

# **Miami East Comprehensive Safety Plan**

## **EMERGENCY/SAFETY PLANS**

**August 1, 2021**

Last Revised: 7/21/08, 8/1/09, 7/15/10, 7/20/11, 7/11/12, 6/1/13, 6/2/2014,  
6/22/2015, 8/1-2016, 6/23/2017, 6/29/2018, 6/24/2019, 7/1/2020

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the district.

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the district or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

**Comprehensive School Safety Plans and Drills** The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff and volunteers. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive safety plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

State law determines the type and number of drills that schools must conduct in order to adequately prepare staff and students for emergency and disaster situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of any Board operated school building's current comprehensive safety plan and blueprint is filed with the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. A copy of such current comprehensive safety plan and floor plan is filed with the Ohio Attorney General. The floor plan is used solely by law enforcement responding to an emergency in the building and is not a public record.

The Board's comprehensive safety plan must be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

## **Administrative Rules/Protocols**

The Board directs each program administrator to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced to board of health sanitarians, upon request, during board of health inspections.

1. A list of dangerous or recalled products, as identified by the State Board of Health.
2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding blood borne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
  - A. safety management accountabilities and strategies;
  - B. safe work practices;
  - C. accident analysis procedures;
  - D. job safety analysis procedures;
  - E. safety committees and employee involvement strategies;
  - F. employee safety and health training;
  - G. treatment of sick or injured workers;
  - H. safety and health hazard audits;

- I. ergonomics;
  - J. transportation safety;
  - K. identification and control of physical hazards;
  - L. substance abuse;
  - M. school violence prevention and
  - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
  9. Material data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).
  10. Protocols on staff and student hand washing.
  11. No smoking signs.
  12. The District's integrated pest management policy.
  13. A flushing protocol if lead pipes or lead-lined storage wells are used.
  14. Protocols for using automated external defibrillators (AEDs);
  15. Protocols for responding to in-school crises, including student crime, suicide, death of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
  16. Protocols for the management of student's with life-threatening allergies.
  17. Anti Idling Policy
  18. Roof Inspections
  19. Bleacher Inspections
  20. Playground Inspections
  21. Fume Hoods and Exhaust Systems

22. Chemical Inventory

23. Emergency Shower & Eyewash Stations

## **1. A list of dangerous or recalled products, as identified by the State Board of Health.**

### Dangerous and Recalled Products

In 2006, the Ohio General Assembly passed Substitute House Bill 203, which became known as Jarod's Law. The passage of this bill created Ohio Administrative Code chapter 3701-54, which contains the regulations that school buildings be in compliance with and that local health departments must enforce as part of their inspections of these school buildings. With the adoption of these regulations, the director of Health is required to develop information specifying dangerous conditions and dangerous products, including products recalled by their manufacturers that may be present in school buildings or contained on their associated grounds. The Ohio Department of Health is to develop a transmittal form containing this information and forward it, each quarter by e-mail to each local board of health in the State of Ohio. Upon receipt, each local board of health must forward this information to each school building within its jurisdiction. Below you will find links to this information. All of the information considered for inclusion in the transmittal list can be found at <http://www.recalls.gov>.

<http://www.odh.ohio.gov/odhPrograms/eh/schooleh/drproducts.aspx>

## **2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.**

### **Miami East Local School District Administrative Guidelines**

---

#### **7420H - RADON TESTING**

Each school building shall provide the necessary radon rule or protocol in accordance with Section 3701-54-09 of the Ohio Administrative Code. Each school shall be certified as radon resistant (as built) or will be tested for radon at least every five (5) years.

The District's quality assurance project plan shall indicate how testing will be conducted, who is responsible for the testing, testing frequency, retention of records, and how compliance measures shall be implemented and tracked.

Radon testing and any necessary mitigation processes shall be in accordance with the provisions of Environmental Protection Agency (EPA) rules and the requirements of State law.

Approved 10/7/08

The district performed a district-wide radon test during the 2008-2009 school year,

**3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.**

Miami East Local School District  
Bylaws & Policies

---

**8431 - PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

**TOXIC HAZARDS**

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer is responsible for:

- A. identifying potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with material safety data sheets (MSDS's);
- B. verifying that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintaining a current file of MSDSs for every hazardous material present on District property;
- D. designing and implementing a written communication program which:
  1. lists hazardous materials present on District property,
  2. details the methods used to inform staff and students of the hazards, and



3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed.
- 
- E. conducting a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

### **APPLICATION OF PESTICIDES**

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG [8431A](#) in addition to the requirements established by the Ohio Department of Agriculture.

### **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), Ohio Occupational Safety and Health Act (OSHA), the Asbestos Abatement Contractors Licensing Act, and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

A.C. 3701-34-06

40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

Public Employee Risk Reduction Act (PERRA) R.C. 4167.01 et seq.

R.C. 921.01 et seq.

A.C. 901:5-11 et seq.

Revised 12/04

Revised 5/17/05

**4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.**

Miami East Local School District  
Bylaws & Policies

---

**8420 - EMERGENCY SITUATIONS AT SCHOOLS**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded
- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law. Fire drills shall be conducted nine (9) times a school year at the times and frequency prescribed by the State Fire Marshal. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring.

School safety drills shall be conducted on or before April 1, 2007 and December 1st of each following school year. During the school safety drill, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building (rather than evacuated), including:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. other acts of violence.

Prior to conducting the annual school safety drill, each principal shall:

- A. provide advance written notice of each school safety drill to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.

- B. provide follow-up written certification of the date and time the drill was conducted to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

The certification of each completed drill must be submitted by mail by April 5, 2007, and by December 5th each following school year.

- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each principal shall keep a written record of the date and time of each drill conducted.

Procedures shall be developed for the handling of all emergency evacuations.

R.C. 3737.73

A.C. 1301:7-7-01, 3301-35-03(D), 3301-83-15

Revised 11/20/06

## 5. Guidance regarding blood-borne pathogen risk reduction.

### Miami East Local School District Administrative Guidelines

---

#### **8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS**

The following guidelines provide for the District's compliance with Federal regulations for protecting staff members against exposure to blood-borne pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

##### **A. Inoculation**

All staff members shall be offered free vaccination with the Hepatitis B vaccine after training and within ten (10) days after reporting for duty at the start of the school year or when employed.

The Superintendent shall determine which hospital or other health service shall give the vaccinations and do the necessary follow-up testing. S/He shall:

1. arrange a schedule for vaccinations which makes it possible for the staff members to be vaccinated during their work time;
2. obtain the necessary information concerning the efficacy, safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether or not s/he wishes to be vaccinated;
3. ensure that the results of postvaccination testing are properly recorded and kept confidential.

If the staff member declines, s/he shall complete [Form 8453.01 F1](#) which shall be placed in the staff member's confidential file.  
(See AG [8320](#) - Personnel Records)

If the staff member chooses to be vaccinated, s/he shall sign [Form 8453.01 F4](#) and report to the vaccine provider in accordance with the schedule.

##### **B. Precautions**

A plan should be developed to identify the likely situations where staff members could be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed. AG [8453](#) provides a set of procedures for the proper handling of bodily fluids. Each of the staff members in the "at-risk" categories identified above are to be trained in these procedures when employed and at the beginning of each school year. The instructor is to be someone knowledgeable about blood-borne pathogens and other potentially-infectious materials, how they may be transmitted in a school setting, vaccinations, and the precautionary procedures. At the completion of the training, each staff member is to sign [Form 8453.01 F2](#) confirming the date and content of the training and that s/he understands the content.

### C. **Postexposure Evaluation and Follow-up**

Whenever a staff member has contact with blood or other potentially-infectious material, s/he shall immediately contact the principal and complete [Form 8453.01 F3](#). The District shall offer the staff member a confidential medical evaluation.

The parents of the student who caused the exposure are to be contacted promptly to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses.

The exposed staff member is to be informed of the test results, if available, with the parents consent and in accordance with Federal and State laws concerning confidentiality.

