

DURHAM PUBLIC SCHOOLS
Employee Health and Safety Orientation
2008-09



Risk Management Services
1817 Hamlin Road
Durham, North Carolina
(919) 560-3829
www.dpsnc.net/riskmanagement



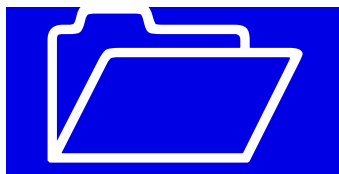
Health and Safety Is a Priority in Durham Public Schools

Durham Public Schools is dedicated to providing a safe and healthful work environment for all employees and students that supports academic achievement. Risk Management Services is committed to promoting a safe and healthful atmosphere for employees, students, and visitors. However, an effective safety program requires certain standards of personal conduct by every employee. Active participation in workplace safety lowers the risk of personal injuries for all students and employees.



Very Important Instructions

Please read this entire document. This manual was developed to help protect employees from workplace hazards as required by the North Carolina Occupational Safety and Health Administration. Once you've read the information, please complete and submit the Training Record on the last page and return it to your designated Human Resources Benefits Analyst. Keep this document and refer to the information as needed. If your position requires additional safety training you will be contacted by our office, your instructional coordinator, or your school principal. Additional health and safety information is available on our webpage, www.dpsnc/riskmanagement.net.



This Document Includes:

- Asbestos Control Plan Summary
- Bloodborne Pathogens Exposure Control Plan
- Diabetes Care Plan Awareness
- Emergency Procedures
- Chemical Safety Program
- Electrical Safety
- Motor Fleet and Vehicle Operator Safety
- Reporting Work-Related Employee Injuries and Illness
- Safety and Security Assessments and Inspections
- Security Awareness
- Safety and Security Reminders
- Risk Management Services Contact Information

- Emergency Actions Guide
- Record of Training Form

Asbestos Control Plan Summary

Asbestos is a fire proofing material used in construction and is usually found in school floor tiles and pipe insulation for buildings built prior to 1989. The Asbestos Hazard Emergency Response Act (AHERA) requires that schools containing asbestos be inspected regularly and that employees that work in areas that may contain asbestos receive training. DPS has an asbestos containment program. This plan can be found in the school's front office and is readily available to all employees upon request. It is important to report broken or damaged floor tiles to your principal and Risk Management Services at 560-3829.

Bloodborne Pathogens Exposure Control Plan

Bloodborne Pathogens are infectious bacteria or viruses present in human blood and can cause disease in humans. Durham Public Schools has a Bloodborne Pathogens Exposure Control Plan that is designed to eliminate or minimize employee exposure to infectious bodily fluids, bodily secretions, or infectious materials. All employees must use "universal precautions" when handling blood, which means treating all blood as if it's infectious. Proper personal protective equipment (PPE) is required when handling human blood and other infectious bodily fluids.



This plan is in accordance with the regulations established by the United States Department of Labor pursuant to the Occupational Safety and Health Act and the North Carolina Occupational Safety and Health Administration's Bloodborne Pathogens Standard. This plan can be found in each school's front office and is readily available to all employees upon request.

"At Risk" Employee Groups

Durham Public Schools has identified the following employee groups as "at-risk" of contracting a bloodborne disease and require additional training. These employees are eligible to receive the free Hepatitis B vaccination series:

- ◆ School Nurse
- ◆ Physical Therapists
- ◆ Occupational Therapists
- ◆ Speech/Language Therapists
- ◆ Custodians
- ◆ EC Teachers (e.g., autism, BED)
- ◆ Before and After School Managers (Community Education Department)
- ◆ Lakeview School Teachers and Staff
- ◆ School staff who frequently provide first aid to students (front office)
- ◆ EC School Bus Drivers and Monitors
- ◆ Head Coach or Designee
- ◆ Plumbers (Maintenance Department)
- ◆ School Staff who perform invasive procedures related to injections, diabetes management, catheters, feeding tube maintenance

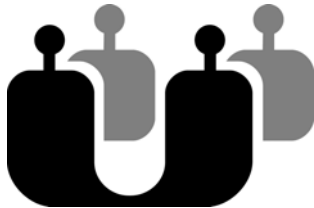
Please contact Risk Management Services at **560-3829** if you are uncertain of your employee status or have additional questions concerning this area.

