

SAFETY AND SECURITY PROCEDURES MANUAL
VOLUSIA COUNTY SCHOOLS & DEPARTMENTS



NAME OF SCHOOL OR DEPARTMENT

Principal or Director (Signature)

SCHOOL YEAR 2018-2019
Effective Date: July 2018

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**ADMINISTRATIVE SERVICES
100 SERIES**

PROCEDURES MANUAL

VCS 101

I. BACKGROUND

Schools cannot operate safely without specific procedures for maintaining a safe, secure and healthy school environment. These procedures should be written, available to all staff to view and address a hazard approach to Emergency Management.

II. PROCEDURE

A. Procedures Manual Content

The **NAME OF SCHOOL** procedures manual shall be maintained in the district approved format, and will cover at a minimum, those safety and security standards developed by the district office and published as the "Safety and Security Certification Standards for Volusia County Schools".

B. Format

Each procedure shall be numbered in accordance with the district's safety and security standards. The manual shall contain an effective date and the signature of the principal indicating his/her approval. School specific procedures will also be numbered, indexed and placed in the appropriate section of the manual. All procedures shall be placed in a three-ring binder, or other book type format, which shall become the Safety and Security Procedures Manual.

C. Location

Each security team member and School Safety Officer/School Guardian shall maintain the procedures manual. Additional copies shall be maintained in the main office and in each separate administrative area. A copy of the manual shall also be maintained in the media center and in the staff lounge. Specifically; all staff shall receive and sign an acknowledgement of receipt (or email distribution) of their roles and responsibilities as they pertain to this Safety and Security Procedure Manual. **Do not** post the manual on any school website. This manual is **For Official Use Only (FOUO)**.

D. Training

All staff shall receive training in the school's safety and security procedures. Evidence of such training is maintained in accordance with district safety and security standard VCS 202, All Hazards Approach to Emergency Management.

E. Responsibility for Content

All staff will be responsible for a working knowledge concerning the roles and responsibilities contained in this manual within **30 calendar days** of issuance or

upon their transfer to this school. Appropriate action is taken for staff failure regarding their role and responsibility under these procedures.

F. Update

All procedures contained in the school's Safety and Security Procedures Manual are reviewed annually and updated as necessary.

CODE OF STUDENT CONDUCT and DISCIPLINE

VCS 102

I. BACKGROUND

In accordance with Florida Statute 1006.07, each student receives a Code of Student Conduct and Discipline booklet. Its contents are discussed with all students.

II. PROCEDURE

The Code of Student Conduct and Discipline (School Board Policy 208) is reviewed twice annually with input from teachers, parents and students. It is covered thoroughly in assemblies and/or individual classes. Schools demonstrate an effort to explain and reinforce the importance of the Code. Prohibited items are outlined for all students. Anti-harassment and anti-violence policies, along with due process rights, are to be included in the Code of Student Conduct and Discipline. The Code directs school administrators to notify the appropriate law enforcement agency when there is a criminal act under Florida law. Twice annually, the discipline policies are communicated to students, parents, the school SAC/PTA and District Advisory Committee during meetings.

RELEASE OF STUDENTS TO PARENTS/GUARDIANS

VCS 103

I. BACKGROUND

Once in school, students are the responsibility of the principal. Early release must be governed by a strict sign-out procedure that ensures the students' safety.

II. PROCEDURE

A. Parent/Guardian Responsibilities

Any parent/guardian requesting to have their child released prior to the close of the school day shall report to the main administration building for that purpose. Parents/guardians shall complete an early release request and list the reason for the early release. Parents/guardians will be required to show a driver's license as identification if not personally known to the staff member.

B. Requests not made in person

Should a parent/guardian request that a middle or high school student be allowed to leave campus for a specific purpose, e.g. doctor's appointment, the request must be submitted in writing and signed by the parent/guardian. **Elementary school students will only be released to an authorized adult.**

C. School's Responsibilities

When a parent/guardian requests an early release for their child the staff member shall ask to see the parent's/guardian's driver's license if the person is not known to the school. Should they not have a driver's license, but can produce other identification, the principal will be contacted and asked to approve the release. No child shall be released to an individual who cannot produce a photo I. D., if not personally known to the principal or staff member(s). When there is any question as to the authenticity of a written request to release a student, school personnel should verify the request with the parent/guardian via telephone.

Prior to releasing the student to the parent/guardian, the staff member shall check the student master (Court Order Field) and the emergency card to ensure that nothing would prohibit the parent/guardian from receiving the student. Generally, only a Court Order would prohibit a biological parent from having access to their child. This would be specifically mentioned in the Divorce Decree, or in a subsequent Court Order. When you have doubts about Court Order custody issues, contact the principal/designee or District Legal Counsel.

D. Location of Release

Students may only be released from the designated area. Staff members will ask the parent/guardian to wait while the student is escorted or sent to the office (depending on the student's age and maturity). When the student enters the office, the staff member shall observe the interaction between the student and parent/guardian to ensure that the student feels comfortable with this individual. Indications to the contrary may cause the school staff to further question the individual's identity and/or legal status regarding access to the child. Telephone calls to the custodial parents are often appropriate in cases of joint or disputed custody. When in doubt, contact the principal/designee.

E. Suspensions

Students receiving out-of-school suspensions shall be released in the manner described above. Middle and high school students may be released to individuals listed on the Emergency Card or another adult authorized by the parent/guardian. If no such individual can be located, the student should remain at school until release time. The student then may leave by his/her normal means of transportation. Should a middle or high school student who is being suspended and not being released to an authorized adult leave the campus prior to normal release time, the school will immediately notify the parent/guardian. Elementary students will only be released to an authorized adult listed on their Emergency Card.

F. Unanticipated Events

There will be on occasion, good cause to release a middle or high school student based upon a verbal request from a parent/guardian. When a principal/designee determines that it is appropriate to release a student, he/she will verify, to the best of his/her ability, that the caller is in fact the parent/guardian. A notation of parent/guardian name, date, time, and phone number will be recorded and maintained.

STUDENT SUPERVISION

VCS 104

I. BACKGROUND

The school's staff is responsible for student supervision. Recent court decisions hold teachers and administrators responsible and liable for failure to properly supervise students.

II. PROCEDURE

A. Definition

Adequate supervision means both close physical proximity and the ability of direct eye contact at all times.

B. Classrooms

Teachers shall not leave their class unattended. In an emergency, notify the teacher next door and bring students to that room or press the call button for assistance from an administrator. Teachers shall not allow any students in their class to be unattended before school, after school, at lunch or between classes. Teachers shall not use an area outside of the classroom or other instructional area without adequate supervision. Students shall not be released prior to the bell.

C. Supervision in Other Areas

Teachers will not allow students to be in the PE locker rooms without adequate supervision, nor shall students be left unattended on field trips. Whenever possible, teachers shall be in the halls during class change to promote order and safety. Teachers shall not send a student to another area of the building or campus without a proper hall pass.

D. Role of Non-Instructional Staff

Campus advisors play an important role in campus supervision; however, non-instructional staff may not cover a teacher's absence from a classroom, as they are not legally considered adequately trained for classroom supervision unless they are S.T.A.R. (Substitute Teacher and Retention) trained by the district as a substitute teacher. They are to be at their individual assignments during the school day, which includes during class change, lunch time, before and after school.

E. Extra-Curricular Supervision

There should be supervision for any extra-curricular activity where students are on district sites until the last student is picked up.

LOST/MISSING STUDENTS

VCS 105

I. BACKGROUND

Missing students pose an emergency situation for both school and transportation personnel. Coordinated procedures must be in place to share and exchange information concerning students who are missing.

II. PROCEDURE

A. Students Riding School Sponsored Transportation

NAME OF PRINCIPAL/DESIGNEE is the designated contact person for lost/missing students. Once notified of a lost/missing student, the principal and/or designee will verify that the student was in school and determine if an early release was made, if so and for what reason. If it appears that the student was not subject to an early release, the administrator will determine the student's bus assignment. He/she will contact Student Transportation Services to determine if the student exited at his/her assigned stop. The school will also notify the Area Superintendent and the Communication and Monitoring Center (CMC), 386.943.7626 or 20051, of the situation and will take further action as directed and/or warranted. Either the parent/guardian, principal or CMC will contact law enforcement if deemed necessary. If the parent/guardian has not been notified, he/she will be notified by the school.

B. Notifications

Under most circumstances, the parent/guardian will be the individual who is reporting a missing student. The district's CMC will be the central point of contact for after-hour emergencies involving missing students. CMC will ensure that the appropriate notifications to school and transportation personnel and/or other community agencies are made. Based upon the findings, as outlined in section "A" above, additional interventions will be implemented.

JESSICA LUNSFORD ACT

VCS 106

I. BACKGROUND

The district must take all reasonable precautions to ensure that it is in compliance with the Jessica Lunsford Act requiring all contracted vendors to undergo a background check and meet Level 2 screening requirements pursuant to Florida State Statute 1012.32.

II. PROCEDURE

A. Professional Standards

The Office of Professional Standards has primary responsibility for ensuring that all vendors and their employees are screened in accordance with state statute. Once this has been successfully accomplished, Professional Standards will authorize the issuance of a statewide, Florida Public Schools Contractor Badge. The badge shall contain the name of the employee to whom the badge is issued and the expiration date. The badge shall serve as documentation that the vendor's employee has successfully completed the screening. Vendors are asked to display the badge at all times while on school grounds. The vendor is responsible for the day-to-day management of the badges issued to the vendor and is expected to collect all employee badges upon termination of employment and return to the issuing school district. The Professional Standards department may request that a school confiscate a badge from a vendor serving the school in the event there are compliance issues. It should be noted that statewide badges may be issued by other school districts and are considered valid in this district. The issuing district is listed on the back of the badge.

B. Granting Access

School staff will monitor vendors. If there are questions as to whether the vendor has been screened, the principal/designee will ask the vendor to present his/her badge. Vendors who are not in possession of the appropriate badge will be reported to the principal/designee. The principal/designee will determine if the vendor representative has been issued a valid badge. If so determined, the vendor representative will be allowed to continue with his/her duties. However, the failure of the vendor representative to be in possession of his/her issued badge will be reported to the Office of Professional Standards at extension 20262. If it is determined that the vendor representative has not successfully completed a background screening, he/she will be denied access. However, should the principal/designee determine, through investigation, that the individual does not pose a significant risk to the student population he/she may allow the vendor to complete a delivery, or other critical service while under continuous supervision by school personnel. In this event, the vendor must be notified that

this individual will not be allowed on campus in the future without the appropriate screening and badge.

C. Monitoring Vendor Badges

The principal/designee shall monitor the validity of vendor badges on a periodic and random basis. Checks shall be made by comparing the name on the vendor badge with the list of approved vendor/employees located on the intranet. Documentation of this monitoring shall be recorded in the Raptor Visitor Management System or a vendor sign-in sheet.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT **(SESIR) DATA**

VCS 107

I. BACKGROUND

In accordance with Florida Statute 231.0851, the principal reports data concerning school safety using DOE approved standardized forms.

II. PROCEDURE

Information must not be sanitized. It should include such information as incidents of crime and misbehavior, trends over time, comparisons to the community and steps taken to improve safety and security on campus. The school views discipline information on a regular basis to ensure its accuracy and share the information with the school-level Threat Assessment Team members.

Review the reported School Environmental Safety Incident Report (SESIR) data with the School Safety Officer/School Guardian and school support staff to ensure accurate reporting.

DEPARTMENT OF JUVENILE JUSTICE

VCS 108

I. BACKGROUND

The district has a cooperative agreement with the Department of Juvenile Justice to assist in providing supervision of students on probation in our elementary, middle and high schools. Information regarding these students should be freely exchanged to the extent permitted by state statute and inter-agency agreements while maintaining the confidentiality of the student's status within the school setting.

II. PROCEDURE

To assist the DJJ probation officer, space should be available for interviews and assistance provided in gathering needed school information. Staff members should know the procedure for producing the list of students on probation for their school using CrossPointe Program Query S702 (reports and downloads).

To see the case associated with a student listed on the report, access to *VJJ in CrossPointe is needed.

Violations of probation or reports of discipline and attendance concerns are reported to the DJJ probation officer using the FAX cover form for the Deland or Daytona DJJ office. The list of students on probation should be available and a copy of the FAX cover form should be on file.

This list shall be shared with the school-level Threat Assessment Team members and the School Safety Specialist.

PROPERTY INCIDENT/LOSS REPORT

VCS 109

I. BACKGROUND

A Property Incident/Loss Report should be filled out when any loss or damage occurs to any School Board property.

II. PROCEDURE

The form must be completed by designated school contact(s). All areas should be filled in correctly and completely. A police report should be filed if a theft/vandalism occurs. A file should be kept on the school property to help with inventory and tracking of lost materials and damage. A copy of the Property Incident/Loss form and police report should be sent to the School Safety Specialist and placed in SharePoint for assessment purposes.

PEDESTRIAN SAFETY & WELLNESS POLICY

VCS 110

I. BACKGROUND

PEDESTRIAN SAFETY

Due to the potential of student injuries and potential deaths occurring within our school district due to walking or biking to and from school, the school district is focusing their attention on changing the attitudes and behaviors of our students through an extensive education campaign, community outreach program and enforcement. In every pedestrian accident over the past couple of years, the causal factor was distraction either by the operator of the vehicle or the student. The school district is highly encouraging parents/guardians, through school newsletter (for the safety of their children), to use the parent drop-off and pick-up loops instead of waiting in off-site areas or dropping their child off on the roadway in front of our schools. Parents/guardians should be encouraged to talk to their children concerning the Safety Tips provided on the Safety and Security website.

WELLNESS POLICY

The School Board recognizes that children need access to healthful foods and opportunities to be physically active in order to learn, grow, and thrive. The School Board also believes that good health fosters student attendance and education and a healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. Community participation is essential to the development of and implementation of a successful school wellness policy; and schools play a critical role in creating a healthy environment for the prevention of childhood obesity, for combating problems associated with poor nutrition and lack of physical activity; The School Board is committed to providing a school environment that enhances learning and the development of lifelong wellness strategies. Through the collaborative efforts of district administrators, the school food service department (School Way Café), school administrators, teachers, students, parents, school board members, representatives from local hospitals, in partnership with Volusia County Health Department, the School Health Advisory Committee, and District Advisory Committees the following wellness policy was developed and adopted to meet the needs of this district. This policy shall be reviewed annually to determine compliance with law.