The staff member's blood should then be tested with his/her consent. The staff member shall also receive postexposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the medical evaluation is to be provided:

1. a copy of the Federal regulations concerning the Exposure Control Plan;
2. a copy of [Form 8453.01 F2](#);
3. a copy of the staff member's job responsibilities vis-a-vis the exposure;
4. the results of the student's blood test, if available;
5. a copy of the staff member's medical records.

The health care professional shall, within five (5) days after the evaluation provide the District with a written opinion containing:

1. a possible recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated;
2. confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary.

The staff member is to be given a copy of the written opinion within fifteen (15) days after receipt by the District. The original opinion is to be filed in the staff member's confidential medical file.

**D. Medical and Training Records**

Medical records of the staff members must identify them by name and social security number and include any and all results of the status of Hepatitis B, examinations, testing, follow-up care, and written opinions. All such information shall be kept in the staff member's confidential files (AG [8320](#)) and retained for the period of their employment plus thirty (30) years.

Training records must include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record ([Form 8453.01 F2](#)) shall be kept in his/her personnel file for three (3) years after the training date.

8453.01 F2

TRAINING RECORD

DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION \_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

\_\_\_\_\_  
INSTRUCTOR QUALIFICATIONS:

This is to confirm that at the date, time, and location indicated above, I was adequately informed about each of the following matters pertaining to blood-borne pathogens and other potentially-infectious materials:

- the OSHA regulations, a copy of which was provided
- Epidemiology and symptoms of blood-borne diseases
- modes of transmission of blood-borne pathogens
- the District's exposure control plan. a copy of which I have been provided
- the types of situations in which I could be exposed through performance of assigned duties
- the procedures and equipment that are to be used to reduce or eliminate the risk of exposure
- the safety, administration, and benefits of the Hepatitis B vaccine
- procedures to be followed by me and by the District should I be exposed to a blood-borne pathogen or other potentially-infectious material
- the post-exposure procedures for evaluation and follow-up

The instructor provided me the opportunity to ask questions and I received adequate answers to my questions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title



## 6. Procedures for administering medications to students.

### Miami East Local School District Bylaws & Policies

---

#### **5330 - USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see [Form 5330 F1](#), [Form 5330 F1a](#), and Form F1b). These documents shall be kept on file in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler/other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/other emergency medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval ([Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and physician or, such medication, upon being identified as aforementioned, may be stored in the building office and administered in accord with this policy.

R.C. 3313.712, 3313.713, 4729.01, 3313.716, 4729.01

Revised 12/18/01  
Revised 11/18/03  
Revised 12/20/05  
Revised 11/20/06  
Revised 7/17/07

**AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALER/OTHER  
EMERGENCY MEDICATION(S)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Authorization is hereby given for the student named above to:  
 receive the prescribed medication indicated from the designated school  
personnel.  
 keep emergency medication in his/her possession.  
 self-administer the prescribed medication as permitted by law.

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date the administration is to begin: \_\_\_\_\_

Date the administration is to cease: \_\_\_\_\_

Adverse reactions that should be reported to the prescriber: \_\_\_\_\_

\_\_\_\_\_

Adverse reactions for unauthorized user:

\_\_\_\_\_

Procedure to follow in the event that medication does not produce the expected relief from student's  
asthma attack or other condition requiring emergency medication:

\_\_\_\_\_

Other special instructions:

\_\_\_\_\_

**Prescriber and parent/guardian names, signature, and emergency phone numbers are required.**

Prescribe name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies must be provided to Principal and to the School Nurse if one is assigned to the student's  
Building.

## **7. A written comprehensive safety plan addressing:**

### **A. safety management accountabilities and strategies;**

#### Miami East Local School District Bylaws & Policies

---

#### **8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES**

The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities.

#### **STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY**

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and

expectations related to health and safety.

- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

## **PHASE-OUT/BANNED PRODUCTS**

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

## **ANIMALS IN CLASSROOMS**

Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean (see AG [8405A](#)).

## **INDOOR ENVIRONMENTAL QUALITY (IEQ)**

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

## **DIESEL EXHAUST AND SCHOOL BUS IDLING**

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The Superintendent shall develop the administrative guidelines necessary to establish these practices in the District (see AG [8615](#)).

## **POLLUTION CONTROL AND PREVENTION**

In an effort to comply with environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

### **SEE ALSO THE FOLLOWING RELATED POLICIES:**

- Policy [7430](#) - Risk Reduction Program
- Policy [8420](#) - Emergency Evacuation of Schools
- Policy [8431](#) - Preparedness for Toxic Hazard and Asbestos Hazard
- Policy [8442](#) - Reporting Accidents
- Policy [8450](#) - Control of Casual-Contact Communicable Diseases
- Policy [8453](#) - Direct Contact Communicable Diseases

Adopted 5/17/05

### **BOE Section 7000 Forms**

#### **7410 F4**

#### **SAFETY AUDIT/INSPECTION CHECKLIST**

This checklist should be used to identify safety and health issues that need to be related to OSHA standards so the District can be in compliance with Federal and State standards.

Directions: Mark each item with a !if satisfactory

an X in not satisfactory

an NA if not applicable

#### **GENERAL CONDITIONS**

##### ***CLASSROOMS AND OFFICES***

- Floors have no slippery surfaces due to excessive polish or wax
- No holes or deep depressions in floors
- Rugs in hallways or offices are free from holes, tears
- Aisles free of obstructions
- Stairwells and exits properly lighted
- Areas are free of litter and dirt
- No top-heavy filing cabinets (either by loading or drawer opening)
- Lifting, including opening of windows, is performed safely
- Fire escape doors open and ready for exit
- Glass doors either frosted or with lettering or decals

- Switch and cover plates in place
- No splinters in furniture or accessories
- Safe storage of flammables
- Correct type and placement of fire extinguishers
- First-aid facilities available
- Electric fans properly guarded
- Adequate ventilation

Any unsafe work practices observed?

Comment:

**STAIRS**

- Uniform height and tread depth
- Grating-type tread on exterior stairs
- Platform levels to break long flights of stairs
- At least 22 inches wide
- Sturdy railings on all open sides
- No storage of material on stairs
- Proper lighting on stair areas
- No worn or damaged stair treads

Any unsafe practices observed?

Comment:

7410 F4

**LIGHTING**

- Illumination level sufficient for work performed
- Emergency lighting adequate and operating
- Emergency lighting at all exit routes

Any unsafe practices observed?

Comment:

**EXITS AND EMERGENCY PREPAREDNESS**

- Adequate number of exits for emergency escape
- No locked or barred exits restricting escape
- Emergency exits adequately illuminated
- Exterior exit surfaces clear for prompt exit
- Flammable materials removed from exit areas
- Exterior exit doors open outward to flat surface
- Written and posted emergency evacuation plan with exit map for all areas
- Appropriate personnel have been properly trained in evacuation procedures

Any unsafe practices observed?

Comment:

**VENTILATION**

- Adequate ventilation for the use of the area
- Hoods properly connected to exhaust system
- Hoods draw air away from people
- Clean-out ports for ducts provided
- Maintenance clean-out schedule observed
- Fans properly guarded

Any unsafe practices observed?

Comment:

**POTENTIALLY-HAZARDOUS CHEMICALS**

- MSDS available for all chemicals or federally listed hazardous materials
- Written hazard communication program prepared and available
- Staff and enrolled students trained in proper handling of each chemical
- Labels on all supplier drums and chemicals
- Labels on in-plant transfer containers

- Adequate storage cabinets provided with proper venting
- Proper absorbent materials on hand for spills
- Drums or tanks properly bonded and grounded
- Containers inspected for corrosion
- Proper training is being provided and documented to appropriate staff members
- All areas that contain or may contain hazardous materials have been identified and marked
- All MSDS are properly completed and on file in the THP officer's office
- All required postings are in place in recommended locations

Any unsafe work practices observed?