Diabetes Care Plan Awareness

Durham Public Schools ensures that every school develops and maintains an individualized Diabetes Care Plan for a child with diabetes. This plan is initiated at the request of the child's parent or guardian and is developed to assist the child with the management of the child's D\diabetes. Two Diabetes Care Managers at each school receive intensive training in the care of students with diabetes and in responding to emergencies. If you need additional information contact the school nurse or diabetes care managers at your school.

Emergency Procedures

Durham Public Schools has designed a district-wide plan to protect student, staff, and visitors in the event of various emergencies. This plan provides consistent emergency preparedness efforts at all levels and is intended to guide school administrators, employees, students, and visitors through emergencies. Emergencies include, but are not limited to, fire, severe weather, hazardous chemical spills, bomb threats, medical emergencies, armed intruders, and evacuation procedures. Every school has identified a Campus Emergency Response Team (CERT) available to assist schools prepare for and respond to school emergencies.



An **Emergency Actions Guide** is found on *page seven* of this brochure. Review the information in the guide and maintain it in your office or classroom. Review site specific emergency plans with your school principal or designated school contact and know what your responsibility will be during a potential school emergency.

Note

Durham Public Schools works closely with Law Enforcement, Emergency Management, Fire Departments, Public Health Department, American Red Cross, and other safety officials at the local, state, and federal levels to develop and strengthen school plans for handling emergencies.

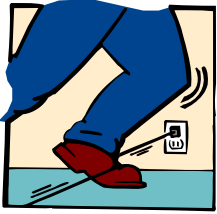


Chemical Safety Program

A Chemical Safety Program was developed to protect Durham Public School employees from hazardous chemicals that are likely to cause personal injury, illness, or death. This plan is kept in the school's front office.

The DPS "Employee Chemical Safety Program" complies with the provisions contained in the North Carolina OSHA Hazard Communication Standard (CFR 1910.1200). This standard requires a written employee hazard communication program that covers the following subjects: the existence of a plan, its location and availability to employees, operations in work areas where hazardous chemicals exist, container labels, an inventory of chemicals, area warning signs, availability of material safety data sheets (MSDS), measures that employees can take to protect themselves, personal protection equipment needed, work practices, and engineering controls. The DPS Chemical Safety Program is found in the school's front office and is readily available to all employees upon request.

Electrical Safety



Understanding potential electrical hazards that may be created in the work environment is essential for preventing personal injuries. Please review the following:

- **Electrical cords can be a trip hazard.** Keep cords secured away from feet, walk spaces, drawers, and sharp edges.
- **Do not tape cords down or run them underneath carpet.** This can cause overheating of the wire insulation and cord damage that cannot be seen until it starts a fire. If you cannot move a cord and your job tasks require that you have the outlet, then make a request to your principal that a new outlet be installed. In the meantime, secure the cord to the floor with cord covering strips.
- **Electrical equipment should be plugged directly into the wall outlet.** Do not use extension cords for permanent appliances. Make sure that all electrical cords are Underwriters Laboratory (UL) rated, free of cracks or tears, and have an intact grounding prong.
- **Keep ignitable materials away from outlets.**
- **Space heaters are not allowed.** If your work area is too cold share your concern with your building principal. The principal can call the Maintenance Department and request that the heating system be checked for proper operation.

Reporting Work Related Employee Injuries and Illnesses



All work related injuries must be reported immediately to the school principal or department supervisor. Please note the following:

1. Notify school administration/supervisor of your injury immediately whether or not medical treatment is sought.
2. Employees injured on the job, requiring additional medical assistance must be seen by DPS approved health care facilities. The **approved** health care providers include: Duke Urgent Care, Concentra Medical Center, and Triangle Orthopedic Urgent Care (after 5 pm.)
3. A Form 19 (First Report of Injury) must be completed by the school bookkeeper/school treasurer for all injuries. The injured employee **MUST** present a copy of the Form 19 to the medical provider in order to receive services. An employee statement must be completed by the employee. The injured employee will receive a blank Form 18. This Form 18 must be completed by the employee and mailed directly to the North Carolina Industrial Commission. A copy of the employee statement will be given to the injured employee.