II. PROCEDURE

PEDESTRIAN SAFETY

It is now required that every school conducts various safety programs, including holding assemblies, showing safety videos and enforcing the helmet law on campus. In addition, the public service announcements shall be played throughout the school year to remind students to use due caution when traveling on the roadways.

We are also encouraging parents/guardians that live more than two (2) miles from the school to utilize the school bus transportation services the district provides free of charge. It is the safest form of transportation on the roadway today.

WELLNESS POLICY

Each school shall provide a school wellness plan to the school district each year. The School Health Advisory Committee will develop a list of potential ideas for incorporation into school wellness plans. At the beginning of each school year, the school district will provide parents and guardians with information concerning ways that they can help their children to be physically active and to eat healthful foods. The superintendent will provide the board with an annual report regarding the implementation of this policy and will recommend revisions as necessary.

III. TRAINING

PEDESTRIAN SAFETY

Each school shall hold at least one safety assembly and make morning and afternoon announcements stressing the importance of pedestrian safety. Schools are encouraged to use the public safety announcements available on Safari Montage and the below pedestrian, bicycle and bus rider safety tips.

For Parents

- If you drive your children to school, drop them off and pick them up in the designated drop-off/pick-up area identified on each campus.
- Be especially alert for student drivers on high school campuses.
- When turning at an intersection, be sure to yield to pedestrians and cyclists.
- If your child is walking to school or a bus stop, plan a safe route and make sure your child knows the route and can navigate it safely. Choose the most direct route with the fewest street crossings. If a school crossing guard is available, be sure that your child crosses at that location. If your child is young or is walking to a new school, walk the route with them beforehand and continue to walk with them for the first week or so until they feel comfortable with the route.

- Do not use a cell phone while in the school zone or on campus.

For Students Who Ride the Bus

- Stay out of the street while waiting for the bus.
- Wait for the bus to come to a complete stop and the doors open before approaching the bus from the curb.
- Make sure you remain in clear view of the bus driver.
- Look both ways before crossing the street to get on the bus.
- After getting off the bus, look both ways and then move immediately onto the sidewalk and out of traffic.

For Walkers/Bike Riders

- For bike riders, wear a helmet at all times. Research shows that this simple act can reduce the risk of head injury by up to 85 percent.
- Bike riders should ride on the right, in the same direction as traffic, and use appropriate hand signals. Bicyclists also should respect traffic lights and stop signs.
- Walk or bike with a friend. It's safer that way.
- Walk on sidewalks where available.
- Always cross at intersections not mid-block.
- Both bikers and walkers should wear bright clothing to make them more visible to drivers.
- To avoid distractions, bikers and walkers shouldn't use a cell phone or headphones while riding or walking.

WELLNESS POLICY

The school administrators will ensure that schools establish strategies to meet the adopted goals by the end of September each school year. Schools will maintain evidence of documentation and information provided to parents and students in support of this Wellness Policy (School Board Policy 521).

DRONES ON CAMPUS

VCS 111

I. BACKGROUND

Special care needs to be given when operating drones on school campuses. Drones, which fall under the category of Small Unmanned Aircraft Systems (SUAS) weighing less than 55 pounds, should be used on a limited basis for well defined, specific purposes. Video systems deployed with the SUAS also need to be carefully monitored.

As used in this procedure, the following definitions apply:

“Unmanned aircraft system (UAS)” means an unmanned aircraft vehicle, drone, remotely piloted vehicle, remotely piloted aircraft or remotely operated aircraft that is a powered aerial vehicle that does not carry a human operator, can fly autonomously or remotely and can be expendable or recoverable.

Unmanned aircraft system does not include:

1. Model flying airplanes or rockets including, but not necessarily limited to, those that are radio controlled or otherwise remotely controlled and that are used purely for sport or recreational purposes
2. An unmanned aircraft system used in mapping or resource management; and
3. Unmanned aircraft used by school personnel with prior administrative approval for classroom instruction, grounds, facilities and maintenance, and campus security.

II. PROCEDURE

An exception to the general rule prohibiting the use of drones may be granted in writing by the Superintendent or designee, in his/her sole discretion. Drone operators shall abide by the following procedures:

All drone operators shall be responsible for complying with all FAA safety guidelines and regulations (subject to change), which include, but are not limited to:

- Fly below 400 feet and remain clear of surrounding obstacles
- Maintain visual line of sight with aircraft at all times
- Remain clear of and do not interfere with manned aircraft operations
- Do not fly within five (5) miles of an airport unless the airport and control tower have been notified in advance
- Do not fly above or near people or stadiums
- Do not fly an aircraft that weighs more than 55 lbs. (including “payload”)

- Do not be careless or reckless with aircraft

Classroom

The district understands that drones may have some educational value in the classroom setting. A teacher wishing to use/demonstrate drone technology in a classroom-related setting must adhere to the following requirements:

- A clear and articulable connection between drone technology and the course curriculum must exist.
- Only the teacher, or appropriately trained and licensed designee, shall be permitted to use/demonstrate drone technology on school grounds.
- No student-owned drones are permitted.
- Drones must be equipped with blade guards.
- Eye protection is required for the drone operator and audience.
- All drones must remain in a locked location when not in use.
- Drones shall not be operated indoors.

Effective December 21, 2015, anyone who owns a small unmanned aircraft of a certain weight must register with the Federal Aviation Administration's Unmanned Aircraft System (UAS) registry. Please go to <https://www.faa.gov/uas/registration/> for information concerning the registration of drones owned and operated within the district.

Also reference FS 934.50

**EMERGENCY MANAGEMENT
200 SERIES**

SCHOOL SAFETY AND SECURITY TEAM
(CRITICAL INCIDENT COMMAND)

VCS 201

I. BACKGROUND

The school security team plays a critical role in preparing for emergency situations, coordinating activities during an emergency and conducting assessment and follow-up procedures after an emergency. Schools cannot have effective safety and security plans without a well-trained and organized school security team ready for quick and decisive action.

II. PROCEDURE

A. Make Up

The school security team shall consist of the principal, assistant principal(s), TOA, School Way Café manager, FMT, School Safety Officer, School Guardian, all campus advisors (where available) and the head custodian/day porter. The principal/designee will serve as the security team leader. Alternate personnel will also be identified to perform the roles and responsibilities of each team member in the event that regular members are not on campus. In the event of an emergency situation/event that involves a law enforcement response, the School Safety Officer or arriving law enforcement officer shall be the Incident Commander. All staff members shall take direction from team members regarding issues of safety and security.

B. Training and Identification

Only security team members and their alternates shall receive a copy of the SAFETY and SECURITY PROCEDURES MANUAL. As a team, each procedure will be discussed. The specific role for each individual member of the team will be assigned by the principal/designee and discussed in detail by team members. Security team members will record their specific role and assignment on their copy of the procedure or on another insert which shall directly follow the procedure as identified in the corresponding standard expectation. The security team will meet at least quarterly to review procedures and to update assignments as necessary. Security team members will be identified by **STATE METHOD OF IDENTIFICATION**.

C. Roles and Responsibilities

Assignments shall be made for each emergency procedure and shall consider:

Preparation	Security
Roles during the event	Relationship with police/fire
Supervision of students/staff	Personnel

Communications (internal/external)
Roles after the event (debriefing & resuming activities)

D. Command Center

Building [REDACTED] will normally serve as the school's command center. In the event that this building is rendered not useable, the [REDACTED] will serve as the command center. In the event of evacuation, or if an on-campus command center is not advisable, the command center will be located off-site.

E. Communications

Communication is the most critical resource in emergencies. The communications coordinator is [REDACTED] and two back-ups are 1. [REDACTED] and 2. [REDACTED]. The communications coordinator is responsible for ensuring that two-way radios are distributed and that the emergency phone bank is placed into operation when appropriate. The principal/designee shall serve as the media contact for the school with two alternates assigned as back up (see VCS 214). All media releases will be coordinated with the Volusia County School Board Public Information Officer (PIO) and the School Safety Specialist.

ALL HAZARDS APPROACH TO EMERGENCY MANAGEMENT

VCS 202

I. BACKGROUND

There are written plans that specify procedures to be followed in emergency situations such as weapon on campus, active shooter and/or hostage situations, hazardous materials or toxic chemical spills, fire and explosion, bomb threat, weather emergencies including hurricanes, tornadoes, and severe storms and exposure as a result of a man-made emergency. Although each event or incident presents unique responses, there are many similarities to ensuring safety. Plans allow for evacuations both on and off campus and situations may involve law enforcement. Response plans are made available to all personnel and they are reviewed and updated at least annually.

In order to develop an All Hazards Approach to safety and security, you must clearly understand the risks associated with a facility. A complete vulnerability assessment will include a thorough review of the following risks/hazards:

- Natural hazards: earthquakes, floods, hurricanes, tornadoes, severe weather, etc.
- Your neighbors: airports, freeways, train tracks, power plants, manufacturing, etc.
- Human risks: bomb threats, sabotage, theft, workplace violence, terrorism, angry parents, bus accidents, active shooter/hostage situations, etc.
- Environmental risks: indoor air quality, toxic mold, Severe Acute Respiratory Syndrome (SARS), pandemic influenza, etc.
- Geopolitical concerns: human rights issues, kidnapping, trademark/counterfeiting, suspicious packages, etc.

Although any two safety and security manuals are not exactly alike, there are critical aspects of any Safety and Security Plan that must be part of an All Hazards Approach. Such a plan allows you to provide for:

- Effective coordination of activities among the organization having a management/response role.
- Early warning and clear instructions to all concerned if a crisis occurs.
- Continued assessment of actual and potential consequences of the crisis.
- Continuity of operations during and immediately after a crisis.

II. PROCEDURE

A comprehensive safety & security plan is comprised of four hallmarks:

1. **Mitigation/Prevention:** *any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event (Access Control, Intercom System, Visitor Management System)*
2. **Preparedness:** *consists of a wide range of measures, both long and short term, designed to save lives and limit damage that might otherwise be caused by an event. Training and mock drills are critical to ensure preparedness (Mental Preparedness – think of options).*
3. **Response:** *how you make use of your preparedness and the effectiveness of implementing the plan (Take options into actions).*
4. **Recovery:** *the procedure by which you return to learning and restore the infrastructure as quickly as possible (Parent Reunification, First Aid, Mental Health).*

III. TRAINING

Training has been provided to all staff members regarding their roles and responsibilities concerning these safety and security procedures. A special effort is made to ensure that substitutes and student teachers know their roles and responsibilities concerning the security procedures.

Procedures are of no value if not implemented. It is required that all staff members receive a minimum of **one** training session annually regarding the safety and security procedures. The principal/designee, in accordance with the district record retention schedule, maintains documentation of this training. Teachers also receive information and materials pertaining to the student code of conduct under Florida Law (1006.07) which are covered by the district Pupil/Student Policy 208. The district assists the school in safety and security planning and intervention through workshops and pre-assessment visits. Appropriate staff members will receive training for any safety equipment assigned to the site. This includes radios, security cameras, metal detectors and other safety items. Additionally, school personnel may access training materials and opportunities provided by the Department of Education, OPPAGA and other appropriate organizations.

The All Hazards Approach identified in the following standards shall include guidelines for managing specific threats to include, but not limited to: lockdowns, active threats, hazardous weather, fire/explosion, bomb threats, weapon possession and use, hostage situations, hazardous materials, suspicious packages and evacuations.

Site administrators are responsible for all Extended Day Enrichment Programs (tutorials, after school day care, etc.) on their campus. This includes ensuring all programs have developed strategies to maintain compliance with all district safety and security standards including equipment needs (two-way radios), training sessions and conducting drills with this group.

SEVERE WEATHER ACTION PLAN **(Code Green)**

VCS 203

I. BACKGROUND:

Serious threats exist related to hurricanes, tornadoes, floods, severe/hot weather and lightning strikes. Clear and detailed plans must exist for all school district sites.

II. PROCEDURE:

A. First Report

In case of severe weather, the individual assigned to monitor the NOAA weather radio and (Macom P5100) 800 MHz radio should notify the principal or member of the school security team when the report is received. It is the responsibility of the principal or designated school security team member to monitor the weather for watches or warnings and activate severe weather plans as needed. During extreme weather conditions, websites to assist with weather verification are www.weather.gov/ and www.wunderground.com/hurricane

Weather conditions may be defined as follows:

- **Thunderstorm watch:** conditions are right for a storm to develop. When a watch is issued, take action to protect life and property.
- **Thunderstorm warning:** thunderstorms have been sighted in your area and that potential for danger is immediate. You should prepare to take cover immediately.
- **Lightning:** lightning is a threat during any severe thunderstorms. Students and staff members should be moved off the fields, if outdoors, into a building for safety, if lightning is occurring. A Lightning Warning Indicator, where available, should be in the possession of an administrator at all times. The “Flash to Bang” method can be used.
- **Tornado watch:** conditions are right for a tornado to develop. When a watch is issued, prepare to take cover.
- **Tornado warning:** indicates a tornado has been sighted or is spotted on radar. Listen for local weather forecasts and emergency announcements so that you know if you will be affected. Prepare to take cover immediately.
- **Hurricane Watch:** an announcement for specific coastal areas that hurricane conditions are possible within 36 hours.
- **Hurricane Warning:** Warnings that sustained winds 74 mph or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally

high waves continue, even though winds may be less than hurricane force.

- **Flash Flood Watch:** issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area. When a watch is issued, be aware of any potential flood hazards. Those in the affected area are urged to be ready to take quick action if a Flash Flood Warning is issued or flooding is observed.
- **Flash Flood Warning:** issued when flash flooding is in progress, imminent, or highly likely. Those in the affected area should evacuate immediately or move to higher ground if possible. Information in this warning will include the locations of the flood and any areas which may be impacted. Flash Flood Warnings can be issued without a Flash Flood Watch in effect.
- **Hot Weather:** Hot weather conditions pose a threat to the health of our students and staff. During hot weather conditions when temperatures reach 95 degrees or above the Temperature Humidity Index (THI) factor, 105 degrees, outdoor activities should be limited or moved inside. Appropriate measures should be taken to ensure all staff members and students do not become overheated.