Comment:

7410 F4

#### ***FIRE PROTECTION***

- Fire drills conducted monthly and logged
- Fire hoses checked, readily accessible and inspected monthly
- Fire extinguisher of proper type and size
- Fire equipment clearly marked
- Availability of a welding curtain
- Sprinkler heads have adequate clearance from stacked materials or equipment
- Master control valves for sprinklers locked open and easily accessible

Any unsafe work practices observed?

Comment:

#### ***PERSONAL PROTECTIVE EQUIPMENT***

- Gloves or palm guards properly chosen for each job
- Eye or face protection properly selected for each job
- Head protection properly selected for each job
- Foot protection properly selected for each job
- Apron or protective clothing properly selected for each job
- Respiratory protection properly selected if necessary for the job
- Hearing protection selected for areas above noise standard
- Safety belts properly chosen for the job, if required
- Eye baths and showers readily available and accessible
- Proper signs and instructions at eye baths
- Adequate emergency rescue equipment available
- Appropriate staff have been properly trained in the use of protection equipment

Any unsafe work practices observed?

Comment:

#### ***FIRST AID AND MEDICAL SERVICES***

- Adequate materials and equipment available
- Electrical safety items included in high-voltage areas
- Clear instructions on contacting outside medical resources
- Provisions for transportation to outside medical services
- OSHA 200 log book near first-aid station
- Two persons trained in posting of OSHA 200 log
- Trained first-aiders with recent certification

#### ***BLOOD-BORNE PATHOGENS***

- Exposure control plan is being implemented properly
- Vaccinations are being provided and documented to appropriate personnel as requested
- Personnel not wishing to be vaccinated are documenting refusal
- Required training is being provided properly to appropriate staff
- All required training is being properly documented
- Procedures for disposal of bio-hazardous material are being followed properly

Any unsafe work practices observed?

Comment:



7410 F4

**WASTE DISPOSAL**

- Special containers provided for different types of wasteoily rags, chemicals, scrap, garbage, etc.
  - Food waste handled separately
  - Where required, waste properly labeled
  - Satisfactory external cartage and disposal arrangements
  - Approved disposal arrangements for hazardous waste
- Any unsafe work practices observed?

Comment:

**BUILDING EXTERIOR/GROUNDS**

- No defective overhanging cornices, parapets, gutters, or tiling
  - Walkways free of slippery substances, holes, and debris
  - Roofs free of leaks and damage
- Any unsafe work practices observed?

Comment:

**IN-SCHOOL MATERIALS HANDLING**

- Paths, aisleways, and stairways clear of obstructions
  - Proper drainage to prevent accumulation of water or solvents
- Any unsafe work practices observed?

Comment:

**EMPLOYEE WORK PRACTICES/TRAINING**

- No loose hair or clothing that could get caught in equipment
  - No jobs involve employee overexertion
  - Sturdy shoes suitable for the work environment
  - New employees oriented to possible hazards
  - New employees trained in safety practices appropriate to their responsibilities
  - Appropriate staff trained in use of emergency equipment/procedures
- Any unsafe work practices observed?

Comment:

7410 F4

**CUSTODIAL/VOCATIONAL AREAS**

**FLOORS**

- No slip, trip, or fall hazards
  - Apertures or openings enclosed or covered
  - Clean, orderly, and free of oil or grease hazards
  - Grates over floor drains
  - Nonslip surfaces wherever possible
- Any unsafe practices observed?

Comment:

**HAND AND PORTABLE TOOLS AND EQUIPMENT**

- Each electrically grounded
  - Connecting cords, tools, and air hoses free of wear/damage
  - Guards and safety fixtures safe and operable
  - Correct load rating for work performed
  - Constant pressure switches on power tools
  - Custodians, maintenance workers, and enrolled students properly trained in operation of equipment
- Any unsafe working practices observed?

Comment:

**MACHINE TOOLS**

- Guarding to power transmission equipment

- Guarding to pinch points, in-running points, and points of operation
  - Interlock guards in operation
  - Eye protection available where needed
  - Operating controls locked when not in use
  - Emergency stop buttons readily accessible and operable
  - Guards or deflect devices provided for chips/sparks from rotating equipment
  - Operators properly trained in operation of equipment
- Any unsafe working practices observed?

Comment:

7410 F4

#### ***HOISTING AND LIFTING EQUIPMENT***

- Identified load capacity
  - Overhead guards in place
  - Limit stops working effectively
  - Special area for refueling and recharging of batteries
  - All hand and foot controls operational
  - Full, unrestricted view for operator
  - Operators properly trained in the use of this equipment
- Any unsafe work practices observed?

Comment:

#### ***POWER SYSTEMS - MECHANICAL***

- Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends
  - Emergency stops fully operational
  - Adequate arrangements for oiling and greasing
  - Correct adjustment of work rest device on grinding wheels
  - Vent hood in place and ventilation operational for grinding wheels
  - Custodians, maintenance staff, and enrolled students trained in correct grinding methods
  - Grinding wheel surface not damaged or worn
  - Custodians, maintenance staff, and enrolled students properly trained in the operation of these systems
- Any unsafe practices observed?

Comment:

#### ***POWER SYSTEMS - HYDRAULIC***

- Pressure lines clearly identified
  - Lines free of nicks, dents, and wearing
  - Pressure regulated within limits
  - Emergency stops fully operational
  - Custodians, maintenance staff, and enrolled students properly trained in the operation of equipment
- Any unsafe work practices observed?

Comment:

7410 F4

#### ***POWER SYSTEMS - ELECTRICAL***

- Electrical control panels clearly identified and secured
  - Only certified, electrical specialists to have access to panels
  - All grounding in place and tested
  - Explosion-proof fixtures in designated areas
  - Any exposed conductors are at rear of switchboard
  - Flexible extension cords fray-free with no splices
  - Electrical specialists trained in the operation/maintenance of all such equipment
- Any unsafe work practices observed?

Comment:

**MACHINE GUARDING**

- Guard or safety device at each point of operation
- Guard fully prevents operator from reaching around guard
- Guards are totally effective and unable to be bypassed
- Custodians/mechanics are the only persons authorized to remove guards
- Custodians/mechanics held responsible to replace guards after completing repairs
- START and STOP controls within easy reach of operator
- Operators can see entire operation
- Controls clearly labeled
- Two-hand trips on hand-fed power presses
- Machinery can be oiled and greased without removing guards
- All controls, including foot controls, guarded against accidental start-up
- Emergency stop controls clearly identified and readily accessible
- Adjusting or oiling procedures of moving machinery followed
- No bypassing or removing guards
- No operating equipment at unsafe speed
- Lockout and tagout procedures implemented
- Personal protective equipment is used
- Custodians/mechanics properly trained

Any unsafe work practices observed?

Comment:

**CONFINED SPACE ENTRY**

- Persons who must work in confined spaces are properly trained
- Annual retraining
- Confined space purged with fresh air
- Lifelines and harness apparatus and respirators in place
- A detailed analysis has been conducted in accordance with OSHA standards

Any unsafe work practices observed?

Comment:

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**Accident analysis procedures;**

Miami East Local School District  
Administrative Guidelines

**5340A - STUDENT ACCIDENT/ILLNESS**

In the event of a student accident or illness, school personnel shall:

- A. **if properly trained**, administer first aid;
- B. report the accident to the appropriate administrator;

- C. summon professional medical assistance, if needed;
- D. notify the parents as soon as possible by telephone or written report;
- E. contact parents immediately if the accident or illness indicates professional medical care is required;
- F. record on the Student Accident [Form 5340 F1](#), as soon as possible, all pertinent facts concerning the accident and submit it to the principal's office, with a copy to the Superintendent.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG [5330](#).

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

Each principal shall prepare in-building procedures for dealing with illness at school which ensure prompt attention to the child and proper communication with the parents.

**BOE 5000 Form  
5340 F1**

ACCIDENT REPORT

This report is to be filled out at once by the person responsible for the student at the time of any and all accidents during any school activity.