Motor Fleet and Vehicle Operator Safety

The District owns and leases numerous automobiles, trucks, vans, and buses. School District employees and volunteers who operate DPS motorized vehicles shall comply with N.C. Motor Vehicle regulations, maintain applicable operator's license, and follow procedures outlined in the district's Motor Fleet Safety Program. DPS unit heads, supervisors, and employees shall support and comply with the district's driver safety initiative. The NC Department of Transportation makes it easy to brush up on driver safety on their web site. National Safety Council Defensive Driving classes are offered at least annually.

Please remember to:

1. “Drive safely and defensively,” be responsible for your own actions, and watch out for “the other guy.”
2. In the event of a DPS vehicle collision or property damage, the employee/volunteer driver shall immediately report the act or condition to his or her supervisor. Collision incident information cards are located in the vehicle glove box.
3. For up to the minute information about traffic problems on major roads in and around Durham, phone the DOT information number – 511.

Safety and Security Assessments and Inspections

Safety and Security Assessments are coordinated by Risk Management Services. Representatives from Maintenance Services, Security Department, and Risk Management Services assess and address the safety and integrity of facilities, security, and the culture and climate of schools. Assessments help to prevent and mitigate potential incidents. Elementary school playgrounds and science labs in secondary schools are inspected regularly by internal and external agencies. Additional attention is also given to lighting, parking lots, building safety, and security needs during security assessments. Contact your school principal or designated school contact to report unsafe work conditions or equipment.

Security Awareness

The **DPS Security Department (560-3607)** works with all schools and Central Services’ locations to keep our schools safe and secure. The following is a summary of our Security Department’s efforts:

- ◆ All schools will be equipped with surveillance *cameras* and evaluated annually.
- ◆ State of the art *burglar alarm systems* are being installed in all schools and DPS facilities. Alarms are monitored 24 hours a day. Make sure that you know the alarm procedures for your school.
- ◆ *Law enforcement patrols* our schools and facilities after hours to aid in prevention efforts.
- ◆ Every middle school and high school has at least one *School Resource Officer* or *G.R.E.A.T Officer*. These officers are accessible to all staff and students to assist with law-related issues. All elementary schools have a *G.R.E.A.T* officer teaching classes at their school.
- ◆ *DPS works closely with the Durham County Sheriff’s Office and Durham Police Department* on safety and security for all DPS staff, students, and facilities. Law enforcement officers from both agencies provide security for DPS special events.

Safety and Security Reminders



1. Wear your DPS identification badge while you are at any DPS facility or function.
2. Don’t work late alone.
3. Don’t leave valuables in your car.
4. Lock your classroom doors and windows when leaving at the end of the day.
5. Know your primary and secondary exit routes in your school.
6. Clean up and/or report broken glass, spills, and slippery floors promptly.
7. Remember to wash your hands often and thoroughly. Hand washing is the single most effective way to prevent the spread of infection!

Risk Management Services Contact Information:

The Risk Management Services Office is located at 1817 Hamlin Road.

Our office number is **560-3829** and hours of operation are 7:30 a.m. until 4:30 p.m.

Please visit our webpage at www.dpsnc.net/riskmanagement.

Emergency Action Guide for School Personnel

Fire/Smoke * Bomb Threats * Lock Down * Medical * Weather * Hazardous Materials



Small Fire: Never enter a smoke filled room. If odor or smoke is present in single classroom or other small confined area:

- ✓ Report odors or small fire to Administrator-in-Charge immediately.
- ✓ If trained and willing, use fire extinguisher to put out small fire using the “**PASS**” method:
 - Pull out the fire extinguisher locking pin held with a plastic tie
 - Aim the nozzle at the base of fire
 - Squeeze the fire extinguisher handle grip (powder will discharge)
 - Sweep the extinguishing powder across the fire
- ✓ Take students to another area as appropriate.
- ✓ Take class attendance and account for all students.
- ✓ If fire worsens or room begins to fill with smoke, evacuate students and pull fire alarm.

Large Fire: Prepare to evacuate the area or building immediately

- ✓ Activate **fire alarm** located in room or corridor near an EXIT
- ✓ Notify Administrator-in-Charge.
- ✓ School Administration will contact/ call 911.
- ✓ Follow building evacuation procedures.
- ✓ If possible, take attendance roster and close classroom door.
- ✓ Take students to designated safe location.
- ✓ Take roll call and report missing student(s) to Administrator.
- ✓ Re-occupy building when “All Clear” is announced.