NOAA Weather Radio Information

NOAA Radio Channel **162.400**
SAME Code **012127**

800 MHz Radio

Channel 3 (ESF-1)

B. Evacuation

When severe weather warnings require evacuation to safe areas, the security team members will report to their assigned evacuation stations. Teachers will follow the evacuation routes and assignments located in their classrooms. Evacuation should begin as follows:

- (a) Your site: **INSERT SITE PLAN HERE**
1. Occupants of each building shall assemble in the hallways away from all windows on the lowest floor.
 2. Occupants of the portables shall assemble in the hallway of Building # _____ away from all windows on the lowest floor.
 3. Occupants of the playing fields shall assemble in the hallway of Building # _____ away from all windows on the lowest floor.

C. Teachers' Responsibilities

Teachers will ensure that students are safely evacuated. In leaving, **doors are to be closed and remained locked.** Teachers will take roll in the evacuation area and notify the principal or a member of the security team if any student is missing. Teachers on planning periods shall report to the principal or to a

member of the security team for assignment. Students will remain in their class grouping unless otherwise directed by a member of the security team. Teachers will remain responsible for their class until relieved by a member of the security team. Have students assume the tornado protection position, if needed.

D. All Clear

In the case of a tornado, the principal/designee shall give the “All Clear” to return to the buildings once the warning has been lifted.

E. Actual Tornado

In the event of an actual tornado that impacts the school, the principal/designee is in charge until relieved by Law Enforcement and/or the Fire Department. At that time, Law Enforcement serves as the lead agency regarding campus safety and security. Ensure that emergency agencies are provided with a map of the campus and the school’s security team shall serve as a school resource.

F. Assessment of Damage

The principal/designee will confer with the emergency agencies and determine to what extent the campus requires closure and which buildings may be re-occupied. The principal/designee, in concert with district staff, will decide to continue or to cancel the remaining school day(s). If the decision is to cancel the remaining school day, students will be housed in unaffected buildings while parents are contacted for early release. Staff will obtain written or verbal permission for those students who have private transportation. The district’s transportation department will be contacted and asked to arrange for the early release for those students whose parents have been contacted. Students whose parents/guardians have not been contacted will remain on campus until regular release time.

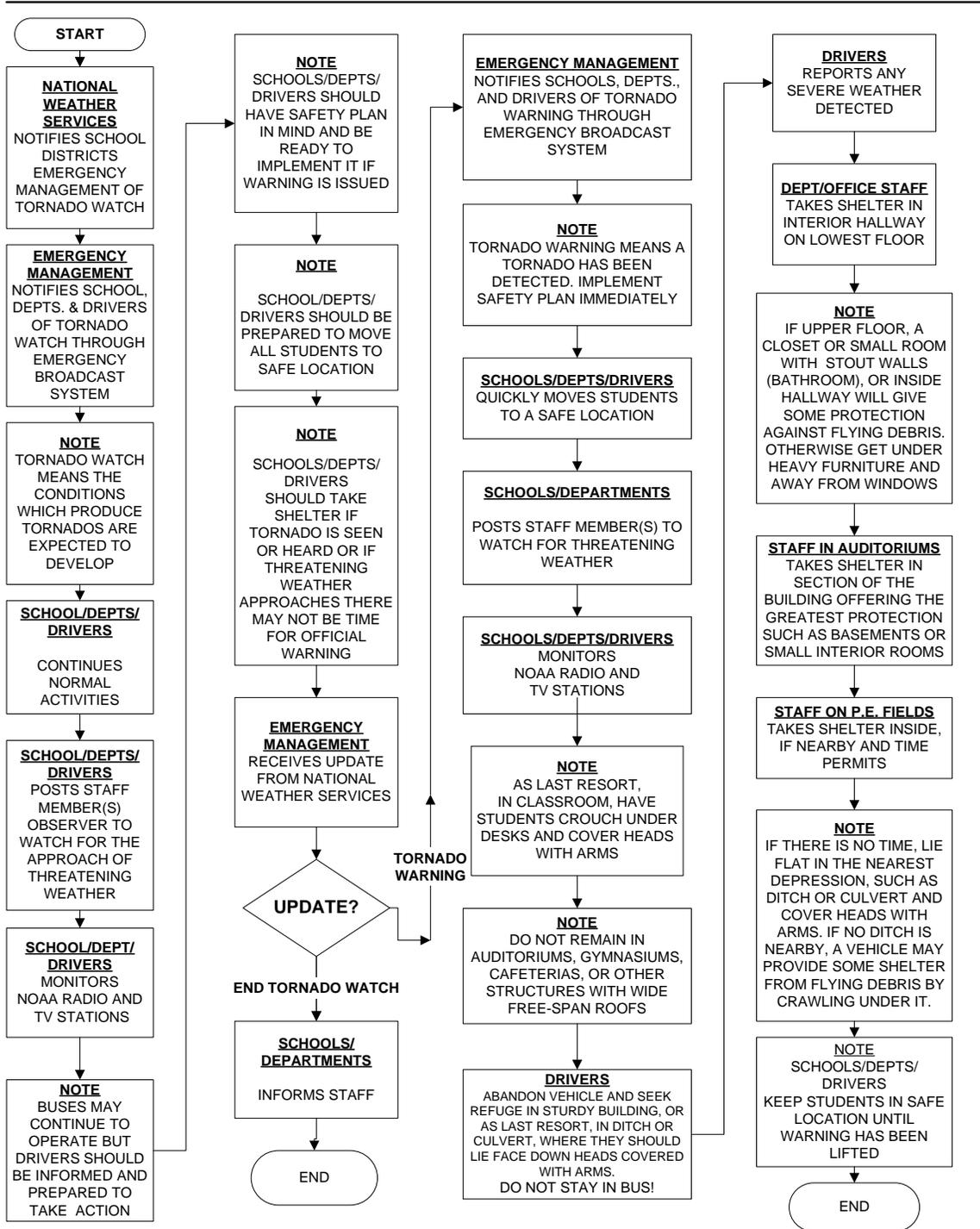
G. School Closure

In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, please refer to VCS 209 and VCS 216.

H. Incidents

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

PROCESS FOR RESPONDING TO TORNADO WATCHES OR WARNINGS



FIRE/EXPLOSION ACTION PLAN

VCS 204

I. BACKGROUND

Fires and/or explosions require swift evacuation of all students and staff members. Drills are an important part of fire safety, as is the storage and handling of flammable materials.

Note: Based on safety concerns and other threats dealing with individuals pulling fire alarms to get students and staff into the hallways or out of the buildings, the district is implementing a short delay in exiting the classroom when the fire alarm is activated. All staff shall wait for an announcement from the front office before exiting the classroom. Teachers shall prepare their students to exit when the fire alarm sounds and wait for the announcement to evacuate.

The administrative team will validate the alarm, silence it if needed, and give you directions to follow when evacuation is required. Please keep in mind, if there is a real fire in or near your classroom, evacuation needs to take place immediately. Do not wait for an announcement.

II. PROCEDURE

A. First Report

In case of fire, pull the closest fire station alarm. The individual should also notify the principal or member of the school security team. It is the responsibility of the principal or the designated school security team member to contact your fire department by calling 911 upon hearing the fire alarm or otherwise learning of a fire.

When calling 911 to report smoke in a structure or fire, be prepared to answer the following questions for the call taker:

Structure Fire Questions

What type of structure? *School building, trash can, etc.?*

Are you inside the structure that is on fire?

Do you see a flame?

Are the flames coming from structure, brush/woods or vehicle?

What part of the building is on fire?

Are there hazardous materials inside the building?

Are there any injuries?

Smoke Investigation Questions

Do you see smoke?

Is it visible or do you just smell smoke?
Are you inside the building that is smoking?
Are any occupants inside the building?
Are there hazardous materials inside the building?
What part of the building is smoke coming from?

B. Evacuation

When the alarm sounds, **wait for the announcement from the administration office before evacuation takes place. The exception would be if the fire is in or near your classroom, evacuation shall take place immediately.** Security team members will report to their assigned evacuation stations. Teachers will follow the evacuation routes and assignments located in their classrooms or as directed by the security team.

C. Teachers' Responsibilities

Teachers will ensure that students are safely evacuated when told to do so by the administrative team. In leaving, doors are to be closed and **unlocked (if possible)**. This will allow for easy access by the fire department and the safety and security team conducting zone sweeps. Teachers will take roll in the evacuation area and notify the principal or a member of the security team if any student is missing. Teachers on planning periods shall report to the principal or to a member of the security team for assignment. Students will remain in their class grouping unless otherwise directed by a member of the security team. Teachers will remain responsible for their class until relieved by a member of the security team.

D. Fire Drill

In the case of a fire drill, the principal/designee shall give the "All Clear" to return to the buildings once the drill has been completed.

E. Actual Fire

In the event of an actual fire, the fire department shall serve as lead agency until the fire is extinguished and overhauled. Law enforcement and the principal/designee will serve as liaison to the Fire Department Incident Commander until the fire is extinguished and the building is safe enough to be turned back over to the principal/designee. The principal/designee will provide updated information to the Incident Commander (IC) including accountability of all students and staff, as well as have radio contact with other members of the security team to relay information between the school and fire department. If anyone is unaccounted for and last seen around the fire, the IC must be informed immediately.

The principal/designee will also have with him/her, a school employee who has keys/access (in hand) to all buildings/structures/secured areas. In the event of a fire, near a storage/locked area, the firefighting crews will need access to determine/mitigate fire/smoke damage.

F. Assessment of Damage

The principal/designee will confer with the emergency agencies and determine to what extent the campus requires closure and which buildings may be re-occupied. The principal/designee, in concert with district staff, will decide to continue or to cancel the remaining school day(s). If the decision is to cancel the remaining school day, students will be housed in unaffected buildings while parents/guardians are contacted for early release. Staff will obtain written or verbal permission from the parents/guardians for those students who have private transportation. The district's transportation department will be contacted and asked to arrange for the early release for those students whose parents/guardians have been contacted. Students whose parents/guardians have not been contacted will remain on campus until regular release time.

G. School Closure

In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, please refer to VCS 209 and VCS 216.

H. Incidents

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

BOMB THREAT/EXPLOSION ACTION PLAN **(Code Blue)**

VCS 205

I. BACKGROUND

Apart from the obvious danger, bomb threats and explosives are disruptive and require swift action. Specific procedures are necessary to protect students and staff and to deter false reporting and the spawning of "copy-cat behavior."

II. PROCEDURE

A. In-Coming Phone Calls

All bomb threats shall be recorded on the **"Volusia County Schools Bomb Threat Call Form 96009"**. These forms shall be maintained in the main office and other locations where phones are located, as deemed necessary, for quick access and reference. Persons receiving a bomb threat shall perform the following:

1. Activate the trap-and-trace code (where available).
2. Attempt to ascertain all the information requested on the Bomb Threat form.
3. Write down the exact information.
4. Attempt to keep the caller on the phone as long as possible.
5. Notify the principal/designee and security team members immediately.

B. Principal's Responsibilities

The principal/designee shall immediately review the bomb threat card and speak with the individual receiving the call to gain additional information. The principal/designee will then make a threat analysis to determine the seriousness of the threat. Generally, the rule is if there is a bomb, the caller will present supporting information that can mean that the threat is real. Lacking specific and verifiable information, there is probably no actual device. However, action should be based upon the following steps:

- **Analyze the threat and estimate the need for response**
- **Decide the logical response to follow**
- **Implement the response decisions within the allowed time frame**
- **Shelter in place or evacuate.**

Analysis means how credible is the threat. Has tangible information and evidence been provided that indicates that an actual device may be involved or does an anonymous caller simply state that "there is a bomb in the school" and quickly hang up?

Response Decision: (One of the following)

- **Note the threat for future reference or**
- **Have your security team conduct a low profile in-house search of a specific area or entire school while Sheltering in Place or**
- **Notify law enforcement and conduct a Code Blue evacuation (ensure evacuation routes are clear as well as the holding area)**

In the event of a school evacuation due to an unknown object or device, contact law enforcement by calling 911 or notify the Safe Schools Officer/School Guardian. The Area Superintendent's office shall also be notified. The school **is not** required to contact CMC; the Area Superintendents' office will complete that task. The school may continue to utilize the VoIP phones, conventional landlines and the intercom. Do not use two-way radios or cellular telephones **within 500 feet of the unknown item.** In the event of a prolonged lockdown, principal/designee will provide students with a script and allow students to notify their parent/guardian via their personal cell phone devices. All students and staff members shall then evacuate their building in accordance with the fire evacuation plan posted in each room unless that area is where the unknown item is located. An event may not require a complete evacuation of the school. Listen carefully for directions from the principal/designee. Evacuation areas are as follows. ***Only include a school site plan in VCS 205 if it differs from the fire evacuation plan in VCS 204.***

C. Teachers' Responsibilities

Teachers will ensure that students are safely evacuated if an evacuation order is called. In leaving, neither students nor teachers should touch light switches, suspicious objects or lockers. Teachers will not allow the use of cell phones or electronic devices within 500 feet of the unknown item. Doors shall remain **locked**. Teachers will take roll and notify the principal or a member of the security team if any student is missing.

D. School Security Team

The school's security team shall be responsible for ensuring that the evacuation takes place in a timely and appropriate manner and the route and holding area is cleared from suspicious objects. The school security team shall also assist Law Enforcement in searching the grounds for suspicious objects. The school security team members shall maintain a checklist of the areas they searched. The list will indicate the area searched and by whom.

E. Law Enforcement

Once on the scene, law enforcement has control and jurisdiction of the bomb search and will determine when the school can be re-occupied. The school's security team will assist as directed. Upon receiving an "All Clear," or similar indication that an adequate search has been completed, from law enforcement and/or the principal/designee, notification will be provided to return to the buildings.

F. Suspicious Object Located

School personnel shall not touch or move any suspicious object, or anything attached to that object. The location and description of any suspicious objects shall immediately be reported to law enforcement and to the principal/designee. All students/staff members shall be evacuated at least 500 feet from any suspicious object.

Conventional Explosives are used in more than 70% of all terrorist attacks.

- Indicators: Look for improvised explosive devices (pipe bombs, suspicious packages or abandoned vehicles).
- Emergency Actions:
 1. **DO NOT touch, cover or move any type of device! Do not use your cell phone or radio.**
 2. During the initial attack, you should seek cover under desks or tables. If these items are not readily available, move against an interior wall and protect your head with your arms. Move away from windows and balconies.
 3. Do not use elevators and don't be surprised if sprinkler systems or alarms are activated.
 4. If you are able, immediately evacuate the area and move to a safe location. Leave search and rescue activities to responding authorities. Know where the emergency exits are located.
 5. During evacuation procedures, immediately move away from the targeted location and seek shelter inside a secure area.
 6. If you are outdoors near the targeted location during the initial attack, duck behind an item that will provide you cover, such as a tree or doorway, and get down as low as possible.
 7. Consider the possibility of additional attacks or secondary explosions.

