_\_\_

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### TO BE FILLED IN BY STUDENT RELEASE TEAM MEMBER:

Name on Emergency Card?  Yes  No

Proof of ID?  Yes  No

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### STUDENT'S STATUS

#### TO BE FILLED IN BY ADVISOR:

Sent with Runner     Absent     Receiving First Aid     Missing

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### TO BE FILLED IN BY REQUESTER AT THE CHECK POINT:

Requester Signature: \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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### REMINDER:

**GIVE THE STUDENT'S OUT OF STATE CONTACT NUMBER TO THE PERSON  
PICKING UP THE STUDENT.**