Building or Location: \_\_\_\_\_

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

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Activity: \_\_\_\_\_

Describe what happened:

Place: \_\_\_\_\_ Time: \_\_\_\_\_

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

---

---

---

---

---

---

---

Witnesses (if any):

---

---

Action taken (if any), if none say none:

---

---

Parent/Guardian notified:  YES  NO If yes, when: \_\_\_\_\_

If no, explain: \_\_\_\_\_

---

---

**Miami East Local School District**  
**Bylaws & Policies**

---

**8442 - REPORTING ACCIDENTS**

The Board of Education directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this District.

To that end and to the end that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. Any employee of the Board who suffers a job-related injury may file a claim with the Bureau of Workers Compensation as provided in Policy 8442.01.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).

## Miami East Local School District Bylaws & Policies

---

### **8400 - SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

#### **School Safety Plan**

To that end, the Superintendent shall develop a School Safety Plan with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; members of the Board; building administrators; representatives from the local emergency management service agency; parents; staff and/or teachers.

The School Safety Plan shall be comprehensive and consider each school building under the Board's control. Thereafter, the Superintendent shall convene a meeting every three (3) years for the purpose of reviewing the *School Safety Plan*, and making modifications as deemed necessary and proper; identifying additional training that might be needed; and discussing any other such related matters as may be deemed to be necessary by the participants. The Superintendent shall also convene a meeting whenever a major modification to a school building requires changes in the procedures outlined in the School Safety Plan. Participants in this meeting shall include the Superintendent; representatives of the local law enforcement agency; the local Fire Marshall(s) or his/her designee(s); representative(s) from emergency medical services; members of the Board; building administrators; representative(s) from the local emergency management service agency; parents, staff and/or teachers.

Upon approval and adoption of the School Safety Plan by the Board, the Superintendent shall file a copy of such Plan and a blueprint of each building with the following:

- A. each law enforcement agency that has jurisdiction over the school building

- B. upon request, the local fire department serving the area in which the school district is located

Additionally, the Superintendent shall file a copy of the School Safety Plan and a copy of each building floor plan with the Attorney General, who will post the information on the Ohio Law Enforcement Gateway. If the Board revises the School Safety Plan, building blueprint or building floor plan, it shall file a copy of such revised document with the above-referenced entities within ninety-one (91) days of the Board's adoption of the revision.

Copies of the School Safety Plan and blueprints shall not be considered public records, however, building floor plans are subject to public disclosure.

The Board shall grant access to each school building to law enforcement personnel in order to enable such personnel to conduct training sessions for responding to threats and emergency events affecting the School District and/or a school building. Such access shall be provided outside of student instructional hours and an employee of the Board shall be present in the building during the training sessions.

#### **Safe and Drug Free Schools**

The Superintendent shall make a report to the Board about this review and recommend the approval and adoption of any proposed revisions or additions to the *School Safety Plan*.

As a part of the School Safety Plan, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, [Form 8330 F15](#) entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - 1. allows a teacher to communicate effectively to all students in the class;
  - 2. allows all students in the class the opportunity to learn;
  - 3. has consequences that are fair, and developmentally appropriate;

4. considers the student and the circumstances of the situation; and

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agency, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agency, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536  
Title IX, Section 9532 of the No Child Left Behind Act of 2001  
20 U.S.C. 6301 et seq.  
Public Law 107-110

Adopted 11/18/03  
Revised 12/20/05  
Revised 11/20/06  
Revised 7/17/0



## Miami East Local School District Bylaws & Policies

---

### **7430 - RISK REDUCTION PROGRAM**

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees and students, in compliance with Federal and State laws and regulations.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

R.C. 4167.01 et seq.

Revised 7/25/95

## Miami East Local School District Bylaws & Policies

---

### **8630 - STUDENT TRANSPORTATION SAFETY AND WELFARE**

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from

any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the principal. A student may be suspended from bus transportation by the principal for disciplinary reasons in which case the parents are responsible for the student's transportation.

Students suspended from bus transportation shall be given written notice of their suspension and the reasons therefor, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.66 (B)(D)(E).

Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus may be removed as soon as practicable from the vehicle and shall be given notice as soon as practicable of a hearing which must be held within seventy-two (72) hours of the removal.

R.C. 3313.66, 4511.75, 4511.76

A.C. 3301-83-08, 3301-83-09, 3301-83-14, 3301-83-15, 3301-83-20

## Miami East Local School District Administrative Guidelines

---

### **7430 - RISK REDUCTION PROGRAM**

The desired outcomes of the District's safety program are:

- A. regularly-scheduled inspections of building and grounds to identify/correct potential hazardous conditions;
- B. quality tools, implements, machines, and vehicles that meet safety standards in normal usage;
- C. equipment that is in compliance with State safety standards in all respects;
- D. regularly-scheduled equipment servicing and maintenance to ensure safe and efficient operation;
- E. provision of approved protective devices to minimize personal injuries.

The Superintendent shall be responsible for compliance with the Public Employment Risk Reduction Program (PERRP) and for maintaining communication with the Division of Safety and Hygiene (614-575-1190) and the Division of Occupational Safety and Health (Ohio OSHA). Each principal is to assist by developing and administering such measures and practices as are necessary to adequately monitor safety conditions in the school and to prevent accidents.

The plan should be in accordance with recommendations provided by the State and should include the following:

**A. Fire and Tornado (see AG [8420](#) and AG [8420A](#))**

1. Fire drills are to be conducted monthly.
2. Fire exits are to be inspected daily to ensure each is ready for prompt and orderly egress.
3. Fire extinguishers are to be inspected annually and tagged when inspected. The principal shall be notified when fire extinguishers have been discharged and need to be recharged or replaced.

**B. Protective Devices and/or Clothing**

Activities requiring protective devices and/or clothing include:

1. heat treating, tempering, or kiln firing of any metal or material;
2. gas or electric arc welding;
3. working with hot liquids, solids or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means;

**C. Respirator Safety**

The Maintenance Supervisor shall be responsible for selecting any respirators (including dust masks) that may be used by maintenance personnel or as part of an instructional program. S/He will also develop and implement a written program on their proper use and maintenance, in accordance with OSHA rules (1910.132-134).

Prior to any use, each staff member and student who may be using a respirator must receive training on the proper use and limitations of a respirator and on the proper methods for fit-

testing, cleaning, and maintenance the respirator. Upon completion of the training, the person is to complete Form 7430 F2.

D. **Safety Education**

1. Tools and equipment shall be used for instructional purposes only, and the teacher shall be fully responsible for ensuring that each is used safely and is kept in proper working order, including any safety features.
2. Applicable courses of study shall include instruction in accident and fire prevention and in safety education.
3. The goals of the District safety program **for students** shall be that each has developed:
  - a. a positive attitude toward maintaining good personal health and well-being;
  - b. knowledge in the proper use of tools and machinery;
  - c. an awareness of potential safety hazards in structures, equipment, and use of tools and equipment;
  - d. pride in practicing safe workmanship;
  - e. a work ethic that includes a willingness to assist in preventing hazards to self and co-workers;
  - f. a commitment to maintaining a healthy, productive work environment.

Miami East Local School District  
Administrative Guidelines

---

**4122.01 - DRUG-FREE WORKPLACE**

**Purpose**

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacture, distribution, dispensing, possession, sale, and use of alcohol and controlled substances.

All employees are expected to read and understand this Policy/Administrative Guideline. Participation in this program by all employees as prescribed is mandatory.

## Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive function* includes all tasks associated with the operation and maintenance of Board-owned vehicles and/or equipment or as defined by the District.
- E. The term *safety-sensitive employee* means all regular and substitute bus drivers, employees who are required to hold a CDL license as a condition of employment, other staff members who may drive students in Board-owned vehicles or employees who inspect, repair, and maintain Board-owned vehicles.
- F. The term *while on duty* means all time from the time the District employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## EMPLOYEE TRAINING

The program will assist all District employees in understanding and avoiding the perils of illegal drug use and controlled substance abuse. The Board will provide a comprehensive drug-free awareness program as an ongoing educational effort to prevent and eliminate illegal drug use and controlled substance abuse. The drug-free awareness program will inform employees about:

- A. the dangers of illegal drug use and controlled substances abuse;
- B. the Board's policy on drug-free schools, drug testing, and others related to the use of controlled substances (see the Appendix);

- C. signs/symptoms of substance abuse;
- D. the availability of treatment and counseling for employees who voluntarily seek such assistance; and
- E. the sanctions the Board will impose for violations of its policies related to this program.

## **DISTRICT COORDINATOR**

The Superintendent shall be the coordinator of the Board's drug-testing program and the person to be contacted for answers to any questions that a staff member may have.

## **SUPERVISOR TRAINING**

Supervisors will be trained about issues related to alcohol and drug use in the workplace and their responsibilities regarding the Drug-Free Workplace Policy and its implementation. Supervisors and other appropriate personnel will be trained in drug abuse recognition and the Board's procedures for handling and assisting employees who are subject to the effects of illegal drug use or controlled substance abuse.

## **RULES RELATED TO THE DRUG-FREE WORKPLACE PROGRAM**

All District employees are expected to abide by Board policies related to alcohol and drug use in the workplace (see also, Board Policy [3170](#) and AG [3170A](#)). Any violation of the Board's policies will lead to disciplinary action, up to and including termination.

## **POSSESSION/USE/SALE/DISTRIBUTION**

No District employee shall possess, use, sell, or distribute alcohol or engage in illegal possession, use, sale, or distribution of drugs while on duty, operating a Board-owned and/or operated ("Board-owned") vehicle, or performing a safety-sensitive function.

## **PRE-DUTY USE**

No District employee shall either perform safety-sensitive functions or operate a Board-owned vehicle after using alcohol and shall not be currently involved in illegal use of drugs.

## **CONTROLLED SUBSTANCES USE**

No District employee shall report for duty or remain on duty when the District employee uses any controlled substance, except when the use is prescribed by a physician who has advised the District employee that the controlled substance does not adversely effect the District employee's ability to safely perform the functions and duties of their employment assignment, operate a Board-owned vehicle or perform safety-related functions.

## **AUTHORIZED USE OF PRESCRIBED MEDICINE**

A District employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his/her physical or mental ability should report this treatment to the Superintendent (District

Coordinator) who will determine whether the Board shall temporarily change the staff member's job assignment during the period of treatment.

## **INDICTMENTS OR CONVICTIONS FOR DRUG OR ALCOHOL USE**

Discipline will be imposed if a District employee:

- A. is indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace; or
- B. fails to notify the Board of any indictment or conviction under any criminal drug statute within five (5) days of the event.

## **CONSEQUENCES FOR VIOLATION OF THE DRUG-FREE WORKPLACE POLICY**

In addition to any disciplinary action, the Board may refer the District employee to a treatment or counseling program for illegal drug use or controlled-substance abuse. Appropriate Board representatives shall determine whether a District employee, referred for illegal drug use or controlled-substance abuse treatment or counseling, shall be reassigned to another available position.

## **CONFIDENTIALITY**

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents with access limited to designated District officials. The information contained in these files will be used only to administer this Policy properly and to provide to certifying agencies for review as required by law. Those designated District officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

## **EMPLOYEE ASSISTANCE**

The Board is willing to help employees who have alcohol and substance abuse problems and encourages such employees to voluntarily seek assistance prior to testing. To that end, employee assistance is available for employees and their families through a list of resources available through the Superintendent (District Coordinator) (see also, AG 3170B).

## **REBUTTABLE PRESUMPTION – WORKPLACE INJURIES**

Should an employee sustain a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Worker's Compensation Act. Should the employee test positive for alcohol or a controlled substance in an amount that exceeds the limits allowed under law or refuse to submit to a test for alcohol and/or other drugs after being given notice that such a refusal could affect the employee's eligibility to receive worker's compensation benefits, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of injury (i.e., rebuttable presumption).

Approved 4/2/08

# Miami East Local School District

## Administrative Guidelines

---

### **3122.01 - DRUG-FREE WORKPLACE**

#### **Purpose**

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacture, distribution, dispensing, possession, sale, and use of alcohol and controlled substances.

All employees are expected to read and understand this Policy/Administrative Guideline. Participation in this program by all employees as prescribed is mandatory.

#### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive function* includes all tasks associated with the operation and maintenance of Board-owned vehicles and/or equipment or as defined by the District.
- E. The term *safety-sensitive employee* means all regular and substitute bus drivers, employees who are required to hold a CDL license as a condition of employment, other staff members who may drive students in Board-owned vehicles or employees who inspect, repair, and maintain Board-owned vehicles.
- F. The term *while on duty* means all time from the time the District employee begins to work



or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## **EMPLOYEE TRAINING**

The program will assist all District employees in understanding and avoiding the perils of illegal drug use and controlled substance abuse. The Board will provide a comprehensive drug-free awareness program as an ongoing educational effort to prevent and eliminate illegal drug use and controlled substance abuse. The drug-free awareness program will inform employees about:

- A. the dangers of illegal drug use and controlled substances abuse;
- B. the Board's policy on drug-free schools, drug testing, and others related to the use of controlled substances (see the Appendix);
- C. signs/symptoms of substance abuse;
- D. the availability of treatment and counseling for employees who voluntarily seek such assistance; and
- E. the sanctions the Board will impose for violations of its policies related to this program.

## **DISTRICT COORDINATOR**

The Superintendent shall be the coordinator of the Board's drug-testing program and the person to be contacted for answers to any questions that a staff member may have.

## **SUPERVISOR TRAINING**

Supervisors will be trained about issues related to alcohol and drug use in the workplace and their responsibilities regarding the Drug-Free Workplace Policy and its implementation. Supervisors and other appropriate personnel will be trained in drug abuse recognition and the Board's procedures for handling and assisting employees who are subject to the effects of illegal drug use or controlled substance abuse.

## **RULES RELATED TO THE DRUG-FREE WORKPLACE PROGRAM**

All District employees are expected to abide by Board policies related to alcohol and drug use in the workplace (see also, Board Policy [3170](#) and AG [3170A](#)). Any violation of the Board's policies will lead to disciplinary action, up to and including termination.

## **POSSESSION/USE/SALE/DISTRIBUTION**

No District employee shall possess, use, sell, or distribute alcohol or engage in illegal possession, use, sale, or distribution of drugs while on duty, operating a Board-owned and/or operated ("Board-owned") vehicle, or performing a safety-sensitive function.

## **PRE-DUTY USE**

No District employee shall either perform safety-sensitive functions or operate a Board-owned vehicle after using alcohol and shall not be currently involved in illegal use of drugs.

## **CONTROLLED SUBSTANCES USE**

No District employee shall report for duty or remain on duty when the District employee uses any controlled substance, except when the use is prescribed by a physician who has advised the District employee that the controlled substance does not adversely effect the District employee's ability to safely perform the functions and duties of their employment assignment, operate a Board-owned vehicle or perform safety-related functions.

## **AUTHORIZED USE OF PRESCRIBED MEDICINE**

A District employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his/her physical or mental ability should report this treatment to the Superintendent (District Coordinator) who will determine whether the Board shall temporarily change the staff member's job assignment during the period of treatment.

## **INDICTMENTS OR CONVICTIONS FOR DRUG OR ALCOHOL USE**

Discipline will be imposed if a District employee:

- A. is indicted or convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace; or
- B. fails to notify the Board of any indictment or conviction under any criminal drug statute within five (5) days of the event.

## **CONSEQUENCES FOR VIOLATION OF THE DRUG-FREE WORKPLACE POLICY**

In addition to any disciplinary action, the Board may refer the District employee to a treatment or counseling program for illegal drug use or controlled-substance abuse. Appropriate Board representatives shall determine whether a District employee, referred for illegal drug use or controlled-substance abuse treatment or counseling, shall be reassigned to another available position.