G. Written Threats

Once a message is recognized as a bomb threat, avoid further handling of the material. Save all materials, including the envelope or container. Notify the principal/designee immediately. The principal/designee will then notify law enforcement. If the threat is perceived as imminent, follow the procedures as outlined above.

H. Incidents

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

ACTIVE THREAT/LOCKDOWN ACTION PLAN **(Code Red & Code Red 2)**

VCS 206

I. BACKGROUND

Although the active threat of a weapon being used on campus or in a hostage situation can be reduced by the strict enforcement of safety and security procedures, these types of incidents remain some of our most feared situations. They require considerable advanced planning, training and a thorough review and awareness of campus vulnerabilities.

II. PROCEDURE

A. First Report - Weapon Possession - Use (No shots fired)/ - Hostage Situation

Individuals who first witness the weapon use (no shots fired) or hostage situation should immediately report the situation to law enforcement by calling 911 and the principal/designee. If possible, call CMC at x20051 or 386.943.7626 and the Area Superintendent. All staff members in the immediate area are to move students away from the crisis area. The School Safety Officer/School Guardian shall respond to the incident site and security team members will direct the school depending on the nature of the weapon situation, on how to respond.

Below are some tips for hostage situations:

- Hostage-Taker: Involves an armed and dangerous individual who may or may not have already used deadly force
 - In most cases, his access will be restricted; significant difference from an Active Threat (Shooter) is the containment of the offender and victim
 - Motive can vary between substantive or expressive
- Hostage survival can be enhanced if you:
 - Remain calm
 - Follow directions
 - Avoid sudden movements
 - Maintain eye contact (but don't stare)
 - Find the middle position (not too assertive/passive)
 - Personalize yourself
 - Don't argue
 - Don't be a nuisance
 - Don't turn your back
- Law Enforcement Negotiation Efforts:
 - Will take time; be mentally prepared for a protracted situation
 - Law Enforcement negotiators will use active listening skills to:

- Communicate with hostage-taker
- Defuse emotions
- Build rapport
- Work towards a peaceful resolution
- Historically, most hostage situations have been resolved through negotiations and ended peacefully

Analyze situation: Remain calm, remove students and staff from the area if possible.

Response: Lockdown immediately and be prepared to evacuate, if directed to do so. Be prepared to advise Law Enforcement of campus security camera system location.

B. Soft Lock Down (Event off Campus)

Upon being informed of the school entering a lockdown status **for an event occurring off campus**, teachers will immediately lock and secure all doors and windows to their classrooms and offices. No one is to be permitted to leave the classroom or office until the “All Clear” announcement has been made or you are instructed by a known authority to direct you to another location. Teachers and staff will not contact the office unless they have a valid emergency. The system shall remain clear for emergencies only. Students on the practice fields, cafeteria, etc. shall follow the direction of the security team member who will direct them to return to the building areas for lockdown or direct them off the campus. **Do not close blinds or shut off lights at this point.** Teachers shall continue to engage the students to promote a calm atmosphere. Students shall be directed to stay away from windows and doors and to be prepared to take a position of cover or hide-out, if needed. Remember to report missing and additional students to the main office via email. Do not open the door, even if an administrator is knocking, until an “All Clear” message is announced.

C. Lockdown (Event on Campus)

Upon being informed of the school entering a lockdown status **for an event occurring on campus**, teachers will immediately lock and secure all doors and windows to their classrooms and offices. If doors do not lock, try to block doors with office/classroom furniture. No one is to be permitted to leave the classroom or office until the “All Clear” announcement has been made or you are instructed by a known authority to direct you to another location. Teachers and staff will not contact the office unless they have a valid emergency. The system shall remain clear for emergencies only. Injuries or details regarding the weapon use should be reported as an emergency. Students on the practice fields, cafeteria, etc. shall follow the direction of the security team member who will direct them to return to the building areas for lockdown or direct them off the campus. **Lock door(s), close blinds and shut off lights.** Teachers shall continue to engage the students to promote a calm atmosphere. Students shall be directed to stay away from windows and doors and to be prepared to take a position of cover or hide-

out, if needed. Remember to report missing and additional students to the main office via email. Do not open the door, even if an administrator is knocking, until an “All Clear” message is announced.

D. Evacuation: (an orderly process of exiting the classroom and campus)
When directed, evacuation is to begin immediately. Security team members will report to their assigned evacuation stations outside of the area involved in the incident. Teachers will follow the evacuation routes and assignments located in their classrooms unless directed otherwise by Law Enforcement or school administration. Evacuation areas are as follows. ***Only include a school site plan in VCS 206 if it differs from the fire evacuation plan in VCS 204.***

E. Teachers’ Responsibilities

Teachers shall follow any additional instructions by security team members or law enforcement if students are to be moved off campus. In this event, students will remain in their class grouping and teachers will take roll in the evacuation area and notify the principal or a member of the security team if any students are missing. Teachers on planning periods shall report to the principal or to a member of the security team for assignment. Students will remain in their class grouping unless otherwise directed by a member of the security team. Teachers will remain responsible for their class until relieved by a member of the security team.

F. All Clear

In a real-world situation, follow the direction of the administrator known to you or law enforcement officer who may give the “All Clear” signal to return to normal activities. In the case of a drill, the principal/designee shall give the “All Clear” to return to normal activities once the drill has been completed.

G. Active Threat (Shots Fired): Response is CODE RED 2

In the event a firearm is discharged on the campus, all staff members and students shall take action immediately by following the guidelines below. Individuals who first witness and/or hear the weapon use (shots fired) should immediately report the situation to law enforcement by calling 911. Law Enforcement shall serve as the lead agency regarding campus safety and security. Emergency agencies are provided with a map of the campus and the school’s security team shall serve as a school resource, if possible, or a representative from the district, when possible. If possible, monitor the activity on security cameras where available and advise Law Enforcement, via phone call to 911, of camera monitoring locations and activity observed.

- **Active Threat (Shooter): An armed individual who has used deadly force and continues to do so with unrestricted access**
 - **Can involve**
 - ◇ **Single shooters, multiple shooters**
 - ◇ **Close encounters, distant encounters**
 - ◇ **Targeted students, random victims**

- ◇ **Single-room confrontations, mobile confrontations**
- **No two situations are alike**

If an active threat (shooter) is outside your building:

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights. If doors do not lock, try to block doors with office/classroom furniture
2. If possible, get down on the floor and ensure that no one is visible from outside the room.
3. Push the active shooter alert button on your phone or call 911 and advise the dispatcher of the events and inform him/her of your location.
4. Remain in place until law enforcement or administrator known to you, gives the "All Clear".

If an active threat (shooter) is in the same building:

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights.
2. Or, if you can do so safely, exit the building.

If an active threat (shooter) enters your office or classroom:

1. **Try and remain calm and press the active shooter alert button on your phone or dial 911, if possible, to alert police of the threat (shooters) location.**
2. **If you can't speak, leave the line open** so dispatcher can listen to what is taking place. Normally, the location of a 911 call can be determined without speaking and your location will be tracked using your active shooter alert button once pushed/activated.
3. **Attempting to overpower the threat (shooter) with force** should be considered as a last resort after all other options have been exhausted.
4. **If the threat (shooter) leaves the area, proceed immediately** to a safer place and do not touch anything that was in the vicinity of the shooter.

Move quickly, keep your hands visible and follow the instructions of any police officer or school guardian you may encounter. Do not attempt to remove injured people, instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

Do not try to drive off campus until advised it is safe to do so by Law Enforcement or principal/designee.

Analyze situation: Remain calm and respond appropriately. Be prepared to advise Law Enforcement of campus security camera system location.

Response: *Three simple actions you can take when you hear gun shots:*

1. ***RUN:*** *Run (if safe to do so) to a safe area outside the building and call 911.*
2. ***HIDE:*** *Find a safe location (room), lock the door and turn off the lights and call 911.*
3. ***FIGHT:*** *Fight the threat (shooter) as a last resort after all other options have been exhausted.*

Note: Response will be age appropriate. Younger students should hide out in their classroom where older students could have the option of running to safety or hiding out. It is not recommended that students fight.

H. Teachers' Responsibilities

Teachers will follow the above response guidelines. When hiding out, find a safe location; ***lock door(s), close blinds and shut off lights, scatter and hide students, if possible, and call 911 or press the active shooter alert button on your phone.*** If you are running off campus, take roll in that area and call 911. Teachers on planning periods shall follow the above recommended action steps.

I. All Clear

In a real-world situation, follow the direction of the administrator known to you or Law Enforcement officer who may give the "all clear signal" or other directions. In the case of a drill, the principal/designee shall give the "All Clear" to return to the buildings once the drill has been completed.

J. Post Event

The principal/designee, in concert with district staff, will decide to continue or to cancel the remaining school day. If the decision is to cancel the remaining school day, students will be housed in an unaffected area of the campus or to another evacuation site while parents/guardians are contacted for early release. Staff members will obtain written or verbal permission for those students who have private transportation. The district's transportation department will be contacted and asked to arrange for evacuation of students and staff or home if early release for those students whose parents/guardians have been contacted. Students whose parents/guardians have not been contacted will remain on campus or evacuation site until regular release time.

K. School Closure

In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, please refer to VCS 209 and VCS 216.

L. Incidents

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

HAZARDOUS MATERIALS ACTION PLAN **(CODE YELLOW)**

VCS 207

I. BACKGROUND

Although unlikely, hazardous material spills pose the most difficult and challenging emergency situations to our schools. Although our response must be determined by the circumstances unique to the particular event, certain emergency procedures will remain constant. Safety procedures shall be followed in accordance with the North American Emergency Response Guide Book. This includes all hazardous materials such as nuclear, biological, radiological and toxic spills.

<http://wwwapps.tc.gc.ca/saf-sec-sur/3/erg-gmu/erg/materialindex.aspx>

Definition of Chemical Weapons: Toxic chemicals, ammunition and their dispersal equipment which through their chemical effects on living processes may cause death, temporary loss of performance or permanent injury to people and animals.

Classification of Chemical Weapon Agents: Lethal or incapacitating (generally a fraction of the lethal dose) and non-persistent, volatile, contaminate air, evaporate quickly or persistent, non-volatile, oily, viscous or thickened, will remain in the environment, will complicate decontamination.

Biological Agents: Nerve, Blister or Choking cause a serious threat to schools. If a possible, "Dirty Bomb" is suspected of being used, a basic decision will need to be made; either evacuate up wind or shelter in place.

II. PROCEDURE

A. Truck or Tanker Accident/Incident

When a staff member observes a situation, which may jeopardize the safety of the school, he/she is to immediately contact the principal/designee. The principal or member of the school's security team will attempt to identify the material from a considerable distance. The security team member will attempt to read the hazard warning and numbers on diamond shaped placards placed outside of a vehicle or tank. The principal/designee will contact law enforcement and fire department by dialing 911. Information from the placards and wind direction will be given to emergency personnel. Immediately contact the Communication and Monitoring Center at x20051 or 386.943.7626 and the Area Superintendent. All students shall be directed from the outside areas to enter buildings.

B. Chemical/Nuclear/Biological/Radiological/Toxic Spills On/Near Campus

Notification shall immediately be made to the principal/designee. Members of the security team shall be deployed to the site to ensure that students and staff remain outside the hazardous area. Emergency personnel shall be contacted as indicated above. Students from outside areas will be directed to enter the buildings. When evacuation is not possible or practical, students and staff members are to stay where they are or go to the room with as few doors and windows, as possible, and shelter-in-place. Chemical gases sink, so choose highest level of the building and if possible, seal room with plastic or duct tape. Listen to radio/intercom for emergency coordinator's instruction.

Chemical Threat:

- Facts:
 1. Deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
 2. Ingredients are found in common cleaning products and pesticides.
 3. Quantities needed vary.
 4. Few grams of a nerve agent.
 5. Several 55-gallon drums of a blistering agent.
- Indicators:
 1. Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
 2. Many sick or dead birds, fish or small animals are also cause for suspicion.
- Action: If You See Signs of Chemical Attack
 1. Quickly try to define the impacted area and take immediate action to get away.
 2. If the chemical is inside a building, get out of the building without passing through the contaminated area.
 3. If exiting is not possible, shelter-in-place away from the release area. Close doors and turn off ventilation systems (if possible).
 4. If you are outside, take the fastest escape route **UPWIND** from the chemical threat.

If you think you have been exposed to a chemical, remove all clothing by cutting or ripping it away. **Never remove clothing that has become contaminated by pulling items overhead.** Look for a hose, fountain or any source of **COLD** water, and wash with soap if possible, being sure not to scrub the chemical into your skin. Seek emergency medical attention.

Nuclear Blast:

- Facts: A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types of threats, terrorism by its nature is unpredictable.
- Action: If there is a nuclear blast

1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
2. Quickly assess the situation.
3. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to shelter-in-place.
4. In order to limit the amount of radiation you are exposed to, think about time, distance and shielding.
5. Use available information to assess the situation. If there is a significant radiation threat, health care authorities will advise you on what action to take.

Biological Threat:

- Facts: Biological agents include bacteria, viruses and toxins. They must be inhaled, ingested or absorbed through broken skin and are adversely affected by weather conditions such as sunlight. May be treatable if caught early.
- Indicators:
 1. Most have no immediate effect.
 2. Symptoms appear between a few hours to weeks.
 3. Aerosols could be used to spread agents.
 4. Often produce flu-like symptoms.
- Action: Biological agents may enter the body through;
 1. Inhalation: The body is most vulnerable to this route of exposure. From the lungs, the pathogen can travel to the lymph nodes, causing a systemic infection.
 2. Contact: Biological agents can penetrate skin through open sores or rashes.
 3. Ingestion: Biological agents can enter the digestive system by hand-mouth contact after touching contaminated areas or by swallowing particles lodged in the nose and throat.

Radiation Threat:

- Facts: A radiation threat or “dirty bomb” is in the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized.
- Indicators: While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure.
- Action: If you are exposed to a dirty bomb, limit your exposure. To limit the amount of radiation you are exposed to, think about time, distance and shielding.
 1. **Time:** Minimizing time spent exposed will also reduce your risk.
 2. **Distance:** The farther away you are away from the blast and the fallout, the lower your exposure.

