

This policy is “dated” and does not comply with the requirements of P.A. 13-13. It is recommended that it be replaced with the sample which follows.

Business/Non-Instructional Operations

Safety

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, school sports, etc.

Building Principals shall be responsible for assuring of safety in their schools and shall direct all personnel to cooperate with state, local and insurance officials in the completion of safety inspections.

The Superintendent shall institute procedures for safeguarding students, personnel and plant.

All accidents involving the staff occurring on school property shall be reported to the Director of Management Services. All accidents involving students and other individuals who are not staff members shall be reported to the Director of Management Services. All reportings shall be on prescribed forms, giving details of the accidents.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

Policy adopted: October 19, 2000
Policy revised: June 21, 2007

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

A new and recommended policy to consider.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: The district and each school shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/~~Mayor/Town Manager~~, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-222m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills, conducted pursuant to C.G.S. 10-231
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's school security and safety committee.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted ~~annually/other~~ for building facilities, and grounds, and ~~monthly/other~~ for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The ~~school/district~~ shall report annually on safety and hazard assessments to the Superintendent of Schools or his/her designee. Written inspection reports shall be kept on file for ~~10/other~~ years. **The district** ~~School/District~~ shall correct identified hazards before used by students, staff, or community members.

Maintenance: **The district** ~~Schools/District~~ shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for ~~10/other~~ years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

~~**Staff Training:** All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in professional development activities pertaining to the prevention and appropriate response to unintentional injuries and acts of violence at school. The professional development program shall provide information and/or training and include, but not limited to, the following topics:~~

- ~~• emergency response procedures, including the use of fire extinguishers;~~
- ~~• proper use of protective gear by students and staff when appropriate;~~
- ~~• identifying students in need of medical attention and referring them for appropriate services;~~
- ~~• administering first aid and cardiopulmonary resuscitation, (at least one person at each school site should hold current first aid and/or CPR certification);~~
- ~~• methods of responding to bullying, sexual harassment, and threats of violence;~~
- ~~• identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and~~
- ~~• maintaining student confidentiality.~~

Alternate language:

The district will provide regular training and information to all school employees pertaining to the district's school emergency management systems and protocols, including violence prevention training and emergency response procedures.

School Security and Safety Committee

Each school year thereafter, each district school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, school counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

Business/Non-Instructional Operations

Safety (continued)

Policy Evaluation: The ~~Principal, school health coordinator/other~~ Superintendent of Schools or his/her designee shall regularly monitor, evaluate, and submit an annual report to the ~~School Health Advisory Council/Board of Education/other~~ on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

Use of School Security Consultants

When determined necessary, the district will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

- (cf. 3517 – Security of Buildings and Grounds)
- (cf. 4131/4231 – Staff Development)
- (cf. 4148.1/4248.1 – School Security and Safety Committee)
- (cf. 5142 – Student Safety)
- (cf. 6114 – Emergencies and Disaster Preparedness)
- (cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

- 10-203 Sanitation
- 10-207 Duties of medical advisers
- 10-220f Safety Committee
- 10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.
- 10-222m School security and safety plans. School security and safety committees
- 10-22n School security and safety plan standards
- 10-231 Fire Drills
- 29-389 Stairways and fire escapes on certain buildings.
- 52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render
- P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted:	October 19, 2000	NEW FAIRFIELD PUBLIC SCHOOLS
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Policy revised:	_____	

cps 7/13
rev 7/18
rev 5/19
rev 10/19

Business/~~Non-Instructional~~ Operations

Safety

~~Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:~~

- ~~1. Prevent the accumulation of materials, especially in industrial arts shop areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.~~
- ~~2. Keep stage auditorium areas free of debris. Stage managers shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of the performance.~~
- ~~3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-203 Sanitation~~

~~10-207 Duties of medical advisors~~

~~10-231 Fire Drills.~~

~~29-389 Stairways and fire escapes on certain buildings.~~

Regulation approved: ~~October 19, 2000~~ ~~NEW FAIRFIELD PUBLIC SCHOOLS~~
Regulation reapproved: ~~June 21, 2007~~ ~~New Fairfield, Connecticut~~

Business/Non-Instructional Operations

Safety

~~Inspections at each of the New Fairfield schools shall be conducted weekly and jointly by each Building Principal or Assistant Principal and the head custodian or a designated custodian.~~

Weekly Inspection Checklist

~~The inspections shall be carried out according to the following "Fire and Safety Maintenance Checklist":~~

Safety

- ~~1. Check all fire alarm systems to ensure that they are functioning properly — done semi-annually.~~
- ~~2. Check all fire extinguishers and make sure they are fully charged — done semi-annually.~~
- ~~3. Check all fire doors to see that they are closed and working properly — done semi-annually.~~
- ~~4. Check all exit lights to make sure they are on and working — done daily.~~
- ~~5. Check all emergency lights — done daily.~~
- ~~6. Check all corridors and stairwells. Nothing is to be stored in them at any time — done daily.~~
- ~~7. Check to ensure that cleaning fluids are safely stored and away from heat and flames — done daily.~~

Housekeeping

- ~~1. Check all storerooms and storage areas to ensure that they are free of all rubbish and kept in a neat and orderly manner.~~
- ~~2. Check all fan rooms to see that no junk is stored in them and that they are clean.~~
- ~~3. Check custodial rooms for cleanliness.~~
- ~~4. Check the boiler room to make certain it is clean. No flammable material will be stored there and oily rags may not be left laying around.~~

Business/ Non-Instructional Operations

Safety (continued)

Maintenance

~~Look for and note things that need attention such as broken glass, broken door closers, damaged lockers, damaged ceiling tiles, damaged floor tiles, stair treads, cove moldings, burned out light bulbs, and graffiti on walls.~~

Reports of Weekly Inspections

~~The results of the weekly inspections shall be maintained in a permanent file in each school building under the supervision of the Building Principal.~~

Inspections by the Fire Marshal

~~Inspections by the fire marshal will be conducted jointly with the designated custodians. The results of these inspections shall be transmitted to the Building Principal, Supervisor of Buildings and Grounds and the Director of Management Services.~~

Asbestos Control

~~The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:~~

- ~~1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos containing material.~~
- ~~2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.~~
- ~~3. Describe corrective steps and long range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.~~
- ~~4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.~~

~~Any further information concerning the school district's management plan for asbestos control can be found in the school district offices.~~