

## **SCHOOL SAFETY PLANS AND FACILITIES SAFETY**

### **A. BUILDING-LEVEL SCHOOL SAFETY OFFICERS**

The building principal of each school shall serve as, and designate at least one other full-time employee within the building to serve as, a building-level School Safety Officer.

### **B. SCHOOL SAFETY PLANS**

A school safety plan shall be in effect in each school in the District. Each school safety plan shall address the following:

1. Emergency Prevention and Mitigation – This includes planned actions that will be taken to decrease the likelihood that a safety emergency event will occur and to reduce the risk of injury, loss of life, and property damage related to any event(s) that cannot be prevented.
2. Emergency Preparedness – This includes identified roles and responsibilities and lines of authority for handling safety emergencies, communication plans, and plans for training and drilling students and staff on emergency plans and procedures and reviewing the methods for conducting such drills.
3. Response – This includes planned responses to specific types of emergencies – for example, fire, tornado, bomb threat, armed intruder.
4. Recovery – This includes planned actions that will be taken to restore educational operations in the schools and assist students, staff, and families recovering from school safety emergency incidents.

Dissemination of the School Safety Plans. A current copy of each school safety plan shall be filed online internally to all relevant employees plus at least one hard copy in the main office of the school plus the office of the Superintendent, Assistant Superintendents , Building and Grounds Manager , and Communication Specialist. The school plans shall be disseminated to local law enforcement, fire, and other emergency response agencies. Either the plan, or a reference or summary document derived from the plan, shall be placed in each classroom and office area.

Training. Building principals, designated School Safety Officers, and the District-wide coordinator of facilities safety shall participate in school safety plan training at least once annually and (1) as may additionally be provided under the relevant safety plan; or (2) as may additionally directed by the Superintendent or his/her designee. Such training shall address any prioritized needs, risks, and vulnerabilities of the schools.

Newly hired employees, other than short-term substitutes, shall receive an orientation to the relevant school safety plan(s) within their first month of service. The administration shall determine the safety and emergency information that will be provided to short-term substitutes.

In addition to participating in any safety drills that are required by law or conducted pursuant to the relevant school safety plan, employees shall also participate in any other additional inservice or other training opportunities related to the school safety plan and/or safety-related procedures, as may be arranged and directed by the building principal.

Periodic Review of School Safety Plans. The school safety plans shall be reviewed and updated annually. The designated Assistant Superintendent, the School Safety Officers of each school and the District-wide coordinator of facilities safety shall coordinate the review of the plan(s), and they are encouraged to seek the active participation of additional building staff members and local public safety and emergency response personnel.

At least once every three years, a report of the review of School Safety Plans, including any recommendations for significant changes to a plans, shall be provided to the School Board.

### **C. EMERGENCY DRILLS**

It is the responsibility of the building principal to ensure that his/her school schedules and conducts school fire, tornado, and other hazard/safety drills in accordance with state law requirements and the school safety plan.

The building principal shall ensure that a record of each such drill is maintained for at least seven (7) years and that an annual report of the school's fire drills is provided to the fire department serving the school.

### **D. FACILITIES SAFETY AND MAINTENANCE; DISTRICT-WIDE COORDINATOR OF FACILITIES SAFETY**

The School Board intends to maintain all District-operated facilities at the level of the standards established for safe and healthful facilities, and to comply with all regulations, state codes, all orders of relevant state agencies, and all applicable local safety and health codes and regulations.

The Manager of Buildings and Grounds is assigned overall responsibility for coordinating all activities related to the safety and health considerations of the facilities for the entire District. This individual's responsibilities include the following:

1. Annually coordinate the implementation of the current-year's facility maintenance schedule.
2. Annually create a report on all incidents involving Injuries to persons occurring on school grounds and reports of damage to District property that created a risk to safety with an analysis of steps that have been taken or will be taken or recommendations to mitigate such accidents, injuries and risks to safety
3. At least once annually, conduct an inspection of each District facility for potential or demonstrated hazards to safety and health. In response to any such hazard that may be identified, this individual shall coordinate and verify the completion of any corrective action, the installation of any compensating device(s), or the completion of any other special arrangement that is made in response to the hazard.
4. Coordinate the implementation and periodic review of the District's plan for maintaining the District-operated facilities at the level of the standards established for safe and healthful facilities. Any concerns or suggestions regarding the status of the plan shall be brought to the attention of the designated Assistant Superintendent.
5. Coordinate the implementation and periodic review of the District's indoor air quality monitoring and maintenance plan.
6. Provide supervision and managerial oversight intended to ensure that maintenance procedures and custodial services are conducted in such a manner that the safety and health of persons conducting the services and of the persons using the facilities are protected.
7. Participate in the training, implementation, and review of school safety plans as provided above within this policy.

In the event of a vacancy in the position designated as the District-wide facilities safety coordinator, the Superintendent may designate another qualified employee to serve as the coordinator.

## **E. REPORTING ACCIDENTS, INJURIES AND RISKS TO SAFETY**

Injuries to persons occurring on school grounds or in connection with a District-sponsored activity shall be promptly reported to the relevant building principal or administrative supervisor by either any District employee witnessing the injury or by the individual who has primary on-site responsibility for coordinating or supervising the activity. The building principal shall ensure that the incident is properly documented and shall keep a copy of such record for seven years and as well forward a copy of the incident report to the Chief Finance and Business Officer and designated Assistant Superintendent.

Damage to District property that creates a risk to safety shall be promptly reported to the relevant building principal or administrative supervisor by any District employee who discovers or witnesses the damage or by the individual who has primary on-site responsibility for coordinating or supervising the activity during which the property damage occurred. The building principal shall ensure that the incident is properly documented and shall keep a copy of such record for seven years and as well forward a copy of the incident report to the Chief Finance and Business Officer and designated Assistant Superintendent.

## **F. OTHER PRACTICES TO ENSURE SAFETY**

1. All employees of the Oak Creek-Franklin Joint School District will be issued a picture I.D. card, provided by the school or district, which must be worn at all times while at work. Failure to display the picture I.D. card may result in corrective action taken by the administration.
2. The Superintendent shall establish a district-wide committee to coordinate safety practices throughout the school district. The committee shall develop a format and expectations for school safety plans which will specify the safety-related responsibilities of staff, and specific safety practices and procedures for the various school areas and programs.  
The principal shall establish a school safety committee, which includes the building crisis management team, to coordinate safety practices throughout the school. The committee shall review and develop the school safety plan.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Section 101.055</a>	[public employee safety and health]
<a href="#">Section 101.11</a>	[employer's duty to furnish safe employment and place]
<a href="#">Section 115.33</a>	[state inspections of school buildings]
<a href="#">Section 118.07</a>	[school safety plan and safety drill requirements]
<a href="#">Section 118.075</a>	[indoor air quality]
<a href="#">Section 118.08</a>	[school zones; signage and designated street crossings]
<a href="#">Section 118.09</a>	[school safety zones for loading/unloading of students]
<a href="#">Section 120.12(5)</a>	[annual building maintenance schedule]
<a href="#">Section 121.02(1)(i)</a>	[school district standard; safe and healthful facilities]
<a href="#">Section 167.32</a>	[safety at sporting events]
<a href="#">Sections 254.11</a> through	
<a href="#">254.178</a>	[toxic substances in buildings]
<a href="#">Section 255.30</a>	[safety eye protective goggles]

#### **Wisconsin Administrative Code**

<a href="#">PI 8.01(2)(i)</a>	[safe and healthful facility rules]
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**Adoption Date: May 2016**