Bomb Threat: If you receive a Bomb Threat by phone or other means

- ✓ Notify Administrator-in-Charge.
- ✓ School Administration will contact/ call 911.
- ✓ Complete a Bomb Threat Checklist.
- ✓ Remain in classroom unless directed to evacuate the building.
- ✓ Ask students and others to turn off cell phones and electronic devices.
- ✓ Take class attendance and account for all students.

If Evacuation Is Ordered:

- ✓ Ask students to take personal belongings.
 - ✓ Ask students and others to turn off cell phones.
 - ✓ Take attendance roster and students to designated safe location.
 - ✓ Perform quick sweep of classroom, evacuation hallways, and assembly area.
 - ✓ Report suspicious items/activity to supervisor or CERT member.
 - ✓ Take roll call. Prepare for Duck, Cover, and Hold procedures (see page 9)
 - ✓ Remain away from building and do not enter again until “All Clear” is announced.
-

Emergency Action Guide for School Personnel: continued

Lock Down: When you hear a “Lockdown” announcement over Intercom or Public Address

- ✓ Remain Calm.
- ✓ Students report to nearest available classroom. Lock doors and windows; turn off lights.
- ✓ Move all students/employees away from doors and windows. Students should be placed against interior walls if possible.
- ✓ Display Red or Green Cards to communicate with emergency responders.
- ✓ Take class attendance.
- ✓ The lockdown ends when “All Clear” is announced.

Lockdown: **(Modified):**

- ✓ Administrator announces “Modified Lockdown” over the intercom. Remain calm.
 - ✓ Students are asked to report to assigned classrooms immediately.
 - ✓ Teacher takes attendance and is prepared to account for students assigned to her class.
 - ✓ Outdoor classes and activities are brought indoors.
 - ✓ Classroom doors and windows are locked. Hallways are clear.
 - ✓ Instruction continues indoors. Bathroom breaks are monitored.
 - ✓ Modified Lockdown ends when “All Clear” is announced.
-

Medical Emergency: **(Minor Incident)**

- ✓ Evaluate accident scene. Isolate and secure the area.
- ✓ Direct unaffected persons to a safer and secured area.
- ✓ If scene is safe, proceed to victim(s) and assess injury severity.
- ✓ Advise Administrator ASAP of location, situation, and approximate number affected.
- ✓ School Administrator-in-Charge will contact/ call 911.
- ✓ Wait with injured/sick student(s) until medical help arrives.
- ✓ Await further instructions from the Administrator.

Medical Emergency: **(Major Incident)**

- ✓ Evaluate the scene. Isolate and secure the area.
 - ✓ Direct any unaffected persons to a safer and secured area.
 - ✓ If the scene is safe, proceed to the victim and assess the severity of the injury.
 - ✓ Call School Administration. School Administration will 911
 - ✓ Wait with injured/sick student(s) until medical responders arrive.
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Weather Emergency: **(Severe Weather and Tornado Watch)**

- ✓ Stay calm. Account for all students. Keep class roll book ready.
- ✓ Indoor classes proceed as normal. Save active documents on computer. Outdoor activities may be cancelled.

Weather Emergency: **(Tornado Warning)** severe weather is imminent

- ✓ Stay calm and evacuate students to tornado-safe location and away from windows
 - ✓ Take attendance roster. Ask students to take personal belongings.
 - ✓ Everyone should kneel with heads down, hands covering head.
 - ✓ Locate yourself behind students. Account for and monitor students.
 - ✓ Remain in safe location until “All Clear” is announced.
-

Emergency Action Guide for School Personnel: continued

Weather Emergency: (**Lightning**)

- ✓ Follow Administrator's instructions or use 30/30 Rule to suspend activity. 30/30 Rule says to shut down when lightning is six miles away, using a "flash to bang" (lightning to thunder) count of five seconds equals one mile (10 = 2 miles; 20 = 4 miles; 30 = 6 miles).
 - ✓ Take class inside and account for students.
 - ✓ Inform School Administration that you have suspended class activities due to lightning.
 - ✓ Remain indoors and away from windows and wall openings
 - ✓ Wait for an "All Clear" before resuming outdoor activities.
-

Hazardous Materials: (**Shelter-In-Place**) may be required if a minor or suspected chemical spill or vapors are present in the school vicinity as identified by Administrator or Emergency Management Official.