## **CONFIDENTIALITY**

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents with access limited to designated District officials. The information contained in

these files will be used only to administer this Policy properly and to provide to certifying agencies for review as required by law. Those designated District officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

## **EMPLOYEE ASSISTANCE**

The Board is willing to help employees who have alcohol and substance abuse problems and encourages such employees to voluntarily seek assistance prior to testing. To that end, employee assistance is available for employees and their families through a list of resources available through the Superintendent (District Coordinator) (see also, AG 3170B).

## **REBUTTABLE PRESUMPTION – WORKPLACE INJURIES**

Should an employee sustain a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Worker's Compensation Act. Should the employee test positive for alcohol or a controlled substance in an amount that exceeds the limits allowed under law or refuse to submit to a test for alcohol and/or other drugs after being given notice that such a refusal could affect the employee's eligibility to receive worker's compensation benefits, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of injury (i.e., rebuttable presumption).

Approved 4/2/08

## **Miami East Local School District Bylaws & Policies**

---

### **3217 - WEAPONS**

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member

will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.); and
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the administrator/site manager. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19  
18 U.S.C. 922

Adopted 6/22/99  
Revised 12/17/02  
Revised 12/04

## Miami East Local School District Administrative Guidelines

---

### **7420D - INSPECTION CHECKLIST FOR ADMINISTRATIVE AND NON-CLASSROOM AREAS**

Inspection of the auditoriums and student dining areas shall include the following:

- A. All risers, platforms, and guardrails shall be in good repair and shall be structurally intact.
- B. The edge of the stage shall be clearly marked or elevated.
- C. Stage curtains shall be in good repair, clean and fire resistant.
- D. Portable cafeteria tables, banquet tables and other portable furniture shall be stored according to A.C. 3701-54-07 paragraph (A)(7).
- E. The cafeteria tables shall be cleaned and sanitized between each use.
- F. Floors shall be cleaned after spills and after periods when food is served.

Inspection of the library/media centers shall include the following:

- A. There shall be no accumulation of dust, suspected mold or other material on books or shelves.
- B. Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel.
- C. Shelving shall be secured according to A.C. 3701-54-07 paragraph (A)(9).

Inspections of the indoor athletic facilities shall include the following:

- A. All gym equipment and associated loose furnishings shall be safe, sanitary and in good repair.
- B. Cleaning supplies shall be readily available for use under staff supervision.
- C. Appropriate protective matting shall be provided.

- D. The school shall have all bleachers, folding and telescopic setting, and grandstands inspected at least once annually by a qualified person.

Qualified person as used in this paragraph means an individual familiar with the design, installation, operation and maintenance of folding and telescopic bleachers and grandstands. Documentation of annual inspections shall be available to the sanitarian at the time of the school inspection.

- E. Indoor aquatic facilities shall be in compliance with the requirements in A.C. Chapter 3701-31.

Inspection of locker rooms shall include the following:

- A. Hot and cold running water shall be supplied to all faucets and showers that are operational.
- B. Restroom facilities shall comply with the requirements for restrooms as specified in this guideline.
- C. There shall be no evidence of sustained water condensation, water damage, or water intrusion, including but not limited to suspected mold, on any surface.
- D. Operational showers shall not be used for storage.
- E. Operational showers used by students shall have non-slip mats or non-slip surfacing in the vicinity of showers where wet floors may pose a slip hazard.

Inspection of training or weight lifting rooms shall include the following:

- A. Weight lifting equipment and benches shall be sanitary and in good repair.
- B. Therapeutic whirlpools shall be sanitary, in good repair and the area shall be equipped with an operable exhaust fan.
- C. Cleaning supplies shall be readily available for use under staff supervision.

Inspection of restrooms shall include the following:

- A. All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair.
- B. Sinks supplied by automatic or low-flow fixtures shall provide a continuous flow of water for at least ten (10) seconds.
- C. Hand washing sinks shall be provided with hand cleaning liquid, powder, or bar soap and individual, disposable towels, continuous towel system that supplies the user with a clean towel or a heated-air hand drying device.
- D. Tempered water shall be available at all sinks.
- E. Hand-washing posters shall be posted and visible from all sinks.
- F. Toilet tissue shall be available at each toilet.
- G. Floors shall be clean and dry.
- H. Adequate waste receptacles shall be conveniently located.
- I. Exhaust fans shall be operable and continually operating while the building is occupied.
- J. Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.

Inspection of custodial closets shall include the following:

- A. The custodial closet shall be inaccessible to unauthorized individuals.
- B. Existing exhaust fans shall be operated continuously.
- C. All sinks shall be equipped with backflow prevention devices.
- D. All containers of chemicals shall be properly labeled.
- E. Material safety data sheets (MSDSs) shall be readily accessible to staff for all hazardous chemicals used or stored in the custodial closet.

Inspection of mechanical rooms shall include the following:

- A. All doors to the mechanical room shall be locked.
- B. Annual broiler inspection certificates shall be on file and available for inspection by the sanitarian.
- C. All flammable or combustible liquids shall be stored in an approved flammable storage cabinet.
- D. Floors shall be free of slip, trip and fall hazards.
- E. There shall be no storage of items that inhibit or restrict routine maintenance or cleaning.

Inspection of attics, mezzanines, basements and crawl spaces shall include the following:

- A. There shall be no evidence of roof or plumbing leaks or other sources of water on any surface in the attic, mezzanine, basement or crawl space.
- B. There shall be no animal or insect nests, waste or debris present in the attic, mezzanine, basement or crawl space.

Inspection of the water and waste water treatment systems shall include the following:

If a school or School District owns, operates or manages the drinking water or waste water systems for a school building, the School or School District shall be in compliance with any applicable regulations of the Ohio Environmental Protection Agency and the Ohio Department of Health and shall provide documentation of compliance to the sanitarian upon inspection.

Inspection of the healthcare area shall include the following:

- A. The areas used for student healthcare shall have:
  - 1. a toilet and sink adjacent to the area and not used by the general student population
  - 2. a cot and mattress with waterproof cover
  - 3. access to telephone
  - 4. locked storage for medications as required by R.C. 3313.713, except when other law allows for the carrying and self administration of medication by the student



- B. The areas used for student healthcare shall have the following equipment and durable supplies:
  - 1. a current first aid reference document
  - 2. a sharps container when sharps disposal is necessary
  - 3. a non mercury containing thermometer

When sphygmomanometers are present they shall be non mercury containing.

Inspection of the administrative areas shall include the following:

- A. All appliances used in a break room shall be clean and in good repair.
- B. All food in break rooms shall be properly stored to limit attraction of pests. Refrigerators in break rooms shall not be used for storage of chemicals or specimens.

School rules and protocols:

Each school building administrator shall have available upon inspection, administrative rules or protocols regarding the following topics:

- A. Dangerous or recalled products in accordance with A.C. 3701-54-05 paragraph (C).
- B. Radon testing. The school shall have a radon rule or protocol and evidence that the school has been built radon resistant or has been tested for radon within the past five (5) years.
- C. Asbestos. The schools shall have an asbestos management plan which includes evidence of inspection for asbestos within three (3) years, evidence of periodic surveillance within the past six (6) months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
- D. School-wide safety or crisis management plan in accordance with R.C. 3313.536 which provides a protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators and that includes providing immediate notification to the appropriate fire department and Board of Health in the event of any spill or release of a hazardous substance on school grounds.

