

**SAFETY PROGRAM  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation supports and implements the board's policy concerning workplace safety and shall apply to the safety program of this school district:

Safety Coordinator

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for safety classes to be provided to all school district employees each quarter. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, if any, designated by the Oklahoma Commissioner of Labor will be administered within the district or by the Perry Career Technology Center in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
5. Within 48 hours after the occurrence of an employment accident that is fatal to one or more employees or that results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

Responsibilities of the Buildings and Grounds Department

1. Maintain an overall safety program in maintenance and operation of buildings and grounds.
2. Provide specialized assistance as requested by building principals.

Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.

**SAFETY PROGRAM, REGULATION (Cont.)**

3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the buildings and grounds department.
4. Cooperate in the correction of defects reported by the district center buildings and grounds department or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

Responsibilities of Teachers and Counselors

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

Responsibility of School Nurse

1. Be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals.
2. Participate as a health resource person in faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness.
3. Assist the principal in determining the need for additional emergency supplies and equipment.

Responsibilities of Other Employees

1. Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, pupils, or other persons.
2. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

**SAFETY PROGRAM, REGULATION (Cont.)**Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.
4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.
2. False setting off the fire alarm, misuse of the fire alarm system, fire extinguishers or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered grounds for expulsion.

Perry Secondary Campus Emergency Lock-Down Plan

It is the intent of this lock-down plan to provide for a safe and secure way for teachers, administrators, and staff members to protect students on the campus in the event of an emergency. Such an emergency might include an estranged individual with a weapon or other emergency on the campus. The preparation and implementation of this plan is not meant to frighten, but to provide for caution and the knowledge of what to do in the event of an emergency.

This plan should be reviewed with the students in each class in much the same manner as the other emergency plans (fire and disaster, e.g.). This plan shall be posted in each classroom in a place that is easily accessible. At least one drill of this plan shall be conducted each year.

1. In the event of an emergency, the school shall be locked-down with intercom system.
  - A. The plan will be in effect when it is announced, "Mr. Justus is in the Building."
  - B. An all clear message will be announced when it is safe to leave the room.

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- 2. Once the lock-down plan is engaged, the teacher in each classroom shall perform the following procedures.
  - A. Get all students out of the hall. Lock all doors (if possible) and windows immediately.
  - B. Turn the classroom lights out immediately.
  - C. Direct students to the safest place in the classroom. Depending on the classroom, consider the following as the safest possible havens for teachers and students.
    - 1. On the floor.
    - 2. As far away from the classroom/building door as is possible.
    - 3. As far away from inside and outside windows as is possible.
    - 4. As far away from light sources as is possible.
    - 5. Place students crouched on the floor, under desks, along walls, in closets, in store rooms, in offices, or other secure areas in the classroom.
  - D. Take roll as soon as possible. Write down the names of students missing from class, if any. Write down any extra names of students that are in the room.

**REFERENCE: 40 O.S. §403**

**NOTE: The law states that only employers having 25 or more employees shall be required to conduct safety classes and that exempted employees are not counted in the 25 or more employees.**