SOUTHERN OKLAHOMA
TECHNOLOGY CENTER: DISTRICT POLICY **BC**

SAFETY PROGRAMS

I. General: The administrative regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, suicide awareness, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

II. Reporting Child Abuse: In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report such situation to the Department of Human Services and local law enforcement. Such report shall be made according to any applicable administrative regulations or forms, and a copy shall be submitted to the Superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. To report suspected child abuse, please call Oklahoma Department of Human Services Hotline at 1-800-522-3511.

Any District employee who has a reasons to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting employee unless otherwise ordered by the court. Any employee with knowledge of a report made by another employee shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement.

III. Sexual Abuse of Students: Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

1. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.

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2. Report situations where such behaviors by other employees take place.
   a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform an administrator immediately.
   b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
3. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
   a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

IV Threatening Behavior: An officer or employee of the District or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonable may have the potential of endanger students, school personnel or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

V. Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, awareness of rape, acquaintance rape, other sex offenses, and emergency procedures and practices - including encouraging students and employees to be responsible for their own security and the security of others. Programs will also be offered to students and employees regarding the prevention of crimes. In addition, safety education shall be provided to students as is necessary and appropriate to the program in which the student is participating. The school district shall document all safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office and a copy with the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

VI. Clery Act: The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (*Clery Act*) is a federal mandate requiring all institutions that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The *Clery Act* is enforced by the U.S. Department of Education. District's annual report will be posted on its website, and District will provide hard copies as requested.

VII. Accidents/Illness: Accidents or Illness involving employees, students, or visitors shall be reported to appropriate emergency personnel first and then the Superintendent or his/her designee.

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VIII. Hazard Communication Standard: The Superintendent or his designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Safety Data Sheets (SDS) and Chemical Information Listing (CIL). The District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of three (3) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within eight (8) hours of the accident. OSHA CFR 1904.39(a)

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

IX. Disaster Drills: The District shall have written plans and procedures for protecting students, staff, and visitor from natural and man-made disasters and emergencies. Disaster plans shall be placed on file with the District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school Disaster drills shall be performed periodically throughout the school year as set forth in Administrative Procedures.

In addition, District's board of education shall coordinate with the emergency medical services provider, serving its area to develop a plan for the provision of emergency medical services at athletic events or activities held at District facilities. The plan shall be reviewed and updated annually, as appropriate and placed on file with the District and the emergency medical services provider.

The District shall conduct the following drills:

X. Security Drills: The District shall have written plans and procedures for protecting students, staff, and visitors. The administration shall ensure that a minimum of four (4) security drills are conducted within the district each school year. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the district. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the district as required by Section 681 of Title 63 of Oklahoma Statutes. All students and employees shall participate in the drills, with the extent of student involvement to be determined by the district.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

XI. Fire Drills: The Administration shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Two fire drills per school year, each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a

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distinctive audible signal designated as the fire alarm signal. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request.

XII. Tornado Drills: The Administration shall prepare and publish a plan for the evacuation of their respective buildings in case of tornado. Two tornado drills per school year with at least one drill being conducted in the months of September and March.

XIII. Emergency Closings: The Superintendent may close the school, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action and shall notify appropriate media regarding such matters.

XIV. Health and Safety Emergency: District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

XV. Bomb Threats: Bomb threats shall be handled according to District's Emergency Procedures Guide.

XVI. First Aid: A nurse or health paraprofessional shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health paraprofessional is not available, first aid may be administered by an administrator, secretary, counselor, and other qualified personnel as designated.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The District is not responsible for any transportation and/or medical costs associated with emergency care.

XVII. Administering Medication: Medication may be administered to students as provided by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District as set forth below.

A student who has a legitimate health need for a medicine shall deliver the medicine to the Program Director in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the Program Director or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the Program Director.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Diabetes Management in School Act (70 § 1210.196.3): Effective July 1, 2023 requires:

A. A diabetes medical management plan shall be developed for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity. The plan shall be developed by the personal health care team of each student. The personal health care team shall consist of the principal or designee of the principal, the school nurse if a school nurse is assigned to the school, the parent or legal guardian of the student, and to the extent practicable, the physician responsible for the diabetes treatment of the student.

B. The diabetes medical management plan shall indicate whether the parent or legal guardian of the student with diabetes has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant, as defined by Section 1210.196.2 of this title, to provide diabetes care in accordance with Section 1210.196.5 of this title including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

Okla. Stat. tit. 70 § 1210.196.3

Respiratory Distress

A school nurse or school employee trained by a health care professional may administer an inhaler to a student who the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent of guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or non-discharge of the power listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

"Respiratory Distress" – the perceived or actual presence or coughing, wheezing or shortness of breath.

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"Inhaler"-a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a space or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

XVIII. Self-administration of Medication: Students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student's parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis or replacement pancreatic enzyme medication by a student.
2. Provide the school with a written statement from the student's treating physician containing the following information:
    a. That the student has asthma, anaphylaxis or cystic fibrosis;
    b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis or replacement pancreatic enzyme medication;
    c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
    d. The prescribed dosage;
    e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or replacement pancreatic enzyme medication is to be administered;
3. Provide the school with an emergency supply of the student's asthma, anaphylaxis or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by a school nurse of other authorized personnel.
4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
    a. Student's name;
    b. Prescription number;
    c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
    d. Method of administration and dosage;
    e. Date of prescription and refill;

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f. Licensed prescriber's name;
g. Pharmacy name, address and telephone number;
h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medications from the parent or Guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

XIX. Asbestos Management Statement: All friable asbestos has been removed from the facilities of Southern Oklahoma Technology Center. Every effort has been made to make Southern a safe and healthy environment. Facilities are inspected every six months to ensure that all local, state and federal requirements relative to asbestos management are being met. A copy of SouthernTech's asbestos management plan is available for inspection. (The SouthernTech AHERA Management Plan is on file in the office of the SouthernTech Facilities Coordinator's Office).

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