- E. Blood-borne pathogens guidance in accordance with R.C. Chapter 4167.
- F. Medications in accordance with R.C. 3313.713.
- G. Comprehensive safety plan. Schools shall have a written plan addressing safety management accountabilities and strategies, safe work practices, accident analysis procedures, job safety analysis procedures, safety committees and employee involvement strategies, employee safety and health training, treatment of sick or injured workers, safety and health hazard audits, ergonomics, transportation safety, identification and control of physical hazards, substance abuse, school violence prevention, and personal protective equipment.
- H. Chemical hygiene plan which means a written program developed and implemented by the school which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards presented by hazardous chemicals used in the school.
- I. Material safety data sheets. A MSDS for every hazardous chemical used in the school building or on school grounds for cleaning, maintenance or instruction shall be available to staff in the areas where chemicals are used and in the school office or other appropriately designated central area of the building.
- J. Hand washing protocol. Each school shall have a rule or protocol on hand washing which shall be implemented in each school.
- K. No smoking signs posted in accordance with R.C. Chapter 3794.
- L. Integrated pest management policy (IPM). Not later than June 30, 2008, schools shall adopt a written IPM policy that includes identification of pests and conditions that attract pests; prevention techniques such as sanitation, vacuuming, structural repair and sealing; monitoring; education and training; approved least toxic chemical use; and pre-notification of chemical use.
- M. Schools shall have and implement a flushing protocol where lead pipes or lead-lined storage wells may be in use.

R.C. 119.032  
A.C. 3701-54-09

Approved 4/2/08

**8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.**

The Miami East Local School District has an annually updated Chemical Hygiene Plan, approved by the Board of Education each July and posted in all appropriate areas.

## **The Miami East Local School District**

# **Chemical Hygiene Plan**

(CHP)



**Revised/Updated 7/10/2017**

**9. Material data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).**

The Miami East Local School District has an annually updated Material Data Data (MSDS) Plan, posted in all appropriate areas.

**10. Protocols on staff and student hand washing.**

Miami East Local School District  
Bylaws & Policies

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean running water for 20 seconds. However, if soap and clean water are not available, use an alcohol-based product to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting.

**When washing hands with soap and water:**

- Wet your hands with clean running water and apply soap. Use warm water if it is available.
- Rub hands together to make a lather and scrub all surfaces.
- Continue rubbing hands for 20 seconds. Need a timer? Imagine singing "Happy Birthday" twice through to a friend!
- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet

**Remember:** If soap and water are not available, use alcohol-based gel to clean hands.

When using an alcohol-based hand sanitizer:

- Apply product to the palm of one hand
- Rub hands together
- Rub the product over all surfaces of hands and fingers until hands are dry.

**When should you wash your hands?**

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after tending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

## **11. No smoking signs.**

The Miami East Local School District has posted NO SMOKING signage in all appropriate areas.

## **12. The District's integrated pest management policy.**

### Miami East Local School District Bylaws & Policies

---

#### **7420 - HYGIENIC MANAGEMENT**

The Board of Education recognizes that the health and physical well-being of the students of this District depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the Board of Health in the conduct of the inspection of each school building and grounds for conditions dangerous to public health and safety not less than once each year. The Superintendent shall provide access to school premises for the inspection(s) which shall be conducted during regular school hours. The Superintendent shall provide records or information the Board of Health considers necessary.

#### **Hazardous Conditions**

The Superintendent shall develop a plan for abatement of conditions that are determined to be hazardous to occupants as identified in the inspection report. The abatement plan shall be in written form and shall be submitted in the manner established by the Director of Health. The abatement plan shall include a schedule for completion of the abatement as prescribed.

### **Integrated Pest Management**

The hygienic management plan shall include an Integrated Pest Management program (IPM) for the control of structural and landscape pests that minimizes the use of pesticides while addressing pest control.

### **Waste and Fluids**

The Superintendent shall prepare, in consultation with Miami County School Nurse procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter (see Policy [8453](#) and Policy 8453.01).

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, in school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the principal.

R.C. 3701.933, 3703.03, 3707.26, 3313.473, 3314.15, 3703.03, 3707.26

A.C. 3301-35-03 (C) (D)

A.C. 3701-54

Revised 7/17/07

Revised 5/20/08

**13. A flushing protocol if lead pipes or lead-lined storage wells are used.**

**14. Protocols for using automated external defibrillators (AEDs)**

Miami East Local School District  
Administrative Guidelines

---

**8452 - USE AND MAINTENANCE OF AUTOMATIC EXTERNAL DEFIBRILLATORS**

These guidelines are established as guidance to those who are trained and willing to use School District Automated External Defibrillators ("AEDs") in appropriate emergency medical situations. These guidelines do not create an obligation to use the AEDs nor do they create an expectation that an AED will be available or that a trained employee will be present and/or able to use the AED in the event of a medical emergency. Any individual using a School District AED is subject to the immunities established in R.C. 2305.235 and R.C. 3313.717.

**AED SAFETY COORDINATOR**

The High School Athletic Director, will perform the duties of AED "Safety Coordinator."

**MEDICAL AUTHORIZATION FOR THE AED PROGRAM**

Prior to authorizing use of the AEDs in the School District, the Safety Coordinator will secure a prescription for such use from an appropriate medical practitioner, as identified below. In order to maintain the prescription, the Safety Coordinator will assure that the serial numbers from all School District AEDs are forwarded to the identified medical practitioner along with all initial and on-going staff training records. Such information will also be provided to the local emergency medical service provider.

The Safety Coordinator will seek a case review by the prescribing medical practitioner in the event that a School District AED is used.

**TRAINING OF "EXPECTED USERS"**

Individuals in the following positions are hereby identified as "expected users" of School District AEDs:

- A. all School District administrators;
- B. all school nurses;
- C. athletic director(s);

- D. all athletic trainers;
- E. all physical education teachers;
- F. all members of the coaching staff of an interscholastic athletic team;
- G. additional staff as deemed appropriate by each building administrator.

Individuals who are presently employed under a regular or supplemental contract for any of these positions must complete a training course in the use of the AED as well as CPR as described below. Any of these individuals who is able to produce evidence of completion of the requisite training within the two (2) years prior to the adoption of these guidelines is not required to undergo such training again. Any individual who is awarded a contract or supplemental contract for any of these positions subsequent to the adoption of these guidelines must seek appropriate training within a reasonable period of time.

The Safety Coordinator will contact the Casstown EMS to schedule and coordinate training in a program consistent with the training protocols established by the National Center for Early Defibrillation ([www.early\\_defib.org](http://www.early_defib.org)) and conducted by an organization listed by the National Center. The Safety Coordinator will maintain all records evidencing training. All training will be in compliance with State and/or Federal law.

All expected users must annually complete an AED-CPR skill proficiency demonstration. Each individual's annual performance will be reviewed in cooperation with the EMS. The Safety Coordinator will arrange this annual review with the EMS as well as remediation as appropriate.

## **AED MAINTENANCE**

All School District AEDs must be maintained and tested according to the manufacturer's guidelines.

The Safety Coordinator will retain all manufacturer's guidelines in his/her office along with any additional specifications or technical information for each approved AED model made available for use in the School District.

The Safety Coordinator will oversee the performance of regular maintenance of School District AEDs in accordance with the intervals established by the manufacturer. The Safety Coordinator or a designee will perform monthly checks of the AED defibrillator pads and batteries to assure compliance with expiration dates. The Safety Coordinator will re-order replacement supplies for the AED upon determining that existing supplies will expire within the ensuing two (2) months.

The Safety Coordinator or a designee will maintain a weekly checklist to document the proper maintenance of the AEDs as well as monthly inspections.

Following use of an AED, the Safety Coordinator must replace all single use items associated with the AED as quickly as possible.



## AED LOCATIONS

Each building principal must identify a location for the storage of any AED assigned to his/her school building. The location for storage of an AED should be made in consultation with the Safety Coordinator and must be a location which is obviously visible to expected users in the event of an emergency and which is accessible outside of normal school hours. Upon installation, the Safety Coordinator must notify all area emergency medical services of the locations of all AEDs.

If an AED is made available for use outside of regular school hours at a site other than a normal fixed location, such as at an athletic contest, then the AED may be transported by any expected user to such a location. The individual responsible for transport must inform all other expected users regarding the location of the transported AED upon arrival.