3. **Shielding:** If you have a thick shield between you and the radioactive materials, more of the radiation will be absorbed and you will be exposed to less.

C. Secure Buildings

All staff will remain indoors, unless otherwise directed by members of the security team or emergency personnel. Close all doors and windows. Unless receiving such direction, no one will leave the buildings. Instructional staff will continue with educational activities or otherwise engage students to maintain a controlled environment. **Only trained rescue personnel shall attempt to assist in clean up and rescue.**

D. Facilities Maintenance/Designated Staff

The Facilities Maintenance Technician (FMT) or designated staff members will shut down air conditioning and ventilation systems until it is declared safe to put them back on line. Emergency personnel will make a decision regarding evacuation. Teachers in portable classrooms may be evacuated to a more suitable, safe building if time permits. If not, teachers in portables should be trained on how to turn off the HVAC system in the portable classroom.

E. All Clear

In the case of a drill, the principal/designee shall give the "All Clear" to return to normal activities once the drill has been completed. In a real-world situation, follow the direction of the administrator known to you or responding agencies Incident Commander who may give the "All Clear" signal or other directions.

F. Incidents

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

SUSPICIOUS PACKAGES

VCS 208

I. BACKGROUND

Although unlikely, the threat of hazardous materials and chemicals being delivered to our school poses a most difficult challenge. Although our response must be determined by the circumstances unique to the particular event, certain emergency procedures must remain consistent.

II. PROCEDURE

A. Suspicious Package

Some indicators for determining suspicious packages and letters include, but are not limited to the following:

- Foreign mail, air mail, and special delivery, especially when the recipient is not expecting such mail
- Hand written or poorly typed addresses
- Lack of a return address or fictitious return address
- Misspelling of title (i.e. General, etc.) title only or wrong title with name
- Misspellings of common words
- Distorted handwriting or “cut & paste” lettering
- Cancellation or postmark and return address indicating different locations
- Excessive postage
- Restrictive labeling such as “Personal, Private”
- Markings such as “Fragile-Handle with Care” or “Rush-Do Not Delay” or “Deliver by Date/Time”
- Visual distractions, such as money or pornography
- Unusual size or shape (uneven, lopsided)
- Tube-type packages heavier at one end
- Unprofessional or sloppy wrapping
- Excessive security material such as masking tape or string
- Protruding wires, aluminum foil, oily stains or discoloration
- Unfamiliar couriers delivering official looking packages to specific individuals
- Peculiar odor
- Parcel unusually heavy for size
- Buzzing or ticking noise or sloshing sound
- Rigid or soft spots
- Pressure or resistance noted while removing contents of envelope or parcel
- Leaking fluids or powdery substances coming from package

Upon locating a suspicious package, contact the principal or security team member concerning the package. **Do not touch the package.** While isolating the suspicious object from students and staff members, the principal/designee will attempt to obtain additional information related to the suspicious object in order to make a reasonable assessment of the risk. The principal/designee will also isolate those individuals who have had contact with the package until the assessment of the risk is completed.

If the principal's/designee's assessment determines that the object is routine in nature, the object will be further inspected and if consistent with the assessment, it will be appropriately routed, and all staff members will return to their normal routine.

If the object is deemed to present a credible risk, the principal/designee will contact the law enforcement agency having jurisdiction. Law enforcement will then follow their protocol for such situations. The principal/designee shall follow the directions of law enforcement or other governmental agency with jurisdiction in such situations, regarding the advisability of evacuation of the entire school, or portion thereof, or other precautionary measures. Contact the Communication and Monitoring Center at x20051 or 386.943.7626 and the Area Superintendent.

B. Suspicious Substance

If a suspicious substance is located on the campus, the principal/designee shall be contacted. **Do not touch the substance.** While isolating the suspicious substance from students and staff, the principal/designee will attempt to obtain additional information related to the substance in order to make a reasonable assessment of risk. The principal/designee will also isolate those individuals who have had contact with the suspicious substance until the assessment of risk is completed. If the principal's/designee's assessment determines that the substance is a common, non-toxic substance, it will be properly disposed, and all staff will return to their normal routine.

If the substance is deemed to present a credible risk, the principal/designee will contact the law enforcement agency having jurisdiction. Law enforcement will then follow their protocol for such situations. Immediately contact the Communications and Monitoring Center (CMC) at x20051 or 386.943.7626 and the Area Superintendent.

The principal/designee shall follow the directions of law enforcement or other governmental agency with jurisdiction in such situations, regarding the advisability of an evacuation or other precautionary measures. When a substance is deemed to have a credible risk, the following precautions should be implemented:

- Be careful not to breathe or touch the substance.
- Leave the letter, package or substance where it is, exit the room and close the door to the room.
- Wash your hands with soap, water and a small amount of bleach.
- If the substance was inhaled, blow nose and save the tissue in a plastic bag.
- If the substance gets on clothing, change clothes and bag the used clothing in a plastic bag.

C. Events near the Campus

Should a suspicious substance, package or other potential hazard be found in a nearby facility, building or event, the principal/designee will contact the law enforcement agency having jurisdiction and inquire as to the need to follow any emergency procedures.

D. Reporting

All incidents of suspicious packages and/or substances shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

EVACUATION PROTOCOLS & STUDENTS WITH LIFE THREATENING HEALTH CONDITIONS

VCS 209

I. BACKGROUND

There are written plans that specify procedures to be followed in emergency situations (including fire, severe weather, lockdown, hazardous materials and bomb threats). Plans must be in place for identifying students with life threatening health conditions. These students may need to be relocated to another site where their individual health concerns may be better addressed.

II. PROCEDURE

A. Identification

The school's health professional will be responsible for identifying students who may be at risk when exposed to the sun or other adverse weather conditions. Their names and conditions (e.g. allergic to the sun, fragile due to disability, etc.) will be provided to the principal/designee as the student is enrolled/identified. The school's health professional or designee, **NAME OF INDIVIDUAL(S)** will be responsible for supervising the identified students during emergency evacuations.

B. Evacuation

In the event the school is evacuated, and that weather or other safety conditions are such that they may pose a threat to students identified above, the principal/designee must decide as to the advisability of evacuating medically fragile students to another site. If it appears that the out of school evacuation will be protracted in nature, or if the current outside conditions are potentially harmful, the principal/designee will order the medically fragile students evacuated to another location.

C. Location of Evacuation and Transportation

Each school is to have **two (2)** pre-identified sites for off-campus evacuation purposes. The sites for evacuation are **LOCATION OF PRIMARY EVACUATION SITE and LOCATION OF SECONDARY EVACUATION SITE**. These sites are in close proximity and capable of meeting the physical needs of our medically fragile and regular students. When it is determined that evacuation from the school is warranted, the principal/designee will then contact transportation and request buses to evacuate the students and supervising health personnel to the evacuation site(s). The district will provide transportation as soon as drivers can be dispatched. The school has a written agreement with the evacuation sites to provide temporary shelter for both medically fragile and regular students in the unlikely event a complete evacuation becomes necessary. If the evacuation site

is a School Board property, an email between principals will satisfy the acceptance of use. If the evacuation site is not a School Board property, then a letter of acceptance on letter head from both properties must be in the file and updated annually. A letter is not necessary for large areas such as shopping centers or public parking lots.

When selecting schools, it is important to ensure that the evacuation site(s) can accommodate your student population. For example, a high school should select another high school or schools, a middle school should select another middle school or high school and elementary schools should select another elementary, middle or high school.

D. Notification to Parents/Guardians

When students are relocated to an off-campus evacuation site(s), the principal/designee will contact the parents/guardians and inform them of the students' location. Release procedures shall be conducted in accordance with VCS 103 - *RELEASE OF STUDENTS TO PARENTS/GUARDIANS*.

E Notification to District Administration

All evacuations shall be reported to the Area Superintendent and the School Safety Specialist. If the incident occurs after work hours, contact the Communication and Monitoring Center (CMC) at x20051 or 386.943.7626.

EMERGENCY SHELTERS/EVACUATION SITE

VCS 210

I. BACKGROUND

Any public building can be used during an emergency. ***This standard applies even if you are not a shelter site. Charter schools are exempt from this standard.*** In the event of a large-scale disaster, emergency plans must be in place for providing shelter to those in need or in concert with the County Emergency Management Operation. The site administrator or shelter manager must be prepared to support outside agencies in sheltering occupants.

II. PROCEDURE

Emergency Shelter

The shelter manager provides supervision and administrative support for Red Cross responsibilities within the shelter. This person ensures that the needs of shelter occupants are being met. If you are a shift supervisor or shelter manager, you should:

1. Notify your family and supervisor of your duty assignment.
2. Review hurricane disaster response plan.
3. Pack personal items such as clothes, toilet items, medications, blankets, and phone numbers.
4. Pick up shelter manager's kit.
5. Establish contact with facility representatives and activate the building when ready.
6. If clients are waiting, the facility may need to be partially activated immediately.
7. If the safety and physical needs of the evacuees cannot be met on campus due to the weather, lack of sanitation, water or a continued threat to the campus contact the Field Operations Center (FOC).
8. Your site could be used as a host shelter for other school districts.

If you are a shift supervisor or shelter manager, you should:

1. Project staffing and other support requirements for the next 48 hours.
2. Order start-up supplies and equipment and request any support needed, such as security, HAM radio operators, public affairs staff or Disaster Health Services personnel.
3. Assess feeding options and discuss recommended solution with supervisor; Meet with School Way Cafe supervisor.
4. Establish a shelter log reporting process.
5. Ensure that shelter residents are receiving updated information about the disaster, the recovery process and all the resources available to them.

6. Establish standard shift schedules for staff, usually for 9 to 13 hours.
7. Conduct staff meetings; include updates on disaster response and shelter operations, direction and advice from disaster headquarters, and status of problems and resolutions. Identify needs for clients, staff, supplies and systems. Also address rumors.
8. Ensure that the proper systems are in place to track expenditures, bills and invoices, materials and local volunteer records.
9. Develop plans for maintaining the shelter until closing, if possible, including staffing and supply needs.
10. Routinely inspect the safety and sanitation of the facility, including the kitchen, sleeping areas, bathrooms, shelter exterior and registration area and ensure that health standards and clients' needs are being met.
11. Coordinate plans to close the shelter well in advance of the actual closing
12. Ensure logistics-staff members will take the following actions:
 - Complete an inventory of all supplies owned by the facility that are used in the shelter and forward this to your supervisor.
 - Return all rented or borrowed equipment to the owners. Send to your supervisor signed receipts for such equipment.
 - Arrange for the cleaning of the facility and have it returned to the pre-occupancy condition, if possible.
 - Return all Red Cross supplies and equipment to the central storage facility. Submit to your supervisor a list of items returned.
 - Forward all pending financial commitments to the supervisor for payment.
 - Ask suppliers to send final bills to your supervisor.
13. Forward all Mass Care shelter files to the supervisor.
14. Prepare an after-action report on the shelter operation and submit it to your supervisor and the School Safety Specialist. Include the shelter location and dates of operation, summary of services provided, and problems and recommendations

EMERGENCY NOTIFICATION

VCS 211

I. BACKGROUND

Communication is of critical importance if the district is to appropriately respond to emergency situations. Notifications must be made in a timely manner to allow equipment and personnel to be used to their full potential. Although the district utilizes its Communications and Monitoring Center (CMC) as a central communication point, emergency situations may require the interventions from any number of district and school-based employees. Emergency numbers must be readily available to identified staff. Alternative means of communication should be available wherever practical and may include cell phones, two-way radios, email, etc. Written procedures provide for communication to identified staff and the district CMC office in the event of an emergency.

II. PROCEDURE

A. Notifications

Any employee having firsthand knowledge of any event which has the potential to adversely impact the district or the normal operations of a school or facility, will immediately notify the principal/designee or other individual responsible for the facility. The principal/designee will contact (CMC) x20051 or 386.943.7626 and the Area Superintendent. CMC will make notifications to appropriate district staff. This process will be consistent whether or not an incident is during normal work hours.

B. Identified Staff

The school has designated a communication coordinator and back-up in VCS 201. One of the communication coordinator's responsibilities is to ensure that the school is equipped with a means of communication for the safety and security team, emergency personnel and the district office in the event of an emergency. The principal, communication coordinator and his/her designated backup will keep a list of emergency numbers and key individuals. The list is also posted in the main office.

C. Equipment

The communication coordinator and backup are responsible for possessing a cellular phone to be used should VoIP or hardline communication become unavailable. This phone will be on their person at all times during their workday. In the event that the emergency is such that the use of cellular phones or two-way radios is not recommended, i.e. bomb threat, and the VoIP or hardline communication system is not operable, the communication coordinator will leave

the campus to make any necessary notifications. Updated reports directed to the CMC office will be made at 30-minute intervals, unless otherwise determined by the principal/designee and Area Superintendent. Monthly tests of the communication equipment will be made, and documentation of such tests maintained by the principal/designee. Tested equipment shall include cell phones, two-way communication devices (two-way and 800 MHz radios), and NOAA weather radios.

SAFETY AND SECURITY ASSESSMENT WORKBOOK

VCS 212

I. BACKGROUND

The school has established and implemented accountability mechanisms to ensure the performance, efficiency and effectiveness of the safety and security program. A safety and security assessment workbook is completed annually at each school to ensure compliance and readiness to respond to incidents.

II. PROCEDURE

A. Safety and Security Assessment Workbook

Each year the district and self-assessments are conducted by the school or district staff. The district safety and security office will coordinate the district assessment with each site. **Documentation for each written standard is maintained at the site for a period of two (2) years. (Last year & current year located in SharePoint)**

B. Format

Each safety and security assessment shall be in the same format and manner as the district's assessment and shall include a review of all district standards and the specific procedures for each school. In conducting the assessment, the school shall use the Assessment Workbook and compliance forms produced by the district safety and security office.

C. Results

The results of the annual security self and district assessment shall determine the degree of training and/or corrective action required by the school. The school will retain a copy of the results for the certification file, as evidence of compliance of this standard.