- ✓ Hear Shelter-In-Place announcement over intercom or public address
- ✓ Close and lock classroom doors and windows.
- ✓ Turn off pilot lights, air conditioners, and exhaust fans.
- ✓ Electricity will be left on.
- ✓ Tape around doors, windows, and vents and place a wet towel at bottom of door.
- ✓ Close drapes or blinds and stay away from the window.
- ✓ Take attendance. No one leaves the classroom.
- ✓ Await further instructions from the Administrator and Emergency Management Official.

Hazardous Materials: (**Evacuation is required**) when building Administrator and/ or Emergency Management Official has determined hazardous chemical or vapors pose an imminent threat to health and safety.

- ✓ Hear Evacuation announcement over intercom or public address
 - ✓ School Administration calls 911
 - ✓ Evacuate students to safe location as directed by Administrator and/ or Emergency Management Official
 - ✓ Take attendance and account for students.
 - ✓ Do not re-enter the building
 - ✓ Remain with students.
 - ✓ Await further instructions from Administrator and/ or Emergency Management Official.
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Duck, Cover, and Hold Procedures

When the ground begins shaking, a sudden loud explosion is heard/ felt, or a duck, cover, and hold drill begins, everyone – students, staff and all others present – take the following protective actions:

Indoors:

- ✓ Duck: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.
 - ✓ Cover eyes by leaning the face against the arm.
 - ✓ Hold on to the table legs or side of the desk.
 - ✓ Remain in position until the ground stops shaking, objects stop falling, or the Administrator announces "All Clear".
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Emergency Action Guide for School Personnel: continued

Outdoors:

- ✓ Duck, cover, and hold
 - ✓ Move away from buildings, power lines, block walls, and other items that might fall.
 - ✓ Take the “drop” position or sit down for protection against a lightening strike.
 - ✓ Take shelter indoors as soon as is possible if exposed to lightening and high winds
 - ✓ Account for all students
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Suicide Threats

Schools work with students who are involved in personal crisis that may pose a danger to that student or others. If you are made aware of a suicide threat, please do the following:

- ✓ Take threats seriously, if received from students or students’ peers.
 - ✓ Talk with students and reassure him/her that you are concerned for his/her welfare.
 - ✓ Treat all information as confidential.
 - ✓ Notify School Administrator or Counselor of threat ASAP. Avoid leaving voice mail.
 - ✓ If a student has a weapon: Speak calmly to the individual. Do not approach. In a calm manner, ask student for permission to evacuate the rest of the class.
 - ✓ Isolate the student from peers if possible. Do not leave student alone without adult supervision and await instructions from Administrator.
-

General Safety and Security Tips

Know what to do if you must Evacuate the building (Primary and Secondary Routes), “Lock Down” your school or building, “Shelter-In-Place”, or go to a tornado safe haven.

- ✓ Participate in emergency planning and drills.
 - ✓ Wear your DPS Identification Badge while at any DPS facility or function.
 - ✓ Lock your classroom when you have left the area.
 - ✓ Follow sign-in procedures and encourage parents and other visitors to do the same.
 - ✓ Make sure that we make special provisions for students and staff that have special needs. Alert your School Administrator.
 - ✓ Use the buddy system when working before and after school hours.
 - ✓ Know your supervisor’s after-hours number to report before and after-hours incidents.
 - ✓ Be prepared at home. American Red Cross and FEMA web sites have excellent resources concerning family preparedness.
 - ✓ Ask questions if you are unsure about plans or procedures.
 - ✓ Your emergency actions can prevent injuries, minimize property damage and, most importantly, save lives.
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Emergency Action Guide for School Personnel: continued

For More Information

Emergency: For Fire, Law Enforcement or Rescue, call 911.

Remain on the phone if possible, report location, type of emergency, time of incident, and number of victims involved.

Durham Public Schools Internal Communication – (919) 560-2000

Superintendent (560-2000)

Administration
Instructional Services
Support Services
Public Affairs

Security Services (560-3607)

Law Enforcement Coordination
Security Equipment and Programs
Investigations

Operational Services (560-3831)

Maintenance Services
Child Nutrition Services
Transportation

Risk Management Services (560-3829)

Environmental, Safety and Health Programs
Emergency Management and Crisis Response
Safety Training, School and Facility Inspections

Student Services (560-2032)

Safe and Drug Free Schools
Counseling Services
Community Outreach
Safe Schools Planning