## GUIDELINES FOR USE OF AEDs

Prior to use of an AED, the trained expected AED user should assess the scene of the medical emergency for safety. The expected user should make the scene of the emergency as safe as possible prior to use of the AED, including placing the person on a hard surface away from standing water. Expected users are not expected to place themselves at risk in order to provide aid to others.

Unless otherwise specified by the manufacturer, AEDs should only be used on a person who is at least eight (8) years old and/or eighty (80) pounds. **The AED should be attached only to victims who are unresponsive, not breathing normally and have no detected pulse.**

## Procedures For Use During School Hours

- A. After assessing the symptoms described above, a responsible adult shall alert the main office either by calling the main office on any school phone, or by sending a runner to the building principal. The responsible adult shall provide the main office with information regarding the location of the medical emergency, the symptoms of the individual, and detailing any safety issues related to the scene.
- B. The principal or a designee shall immediately contact emergency medical services by calling 911, and shall contact and dispatch a trained expected AED user from the school building to the location of the emergency.
- C. The principal or designee shall retrieve the AED for delivery to the scene.
- D. Upon arrival, the trained expected AED user must assess the symptoms of the person and assess whether the person meets the criteria for use of the AED.
- E. The trained expected AED user should administer CPR or the AED in accordance with training until arrival of emergency medical services personnel.
- F. The trained expected AED user, in consultation with the building principal, must complete a School District incident report, including the names of the responding emergency medical services personnel and any relevant facts relating to the incident. The incident report will be

retained in the files of the School District.

- G. After use, the AED should remain off unless needed for an additional emergency.

### **Procedures For Use Outside Of Regular School Hours**

- A. After assessing the symptoms described above, a responsible adult shall alert a trained expected AED user, including any member of a coaching staff or the Safety Coordinator. The responsible adult shall provide the trained expected AED user with information regarding the location of the medical emergency, the symptoms of the individual and detailing any safety issues related to the scene.
- B. The trained expected AED user shall immediately designate another responsible individual to contact emergency medical services by calling 911, and shall immediately respond to the location of the emergency.
- C. The trained expected AED user shall retrieve or designate another responsible individual to retrieve the AED for delivery to the scene.
- D. Upon arrival, the trained expected AED user must assess the symptoms of the person and assess whether the person meets the criteria for use of the AED.
- E. The trained expected AED user should administer CPR or the AED in accordance with training until arrival of emergency medical services personnel.
- F. The trained expected AED user, in consultation with the building principal, must complete a School District incident report, including the names of the responding emergency medical services personnel and any relevant facts related to the incident. The incident report will be retained in the files of the School District.
- G. After use, the AED should remain off unless needed for another emergency.

### **COLLECTION OF DATA FOLLOWING THE USE OF AN AED**

Immediately following a medical emergency and the use of an AED, the trained expected AED user must report the details of the incident to his/her building principal and the Safety Coordinator. Thereafter, the Safety Coordinator will contact the prescribing medical practitioner for the purpose of conducting a case review.

## **PROCEDURES FOLLOWING A CRITICAL EVENT**

Following an incident involving the use of an AED, the Safety Coordinator will convene an informal stress debriefing for all individuals involved in the incident. The Safety Coordinator may seek intervention from the EMS if determined appropriate.

Within a reasonable period of time after an incident involving the use of an AED, the Safety Coordinator must convene a meeting of all individuals involved in the incident to review the procedures as set forth herein and to make recommendations for any amendments to these guidelines.

R.C. 2305.235, 3701.85, 3313.717  
21 C.F.R. 801.109

Approved 11/05

**15. Protocols for responding to in-school crises, including student crime, suicide, death of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.**

Miami East Local School District  
Bylaws & Policies

---

**8410 - CRISIS INTERVENTION**

The Board of Education believes that the employees, and students of the District, as well as visitors, are entitled to function in a safe and drug-free school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various crisis situations.

The Superintendent shall promulgate administrative guidelines for responding to a crisis situation, developing a prevention plan, and providing effective intervention for students who may show warning signs that relate to violence or other troubling behaviors.

Adopted 12/20/05

**16. Protocols for the management of student's with life-threatening allergies.**

Miami East Local School District  
Bylaws & Policies

---

**8510 - WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Miami East Local School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the District's students. Furthermore, research suggests that there is a positive correlation between a

student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
  1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
  2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
  3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
  4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
  5. The standards and benchmarks for nutrition education shall be behavior focused.
  6. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
  7. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
  8. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
  9. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
  10. Nutrition education benchmarks and standards include a focus on media literacy as it

relates to food marketing strategies.

11. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the District shall:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
- d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- e. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Properly certificated, highly qualified teachers shall provide all instruction in physical education.

- i. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- j. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- k. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- l. Planned instruction in physical education shall include cooperative as well as competitive games.
- m. Planned instruction in physical education shall take into account gender and cultural differences.

**2. Physical Activity**

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- d. The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.

**C. With regard to other school-based activities the District shall:**

- 1. The schools shall provide at least thirty (30) minutes daily for students to eat.
- 2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 3. The school shall provide attractive, clean environments in which the students eat.
- 4. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

5. Schools may limit the number of celebrations involving serving food during the school day to no more than one (1) party per class per month.
6. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy [8500](#), entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy [8531](#), entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

The Board designates the Superintendent and/or the building principals as the individuals charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

Review of this policy shall occur every two (2) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

Adopted 7/18/06

Reviewed 4/27/07

Reviewed 5/20/08



## 17. Anti-Idling Policy

### Miami East Local School District Administrative Guidelines

---

#### **8615 - ANTI-IDLING AND SMART DRIVING PROCEDURES**

In accordance with the Environmental Protection Agency's (EPA) initiative to reduce air pollution from diesel school buses, all bus drivers shall adhere to the following procedures:

- A. Turn off buses upon arrival at the unloading/loading area at any school. Do not start the bus until it is fully loaded and it is time to depart from the unloading/loading area. The bus should never be idling while students are loading or unloading at a school or other destination.

In the event of inclement weather changes in this procedure may include the following: maximum of ten (10) minutes when temperatures are thirty-five (35) degrees or lower. The driver should not leave the bus unattended while the engine is running.

- B. Adhere to the preceding procedures not only at the school, but also when transporting students on field trips, and at the site of the field trip.
- C. Inform your supervisor if and when it is necessary to have your bus' engine idling in order to operate the flashing lights. You may idle your bus if you have to run the engine to operate safety equipment or the wheelchair lift.

Engines are to be shut off during refueling.

This policy is being adopted for two reasons:

- A. Fuel efficiency and reducing fuel costs
- B. Environmental responsibility

In accordance with the Environmental Protection Agency's initiative to reduce air pollution from diesel school buses, the Transportation Director shall adhere to the following procedure:

Remind drivers regularly that following other diesel vehicles too closely, either on regular runs or field trips, can contribute to higher concentrations of diesel exhaust inside and outside the bus.

Approved 6/06

## **18. Roof Inspections**

The Miami East Local School District has completed an annual Roof Inspection. Roof Inspections were completed and filed in 2007, 2008, 2009, 2010, and 2011.

## **19. Bleacher Inspections**

The Miami East Local School District has completed an annual Bleacher Inspection. Bleacher Inspections were completed and filed in 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015, 2016, and 2017.

## **20. Playground Inspections**

The Miami East Local School District has completed an annual Playground Inspection. Playground Inspections were completed and filed in 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, and 2017.

## **21. Fume Hoods and Exhaust Systems**

The Miami East Local School District has completed an annual Fume Hoods and Exhaust System Inspection. Fume Hoods and Exhaust System Inspections were completed and filed in 2005, 2006, 2007, 2008, 2009, 2010, and 2011.

## **22. Chemical Inventory**

The Miami East Local School District has an annually updated Chemical Inventory, and posted in all appropriate areas.

## **23. Emergency Shower & Eyewash Stations**

The Miami East Local School District has completed an annual Emergency Shower and Eyewash Station Inspection. Emergency Shower and Eyewash Station Inspections were completed and filed in 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, and 2015, and 2016.