D. Corrective Action

Those standards found to be not in compliance will be re-checked and brought into compliance within a designated time not to exceed **30 calendar days**. The results of the re-check shall be reported to the principal, Area Superintendent and to the district safety and security office. Standards having a budgetary impact and requiring additional resources in order to be in compliance shall be documented in the form of a budget request to the Area Superintendent and district safety and security office. **Those schools found to be not in compliance after the 30-calendar day corrective action timeframe will be reported to the principal, COO and Area Superintendent.**

MOCK CRISIS DRILLS

VCS 213

I. BACKGROUND

Policies and procedures regarding safety and security must be followed on a daily basis. Mock crisis drills prepare the school for emergencies and demonstrate efficiency and compliance with safety and security procedures.

II. PROCEDURE

A. Mock Drill

A mock drill will be conducted as part of the annual district safety and security assessment/certification. The safety and security evaluation team leader will determine the type and nature of the drill, which may include multiple drill types. This will be announced to staff members and students (where appropriate) only at the commencement of the drill. Where possible, drills are conducted early in the school year as well as mid-year, (2nd semester). Two fire drills must be completed within the first two weeks of the opening of school and then one drill each month thereafter when the facility is occupied (***use Emergency Egress and Relocation Drill form #2007-041***). A fire drill should be conducted when at least 50% of the school population is present (students and staff). Each school year, every facility is expected to further conduct drills to include but not limited to severe weather, bomb threats, weapons use, hostage situations, hazardous materials and lockdowns and will be documented for review. CMC must be contacted at x20051 or 386-943-7626 and advised before and after each drill is conducted.

It is important to note that if you are involved in a color-coded drill or real event such as a lockdown/active threat, bomb threat, severe weather or hazardous material and the fire alarm is activated, the color-coded event supersedes the fire alarm until it can be determined there is an actual fire. If an actual fire exists, the principal/designee will communicate instructions to students and staff.

B. Results

The results of each mock drill (excluding fire drills) will be recorded on the district ***“Crisis Drill Form/After Action Report” form # 2006-273*** and maintained in SharePoint with other applicable documents. Where deemed appropriate, the principal/designee may conduct additional mock drills at appropriate times during the school year.

C. Unanticipated Drills

The school may have unanticipated evacuations/lockdowns or other crisis responses based upon real or falsely reported emergency situations. The results of responses from these situations will also be recorded on the district's "**Crisis Drill Form/After Action Report**" form # 2006-273. One or more of these types of recorded events may meet the requirement of a mock drill, if approved by the Area Superintendent and the district safety and security office.

D. Debriefing

A school/site safety and security team debriefing should take place to discuss the event. Record the comments for reference and to make improvements as identified. Upon completion of the drill/real event, the after-action report (AAR) is completed and evaluates the response and performance of staff members and students. The AAR for a "real" emergency shall be emailed to the School Safety Specialist.

MEDIA RELATIONS

VCS 214

I. BACKGROUND

Emergency situations require a designated individual to communicate with the media and parents. The media can also be used to assist with parental and student notifications where deemed appropriate. Written procedures must provide for separate locations for media operations, student assembly and parent/guardian request/release areas in the event of an emergency and where students are evacuated from campus buildings. Designated locations should be accessible and a sufficient size to accommodate a large number of parents/guardians. The designated administrator(s) should be assigned to each site to answer questions and maintain communication with the school.

II. PROCEDURE

A. Designation

The principal shall serve as the primary on-site media contact person. Select two employees 1. **NAME OF INDIVIDUAL**, 2. **NAME OF INDIVIDUAL**, to serve as back-up in the event the primary is unavailable.

The media staging area is located at:

MEDIA STAGING AREA

B. Roles and Responsibilities

The school staff shall direct all inquiries to the designated contacts. The principal/designee shall receive updated information regarding the status of the emergency situation from members of the security team. The principal/designee shall coordinate with the district's Public Information Officer (PIO) regarding the release of information to the media. In any situations involving the response of emergency agencies, all press releases/media contacts shall be coordinated with the emergency agency and the school district Public Information Officer (PIO).

SPECIAL EVENT PLANNING

VCS 215

I. BACKGROUND

In general, a special event is defined as an activity within a community that brings together a large number of people. Each special event poses a unique set of circumstances, considerations and planning requirements. Risks may include large crowds, sheltering requirements, traffic jams, severe weather conditions and parking issues, just to name a few. Because of the large number of participants and attendees, special events may present a greater risk for incidents and is an opportunity for a criminal and/or terrorist element.

II. PROCEDURE

A. Hazard Analysis

Prior to each school event, a special event risk assessment must be performed to identify the risks and determine vulnerabilities, identify those in charge, profile any consequences and make every effort to mitigate potential hazards prior to the event taking place.

B. Staffing Level

Adequate staff must be in place at each event to handle any crises that may arise. These staff members will make up the safety and security detail for the special event. Review the All Hazards Approach emergency checklist with team members and have a game plan on how you will handle any hazard at the event site. The Planning for Events questionnaire is a guide to follow when planning for special events. The school shall be required to have a plan in place for all special events their students participate in. As a minimum, the school will answer the questions in the guide below.

C. Planning for Events Questionnaire

1. Consider Event Risks (crowds, food, shelter, parking, transportation, medical, weather issues)
2. What liability issues are there?
3. What attendee issues will we have?
4. Potential injuries to attendees?
5. Conduct a Hazard Analysis
 - A. Identify the hazard
 - B. Weigh and compare the risks
 - C. Profile hazards & consequences
 - D. Determine vulnerabilities

6. Authority to cancel or postpone the event.
 - A. Who has the authority to cancel or postpone the event?
 - B. When and under what conditions the event can be postponed or cancelled?
7. Safety issues
 - A. Structures (stages, platforms, temporary structures)
 - B. Audience safety (seating, public health, medical care)
 - C. Fire safety – where to meet in case there is an evacuation?
 - D. Security of campus? Protecting our students?
8. Monitoring Health Risks/Issues
 - A. First aid posts
 - B. Personal Safety
 - 1) Loose power leads
 - 2) Trip hazards
 - 3) Inadequate refuse disposal
 - 4) Inappropriate positioning of equipment
 - 5) Poor ventilation and extreme temperatures
 - 6) Poorly stacked supplies
 - 7) Unguarded equipment
 - C. “Meet Me” Locations
 - 1) Students can be separated from leader. Inform them where to go if they are lost
 - 2) Ride home – left behind – have list of students per bus/mode of transport.
 - 3) Identify buses by school location; take roll call prior to departure.
9. Pre-Event Briefing of Personnel
 - A. Details of the Venue, including entrances, exits, medical aid locations, “Meet Me” locations and potential hazards.
 - B. Clear direction on unacceptable behavior
 - C. Basic information about the event
 - D. Details of emergency and evacuation plans
 - E. Details of the communication plan
 - F. Signage, if needed on campus
 - G. Site maps
 - H. Exercise emergency authority to stop or prevent unsafe acts (Who has this authority?)
 - I. **Who can cancel or postpone the event – tell everyone?**
 - J. What types and amount of resources are required for this event?
 - K. What kind and type of logistical support needs are required for this event?

D. Documentation

Send completed document to the School Safety Specialist and place it in the SharePoint folder with other applicable documents.

CONTINUITY OF OPERATIONS PLAN (COOP)

VCS 216

I. BACKGROUND

Contingency procedures have been developed in conjunction with the district to address facilities that are not available to students and staff members due to damage, contamination, use as an emergency shelter, etc. In the event of a large-scale disaster, emergency plans must be in place for re-opening school in an alternative location. Similarly, plans must be available to staff the school in the event teachers and staff members are unable or unwilling to report to work.

II. PROCEDURE

A. Facility Closure

In the event the school is damaged to the extent that no portion of the physical structure is safe for immediate return, the principal/designee shall determine which of the following options will be pursued:

1. Conditions are such that the safety and physical needs of the students can be met while remaining on a portion of the campus. Students will be housed in unaffected buildings while parents/guardians are contacted for early release. Staff members will obtain written or verbal permission from the parents/guardians for those students who have private transportation. The district's transportation department will be contacted and asked to arrange for the early release for those students whose parents/guardians have been contacted. Students whose parents/guardians have not been contacted will remain on campus until regular release time.
2. The safety and physical needs of the students cannot be met on campus due to weather, lack of sanitation, water or a continued threat to the campus. The principal/designee will then evacuate the students and staff members to the **PREDETERMINED LOCATION**. The school has a written agreement with the location to provide temporary shelter in the unlikely event a complete evacuation becomes necessary. The district will provide transportation as soon as drivers can be dispatched. Teachers will ensure that students remain together in the class at the time of evacuation.

3. Early release procedures will be implemented by class with the assistance of the safety and security team and other staff members. Should conditions permit, students who have their own transportation at the school will be returned to student parking via bus once the parents/guardians have given their approval. Students not receiving release approval will remain at the site under teacher supervision until transported home at the end of the regular school day.
4. In concert with the Area Superintendent, if it has been determined that should the school not be usable, school will be convened at the site until the campus is once again safe to occupy. Transportation should be notified of this alternative site(s)
5. Administrative personnel are subject to call and required to respond to emergency situations, or to report to work as directed by the Superintendent. Principals, directors and other specified individuals shall provide their immediate supervisor contact numbers when out of the district for protracted periods of time. Any Volusia County School District employee who is scheduled to work may be assigned to an alternative work site because of school/facility closure, or as deemed necessary by supervisory personnel.

B. Teacher/Staff Shortage

Teacher shortages will be covered by substitutes who will be diverted from other district schools not affected by the emergency. Administrative and support personnel from the district office will also be assigned to assist as necessary.

C. COOP Plan

Send updated COOP plan to the School Safety Specialist and upload into SharePoint site.

CYBERSECURITY

VCS 217

I. BACKGROUND

One of the main components of enterprise security is end user training and a solid procedure to deal with an actual Cybersecurity event if one should occur. This plan takes a multiphase approach to ensure users are made aware of best practices and appropriate technology measures where possible to ensure district cyber assets remain secure.

Volusia County School district policy 518 encompasses the “use of electronic information and school office equipment” by which district employees who are given access to district technology and information assets must abide by established guidelines. The electronic use policy serves several purposes. The main purpose is to inform district users, employees, contractors and other authorized users of their obligatory requirements for protecting the technology and information assets of the district. The policy also describes the user’s responsibilities and privileges. This information must be protected from unauthorized access, theft and destruction.

Cyberspace and its underlying infrastructure are vulnerable to a wide range of risk stemming from both physical and cyber threats and hazards. Sophisticated cyber actors and nation-states exploit vulnerabilities to steal information and money and are developing capabilities to disrupt, destroy, or threaten the delivery of essential services. A range of traditional crimes are now being perpetrated through cyberspace. This includes the production and distribution of child pornography and child exploitation conspiracies, banking and financial fraud, intellectual property violations, and other crimes, all of which have substantial human and economic consequences.

Cyberspace is particularly difficult to secure due to several factors: the ability of malicious actors to operate from anywhere in the world, the linkages between cyberspace and physical systems, and the difficulty of reducing vulnerabilities and consequences in complex cyber networks. Of growing concern is the cyber threat to critical infrastructure, which is increasingly subject to sophisticated cyber intrusions that pose new risks. As information technology becomes increasingly integrated with physical infrastructure operations, there is increased risk for wide scale or high-consequence events that could cause harm or disrupt services upon which our economy and the daily lives of millions of Americans depend. Considering the risk and potential consequences of cyber events, strengthening the security and resilience of cyberspace has become an important Volusia County Schools mission.

II. PROCEDURE

Each site will be required to post cybersecurity awareness posters in defined areas around campus to include but not limited to the main office, technology labs and the media center. Each employee must understand the importance of School Board Policy 518 (Use of Electronic Information Services and School Office Equipment) and participate in online training annually. Unattended computers should be logged off to prevent malicious/unauthorized use.

THREAT ASSESSMENT TEAMS

VCS 218 (NEW)

I. BACKGROUND

Each district school board shall adopt policies for the establishment of threat assessment teams at each school whose duties include the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Office of Safe Schools. Such polices shall include procedures for referrals to mental health services identified by the school district pursuant to FS 1012.584 (4).

I. PROCEDURE

A threat assessment team shall include persons with expertise in counseling, instruction, school administration and law enforcement. The threat assessment teams shall identify members of the school community to whom threatening behavior should be reported and provide guidance to students and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self.

**FACILITIES
300 SERIES**

CONTROL AND USE OF TOOLS

VCS 301

I. BACKGROUND

Tools, equipment and utensils, which could be used as weapons, should be secured and inventoried and not be accessible to students without appropriate supervision. School based employees in charge of the labs and shops which have a large number of tools and/or utensils that are issued on a daily basis to students shall have a current dated inventory listing to include the building and room number. FMT's, custodians and cafeteria staff should also maintain an inventory listing of all tools, equipment and utensils.

II. PROCEDURE

A. Tools

Tools play an important role in some classroom activities and projects. The school shall provide tools necessary for classroom activities. Teachers need to e-mail the security team contact prior to bringing any personal tools onto campus. Students shall not bring personal tools onto the campus. An inventory of the number and type of tools shall be maintained in each room. Tools shall be issued for that individual period or class and returned prior to the end of the class. Wherever practical, tools should be numbered with a permanent identification number or other markings. The teacher shall record the tool number and to whom it was assigned using ***Tool Inventory Form (2015-019)***. The teacher will ensure that all tools are accounted for prior to the class being dismissed. In custodial areas, there should be an inventory list posted in plain sight of all tools used and stored using ***Tool Inventory Form (2015-019)***.

B. Missing or Stolen Tools

The school has an inventory of tools, equipment and utensils that is reviewed on a regular basis to prevent loss or theft. In the event the teacher cannot locate a tool at the end of the class period, a written report shall be submitted to the principal/designee. If a custodian cannot locate a tool by the end of their shift they are to notify their supervisor prior to leaving for the day. The principal/designee shall investigate and add his/her findings to the report. Students found in possession of missing items shall be handled in accordance with the Code of Student Conduct and Discipline.

C. Maintenance Tools and Equipment

Tools and equipment used by FMT/maintenance personnel shall be secured in a manner which prevents student access. Students shall not be permitted to use any maintenance tools or equipment. The FMT shall have a current tool inventory of all personal and district owned tools and equipment on file with the FMT supervisor and the security contact at the school using ***Tool Inventory***

form (2015-019). All missing maintenance tools and equipment are to be reported immediately to the principal/designee.

MAPS AND DIAGRAMS

VCS 302

I. BACKGROUND

Each school has a detailed map and diagrams of the campus readily available for emergency personnel. Emergency personnel may not be familiar with the campus. A number of detailed maps should be available in administrative areas and in safety and security manuals. Various maps must clearly show the campus buildings, entrance and egress, fenced areas, out buildings, electrical and mechanical areas, the school's position to access streets and intersections and the traffic flow on campus. Maps and floor plans should also be on file with the local law enforcement agency, fire department, district safety/security department and with the Area Superintendent.

II. PROCEDURE

Location

A copy of the campus map and building diagrams for the school are attached to this procedure and are available from members of the school safety and security team. These maps clearly show the campus buildings, entrance and egress, fenced areas, out buildings, electrical and mechanical areas and the school's position to access roads and intersections. Security procedure manuals located in each of the administrative areas contain a complete set of maps and diagrams. The district safety and security department, Safe School Specialist, Area Superintendent, local law enforcement agency and local fire department have also been provided a complete security manual containing these documents (hard copy or electronic copy). See table of standard abbreviations to be used on all school maps.

*** Standard Map Legend**

WM	Water Main	FSR	Fire Sprinkler Riser	BKFL	Potable Backflow
EM	Electrical Meter	FBKFL	Fire Sprinkler Backflow	FACP	Fire Alarm Control Panel
GMP	Gas Main Propane	IRVLV	Irrigation Shut Off Valve	PTSV	Portable's Electrical Main
GMN	Gas Main Natural Gas	MCRM	Mechanical Room	MERM	Main Electrical Room
KB	Knox Box				

SANITARY FACILITIES AND CONTROLS

VCS 303

I. BACKGROUND

The vendor provides sufficient and accessible infection prevention supplies, e.g. soap, alcohol-based waterless hand hygiene products, tissues and receptacles for their disposal. The vendor provides sufficient and accessible infection prevention supplies and materials in all restrooms and classrooms where appropriate.

II. PROCEDURE

A. Vendor Responsibility

The vendor provides sufficient and accessible infection prevention supplies and materials in all restrooms and classrooms where appropriate. A sufficient supply is maintained in the school inventory for daily replenishment.

B. Principal/Designee Responsibility

If there are any locations that are not properly supplied, the principal/designee will contact the vendor and advise them of the issue.

CAMPUS ACCESS AND SECURITY

VCS 304

I. BACKGROUND

Access to the school during occupied and unoccupied hours needs to be controlled to ensure the safety and security of the site. Entrance to the campus is limited to the degree that the physical setting allows. Procedures must be in place to ensure the buildings and classrooms are secured after school hours.

II. PROCEDURE

A. Access to Campus

Safety measures, including fencing and other physical barriers, should consider conditions in the neighborhood and surrounding community, including crime and hazardous conditions. Existing fencing and gates have secured padlocks, signage and other security devices which prevent unauthorized access. Landscaping and other physical barriers should not obstruct the view of areas which routinely have students. All staff members shall be cognizant of graffiti and other obvious safety and security issues upon entering the campus each day.

B. Access to Buildings

Twenty (20) minutes after the end of the school day, the custodians will lock and secure access to all buildings not being used for extracurricular activities which are under adult supervision. Only those identified buildings will remain open and continue to serve as the single-entry point for visitors, as outlined in VCS501, for the remainder of the workday.

C. Access to Classrooms

Classrooms should be locked at all times. Whenever leaving an unoccupied classroom, teachers will ensure the classroom door is locked to prevent student/intruder entry. Teachers will not open the door for an individual who is not recognized or who does not have a valid purpose for entering the classroom. Upon leaving the classroom for the day, teachers will ensure that doors and windows are secured. Any doors or windows that cannot be properly closed and secured by the teachers need to be brought to the attention of the principal/designee.

D. Extracurricular Activities

Students engaged in non-school/district sponsored extracurricular activities on the campus, after normal school hours shall be under adult supervision at all times. Access to buildings and areas of the campus will be under control of the adults supervising the activity. Those individuals will be responsible for securing the area (or having it secured) upon leaving. The individual placed in charge of

the activity by the principal/designee has the ultimate responsibility to ensure that all areas which were under use by the activity are secured.

E. Campus Secured

Custodial personnel will have the final responsibility to ensure that all gates, buildings and classrooms are secured for the night. Rooms, offices or other areas found unlocked will be secured and brought to the attention of principal/designee. All needed repairs to the doors and windows will be noted by the custodial staff and brought to the attention of the principal/designee for corrective action.

F. Emergency Access

Emergency services personnel will gain entry to the facility by whatever means is necessary if assigned responders are not present. Cutting a link on the gate chains allow for quick repair once a responder arrives.

G. Vandal Trailer Occupants (where applicable)

The purpose of the vandal trailer agreement is to provide security services for the school site. The vandal trailer occupant or spouse is required to physically inspect and observe the grounds and buildings once per day Monday through Friday between the hours of 10:00 PM and 6:00 AM and twice per day Saturday, Sunday and any day school is not in session, with an interval of not less than six (6) hours between inspections. The vandal trailer occupant's work schedule cannot interfere with his/her ability to monitor the site during the designated hours. The vandal trailer occupant is encouraged to vary the inspection schedule. If the prescribed timeline for checking buildings interferes with regular job duties, the parties will work out another schedule that is mutually agreeable and does not interfere with other job duties. During the inspection, the vandal trailer occupant's responsibilities will include the following:

1. Check and secure all doors, windows, perimeter fence lines and gates.
2. Check for signs of vandalism, malfunction or damage to school facilities and/ or equipment.
3. Stop and/or question any unauthorized person found on school campus and report to the Communications and Monitoring Center or local law enforcement as appropriate.
4. Notify the principal and the Communications and Monitoring Center immediately of any unusual incidents or malfunction of facilities and/or equipment.
5. Advise the Communications and Monitoring Center at the start and completion of security inspection reporting activity occurring on campus.
6. Log all inspections as required by the school district, such logs to be turned in to the school on a weekly basis (use form 2015-010).

Additionally, the vandal trailer occupant is to act as the primary responder for intrusions and/or fire alarms called in by the Communications and Monitoring Center. The vandal trailer occupant is also required to perform any other duties as may be reasonably requested by the Superintendent, School Principal or School Safety Specialist.

ANNUAL INSPECTIONS

VCS 305

I. BACKGROUND

Documentation is on file attesting to the most recent inspection reports involving the annual fire, health and safety inspection by the Volusia County Schools Safety Department, fire department, health department and local law enforcement. Florida Statute 1013.13 requires Law Enforcement and Fire Department agencies, which have jurisdiction over each educational facility, have copies of revised site floor plans if modifications were made during the preceding year. In addition, a walk through by each agency is required to be completed prior to **October 1st** of each year in order to meet compliance. Please use ***“Annual Safety and Security Walk Through and Manual Review” form 2006-271.***

II. PROCEDURE

School Responsibility

The principal/designee is responsible for correcting all deficiencies noted as being school based or operational. The principal/designee is also responsible for overseeing all other noted deficiencies on all previously mentioned reports that are to be corrected by Facilities Maintenance. Copies of these reports shall be kept on file and the deficiency correction status updated as needed. The principal/designee shall keep a copy of the report.

***CHARTER SCHOOLS ONLY**-Please note that each school must submit copies of the health department report and local fire department inspection report to Ken Mitchell-Facilities Safety-Olson Drive

KEY CONTROL

VCS 306

I. BACKGROUND

There is a key control program that accounts for keys to all buildings, rooms and gates. Schools maintain clear records of who has keys and to what areas. All keys are collected upon an employee's termination or transfer. Master keys are limited to those having an absolute need. Surplus keys are secured in a locked box, safe or other secure area. A detailed log is maintained by each school. Keys are neither given, nor accessible to students at any time.

II. PROCEDURE

A. Issuance

The principal/designee will determine the level of key access for each employee. Keys will be issued only on an "absolute need basis." Master keys will only be issued at the principal's/designee's direction. **Keys shall not be attached to the school issued identification badge/lanyard.**

B. Accounting

Identify the individual and back-up individual who have been assigned the responsibility of key control. That identified individual will maintain an issuance log, which accurately records the type, number of keys, date of issue and signature for each employee or vendor.

C. Key Security

Keys shall not be duplicated by anyone other than the principal/designee. **Keys for any medical storage closets, cabinets or appropriate containers are to be "stand-alone" keyed and not keyed to any master.** Keys issued to staff become their responsibility. Students will never be given a key for any purpose. To discourage theft, keys should not be left on desks or otherwise in plain view. Keys will remain in the personal control of the staff member and not left in doors. Lost or stolen keys shall be immediately reported to the individual responsible for key control. A record of such losses/thefts shall be recorded in the key inventory and submitted using the Property/Incident Loss report.

D. Keys Secured

All non-issued keys shall be stored in a secure location. Only the principal/designee and the individual in charge of key security have access to the keys.

E. Termination or Transfer

Upon transfer or termination, each employee or vendor shall return all issued keys to the school. The employee's final salary check will be not released until all keys have been turned in.

SITE-BASED SAFETY COMMITTEES

VCS 307

I. BACKGROUND

A safety committee has been established to recommend improvements to enhance our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee should consist of representatives from the supervisory and non-supervisory members of the school site. A Site Based Safety Manual has been developed as a set of guidelines for this committee to conduct their meetings. Site-based safety committees are required by SREF (State Requirements for Educational Facilities) and union contracts as approved by the Superintendent.

II. PROCEDURE

A. Meetings

- A minimum representation on the committee should consist of representatives from the supervisory and non-supervisory members of the school site.
- The Facilities Safety Department strongly recommends that each facility meet a minimum of once a quarter or as needed due to an increase in employee injuries. Even though you're meeting once a quarter, please continue to review with your staff the suggested topics in your safety calendar. This may be distributed via e-mail.
- Each facility/school needs submit/email the name of the site-based committee chairperson to **Ken Mitchell-Facilities Safety Department-Olson Drive** at the beginning of each school year.
- Please complete the ***"Site Based Safety Committee Agenda/Minutes" form 2007-049*** and upload to SharePoint after each meeting.
- Employee safety concerns are brought to administration immediately.

B. Employee Accidents

The safety committee will be responsible for assisting administration in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence.

C. General Safety Rules and Topics

Refer to the sections identified in the Site-Based Safety Manual for reference and discussion. The Site Based Safety Manual is located in SharePoint Best Practices under the "Additional Resources" folder.

GOLF CART AND UTILITY VEHICLE OPERATION

VCS 308

I. BACKGROUND

Any person accepting the privilege of operating a golf cart or utility vehicle on district owned or leased properties is deemed, by doing so, to have the knowledge and physical ability to safely operate the vehicle and shall be fully accountable for their actions and the consequences thereof. Operators shall have a thorough understanding of all procedures relative to the safe operation of golf carts and/or utility vehicles before driving such a vehicle.

II. PROCEDURE

A. Qualifications to Drive

Operators and the principal/designee shall indicate by signature on the **“Category 6/Driver’s Consent” Form 2007-055** that the operator has received a copy of these procedures and has successfully demonstrated to that administrator that he/she can safely operate a golf cart and/or utility vehicle on school grounds. The principal/designee will retain a copy of each signed agreement in file. A copy should be sent to **Ken Mitchell-Facilities Safety Department-Olson Drive**. All operators of district owned golf carts and/or utility vehicles must be employed by or salaries paid through the district and must possess a valid Florida driver’s license. Authorized custodial vendor employees will follow the same guidelines listed in this standard to be qualified to drive a golf cart/utility vehicle.

B. Accidents

All accidents, incidents or personal injuries incurred while operating a district owned golf cart and/or utility vehicle must be reported immediately to a **principal/designee** and **Ken Mitchell-Facilities Safety Department-Olson Drive**. The principal/designee along with a representative from the Facilities Safety Department-Olson Drive shall complete all accident or incident investigations to include crash reports, damage estimates, employee narratives and digital photographs. These investigation reports will be submitted to the District’s Safe Operations Committee (SOC) per Support Services Policy 505.

C. Equipment

Operators shall be expected to report any vehicle deficiency to the principal/designee immediately. The principal/designee is responsible for scheduling all necessary repairs and routine maintenance needed on the golf carts and/or utility vehicles. Only four-wheel electric powered golf carts will be authorized for use or purchase. Utility vehicles may be powered by a source other than electricity. **THREE-WHEEL VEHICLES ARE NOT PERMITTED.**

HAZCOM COMPLIANCE **(Formerly Right-To-Know)**

VCS 309

I. BACKGROUND

Volusia County Schools is committed to preventing accidents and ensuring the safety and health of our employees. Volusia County Schools will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available in the main office.

II. PROCEDURE

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace. What are pictograms?

- What are the signal words?
- What are the hazard statements?
- What are the precautionary statements?

HEALTH SERVICES
400 Series

CPR, FIRST AID & AED TRAINING

VCS 401

I. BACKGROUND

School personnel receive training in CPR, First Aid and the use of Life-Saving Equipment (AED). In accordance with 401.2915 Florida Statute, the school authorizes the use of defibrillators in a perceived medical emergency.

II. PROCEDURE

Schools must have several staff members trained and currently certified in CPR & First Aid and the use of an AED. At a minimum, each elementary school shall have two (2) employees trained, middle and high school shall have four (4) employees trained in addition to clinic staff. For support departments, a minimum of two (2) employees shall be trained.

Schools will be responsible for applicable maintenance and replacement of batteries/pads for all AED devices located on school campus. Clinic staff members are responsible for AED monthly checks of batteries/AED pads and device functions as noted on the AED Inspection Log form # 2015-011.

IMMUNIZATION COMPLIANCE

VCS 402

I. BACKGROUND

Florida Statute 1003.22 requires that each district school board and the governing authority of each private school shall establish and enforce as policy that, prior to admittance and attendance in a public or private school, grades kindergarten through 12, or any other initial entrance into a Florida public or private school, each child present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. School Health Services, in conjunction with the Department of Health, shall supervise and secure the enforcement of the required immunizations. Immunizations required by this section shall be available at no cost from the county health department.

II. PROCEDURE

The principal/designee shall be responsible for ensuring immunization compliance. Consultation with the Health Services office will be provided as needed.

INFECTION CONTROL

VCS 403

I. BACKGROUND

Procedures are in place at each school that establishes good personal hygiene to prevent the spread of infectious disease. Schools disseminate information from the public health department regarding routine infection control.

Staphylococcus aureus (commonly called “staph”) is a germ (bacteria) that can cause infection of the skin like pimples, boils or “spider bites”. Staph infections, including MRSA, are most commonly spread through direct physical contact with an infected person. Transmission can also occur through contact with objects/surfaces that have been contaminated with MRSA. Over the past several years, MRSA has become a concern among the athletic community, especially among participants of close contact sports. Procedures are in place at each school that establishes written guidelines and schedule for routine surface cleaning of shared athletic equipment.

II. PROCEDURE

The Department of Health has established guidelines for preventing skin infections among athletic teams. Schools encourage students to make good hygiene a habit in order to help protect from skin infections.

The school must distribute, post and inform students and staff of steps to prevent an individual from becoming infected. The school must establish written guidelines and schedule for routine cleaning of shared athletic equipment.

III. PROCEDURE

The School Health Program and/or the Health Department have implemented policies and procedures that help limit the spread of infectious disease (e.g. promotion of hand hygiene, cough/sneeze etiquette). Schools encourage students to make good hygiene a habit in order to help protect from infectious diseases such as the flu.

The school must distribute, post and inform students and staff of the importance of hand hygiene and cough/sneeze etiquette along with the fundamentals of personal and family protections and response strategies (e.g. guidance for the at-home care of ill students and family members).

NOTIFICATION OF INJURY

VCS 404

I. BACKGROUND

Written procedures provide that all individuals injured in an incident receive immediate attention. For minor injuries, the individual should be referred to the school clinic for assessment. For serious injuries or those injuries involving a possible concussion or trauma to the head, neck or back, emergency medical personnel should be notified immediately for assistance. Parents and/or guardians are to be notified when students require any medical attention for their injuries.

II. PROCEDURE

A. Minor Injuries

Any time an individual suffers a minor injury, a staff member on duty shall call for assistance to accompany that individual to the clinic for first aid. A student may accompany an injured student to the clinic for evaluation, but an adult staff member should accompany all other injured individuals to the clinic.

B. First Aid

Depending on the severity of the injury or the part of the body injured, minor first aid treatments may be all that is necessary. If a student is injured, clinic personnel upon contacting the parent/guardian should determine if any further treatment will be needed or if the student may return to class. If the parent/guardian can't be reached, then the clinic personnel along with the principal/designee should determine if the student should remain in the clinic for further observation or return to class.

C. Serious Injuries

Any time it is determined that an individual has suffered a serious injury emergency medical services shall be contacted by calling 911. When responding to an incident where an individual has suffered any trauma to the head, neck or back that leaves them in a state of confusion, incoherence or inability to communicate with the responder, contact emergency medical assistance immediately by calling 911. If it is a student that is seriously injured the principal/designee will contact the parent/guardian and ask them to respond to the hospital. The principal/designee will notify their Area Superintendent, District Safety and Security Department, Health Services Department and CMC upon all serious injuries to students. The principal/designee may assign a staff member to accompany the student to the hospital until the parent/guardian arrives. Past practice within the Volusia County School District supports a staff member accompanying an injured student to the hospital if a parent can't be reached. If

several students are injured, the principal/designee will notify the emergency room of the number and nature of the injuries.

D. Teacher/Staff Response for Minor Injuries

Render first aid as appropriate. Do not leave the individual to seek assistance. Communicate with the office for assistance or call out for help. If possible accompany the individual to the school clinic for evaluation and medical attention.

E. Teacher/Staff Response for Serious Injuries

Do not attempt to move the individual. Do not leave the individual to seek assistance. If possible call 911 immediately or call out for help. If appropriate, try to calm the individual while continuing to communicate with others for assistance.

F. Documenting an Injury

When an individual has been injured on any district owned property and needs first aid or emergency medical attention a record of this should be documented on the ***“Volusia County Schools Comprehensive Accident Report” form 2004-282***. This form should also be used when any student or employee is injured off-site at a district or school supported activity. This form is to be filled out completely and signed by the principal/designee. The original is to be sent to ***Ken Mitchell-Facilities Safety Department-Olson Drive*** within 24 hours of the time of the injury. If it is a student injury, a copy should be sent to the District’s Health Services Department. A copy of all reports shall remain on file at the school/facility.

BLOODBORNE PATHOGENS

VCS 405

I. BACKGROUND

The Occupational Safety and Health Administration (OSHA) formulated a standard under section 6(b) of the Occupational Safety and Health Act of 1970, 29 U.S.C. 655 to eliminate or minimize occupational exposure to the hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other Bloodborne Pathogens. The standard became effective on March 6, 1992 and was adopted by the Florida Department of Labor and Employment Security, Division of Safety on January 27, 1993.

The Occupational Safety and Health Administration's major goal is to regulate facilities where work is carried out and promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees who may be occupationally exposed to blood and/or other potentially infectious materials.

Procedures and materials are in place to control exposure to Bloodborne Pathogens and Body Fluids as per the OSHA BLOODBORNE PATHOGENS STANDARDS (29 CFR 1910.1030) and the District's EXPOSURE CONTROL PLAN located in the designated contact administrator's office and school clinic. Selected Category I staff receive training in the procedure and are familiar with the location of the Bloodborne Pathogens spill kit and the materials and methods necessary to protect others from infections.

II. PROCEDURE

Volusia County Schools are required to and has established an ***Exposure Control Plan*** which is designed to eliminate or minimize employee exposure. According to the plan, employees are identified according to their job duties; receive training initially upon employment and annually thereafter; are instructed in proper work practices, engineering controls, personal protective equipment, exposure incidents, infection control measures, and receive training regarding the benefits and risks of receiving the hepatitis B vaccine.

For further detailed information, please refer to the district's ***Exposure Control Plan*** and ***Biomedical Waste Handbook*** available in school clinics (Red Binder).

ADMINISTRATION OF MEDICATION

VCS 406

I. BACKGROUND

Procedures are in place which governs the administration of prescription and non-prescription medication. The school has a procedure which strictly controls the administration of medication to students. The procedure outlines who may administer medications; the training and certification of such persons; security procedures for medications and procedures for making medications available to students in emergency situations. Appropriately trained school personnel shall be authorized to assist students in the administration of prescription medication or to administer prescription medication to students while on school property or off campus on official school business when failure to take such medication during the school day could jeopardize the student's health. Annual update training is available on Safari Montage.

II. PROCEDURE

In the absence of the school health staff, only the principal/designee shall administer prescription medication to the student or assist the student in the administration of such medication. Administration of prescription medication by school personnel shall be done only by those persons who have been trained to do so by the Volusia County School Board designated licensed student health services personnel and only pursuant to authorization by the student's parent or guardian and in accordance with guidelines established by the Superintendent.

Prescription medication shall not be allowed on school property or off campus at school sponsored activities unless the provisions of this policy and the guidelines established by the Superintendent have been followed.

A. Receipt and Inventory

A District form "***Authorization to Administer Prescription/Non-Prescription Medication***" form 2004-347 must be completed by the student's parent/guardian and physician, prior to administration of the medication.

Each prescription/non-prescription medication to be administered by school personnel shall be delivered to and/or retrieved from the designated school staff member by the student's parent/guardian, or other adult designee. An adult designee must have written authorization from the child's parent/guardian. A district form "***Medication Drop-Off Log***" form 2004-314 must be completed each time medication is delivered at school for any student. The person delivering the medication must sign the form, count the medication and document the count on the form. The person responsible for receiving the medication for the school must also sign the district form, recount the medication and document

it on the form prior to the adult leaving the school. Only the school's health staff, designated school staff members and the principal/designee is authorized to receive medications.

B. Storage of Medications

All prescription medications received at the school will be inventoried as indicated above and secured in a **locked** cabinet/closet except for emergency medications and self-administered medications. Emergency injectable medications, such as Epi-Pen, Glucagon, etc. must be accessible immediately in case of an emergency. It is permissible to keep such medications in a secure location, but in an unlocked cabinet during the school day. If they are stored in that manner, there should be a sign on the outside of the medication cabinet indicating the location of emergency medications, and they should be locked in a secure cabinet after school hours. Medication requiring refrigeration must be stored in a locked refrigerator or in a locked container in a secure refrigerator, maintained at 35-45 degrees F. Only health staff, **NAME OF INDIVIDUAL WITH ACCESS TO MEDICATIONS**, and the principal/designee, have access to this secured cabinet/closet. This cabinet/closet is kept locked and only the persons previously named have access. Keys to secured areas (medications and records) are to be left with the principal/designee at the end of each school day. Documentation is needed if any person other than Volusia County Schools/Volusia County Health Department health staff or principal/designee is given access to the keys.

C. Training

The principal/designee receives training in the administration of medications from the Volusia County School Board designated licensed student health services personnel. Verification of this training is kept on file. No other individuals, apart from health staff, designated school staff members, parents/guardians, may administer medications while the student is attending school or a school sponsored event.

D. Administration

Each prescription medication to be administered or self-administered in school must be prescribed by a duly licensed practitioner authorized by Florida law to prescribe such medications. The prescription bottle must match the doctor's order sheet with time(s) to be given. Medication must be brought to school by the parent/guardian or the parent/guardian's adult designees, in the original container labeled by the pharmacy with the student's name; name of drug; directions concerning dosage; practitioner's name and title; and pharmacy's name, address and phone number. Medications will only be dispensed in accordance with its prescription. An "***Emergency Care Plan form # 2004-308***" must be completed prior to the administration of an injectable medication. Administration by school personnel of any injectable medication must be planned on an individual basis by principal/designee, school nurse, parent/guardian and doctor of the student involved. School personnel shall be trained and certified by

the Volusia County Schools Nursing Supervisor or Senior Registered Nurse before administering such injections.

When school health personnel or other certified individuals are administering a medication, they should first ensure that the student is who he/she states that they are. The authorized individual will administer the medication. The student will take/administer the medication in the presence of the staff member. The staff member will remain alert to ensure that the student does indeed take the medication. A complete and accurate record will be maintained by each individual administering medication. Volunteers are never permitted to give students any type of medication.

A parent/guardian may allow his/her child to self-administer prescription medication in school or away from school on official school business. Prior to the self-administration, the parent shall have on file in the office of the principal/designee, a completed **"Authorization for Student Self-Administered Prescription Medication" form 2004-348**. The school system will not be responsible for administration of such medication. In addition, a child will not be allowed to self-administer a controlled substance.

If prior arrangements have been made with the principal/designee, a parent/guardian may go to the school to administer prescribed or non-prescribed (over-the-counter) medication to the child upon completion of a **"Student Medications Record" form 2003-096**.

No responsibility for liability is assumed by the School Board or school personnel as a result of any administration of medication under this program.

No Volusia County School employee or clinic staff may administer any medication, (including over-the-counter herbals, Tylenol, cough drops, vitamins, etc.) without the **"Authorization to Administer Prescription/Non-Prescription Medication" form 2004-347**).

E. Evacuation of Campus

In the event of evacuation, designated school health staff or the principal/designee is responsible for securing the clinic and bringing the medications in a lockable device along with the **"Authorization to Administer Prescription/Non-Prescription Medication" form 2004-347** and **"Student Medication Record" form 2003-096** to the evacuation site. School health staff will ensure that medications are administered as necessary. At no time shall the secured medications and documents be unattended.

F. Inventory Control

Parents/guardians will be contacted regarding outdated prescriptions and/or to pick up non-prescription medications which are no longer needed. The parent/guardian should be given a deadline to pick up the expired or unclaimed medicine. Advise them that disposal will follow should they not respond by the given deadline. The principal/designee will be immediately notified when any

dosage of a prescription medication cannot be accounted for. Medications not recovered by parents/guardians will be, in the presence of a witness, disposed of in accordance to Volusia County Schools' guidelines for the disposal of medication. Both persons will then record on the medication log, the number of pills disposed of or the approximate amount of liquid. They must then date and sign the form.

G. Administration of Medication Procedures Manual

The school follows the directives of the Volusia County Schools Administration of Medication Procedures Manual for all items not covered in this procedure.

**LAW ENFORCEMENT
500 Series**

VISITORS ON CAMPUS

VCS 501

I. BACKGROUND

Individuals not received procedurally correct at the school's central admittance point pose a significant risk to safety and security. Written procedures regarding trespass warnings are in place and available to all administrative staff. The school has one central point for receiving all visitors.

II. PROCEDURE

A. Location & Notice

The main administration building shall serve as the central admittance point for all visitors. Notice to visitors of the requirement to check in is clearly posted at the main entrance to the campus and on buildings.

B. Registration

All visitors are greeted by personnel assigned to the main office and asked how they can be assisted. Visitors with a valid purpose for being on the school campus are asked to sign in. The sign-in process will involve the use of the Raptor Visitor Management System which will conduct an offender/predator search. Substitute teachers shall be given an identification card identifying them as such. The Raptor Visitor Management System should always be used for bell to bell business or as needed before/after hours.

C. Valid Purpose

Personnel assigned to the main administrative building must determine the validity of the visitor's request. Personnel will consult with the principal/designee for any non-standard request or when the visitor's identity or purpose is in question. Parents/guardians requesting the release of their student must be handled in accordance with Safety and Security standard VCS103. Social visitation is not permitted. Deliveries shall be directed to **SPECIFY LOCATION**, after the receiving employee has been contacted to meet the delivery truck at that location. Individuals making deliveries for individual staff members shall not be permitted on campus and will be accepted only in the main office.

D. Identification Badge

Once the visitor's legitimate purpose has been established, he/she will be issued a visible Raptor visitor identification badge. Office personnel will instruct the visitor to immediately place the Raptor identification badge in a visible place, on their person. No visitor shall be released from the office without them wearing the Raptor visitor identification badge. **Exception:** VCSB employees that have a district/school issued ID badge clearly displayed are not required to wear the

Raptor identification badge but are required to sign-in and out of the school at the front desk or using the kiosk. Please note that law enforcement and DCF employees working in their official capacity are not required to have their license scanned into the Raptor Visitor Management System, but are still required to sign-in. Contracted grounds service employees are not required to wear their badge while operating equipment on campus due to safety reasons. The contracted grounds service manager is responsible for signing in at the main office and monitoring/accounting for his/her staff.

E. Unattended Visitors

At no time shall there be unattended visitors on the campus unless specifically approved by the principal/designee. All visitors will be escorted to their on-campus destination.

F. Staff Responsibilities

Every staff member should display his/her district identification badge on their person at all times while on campus. It is also the responsibility of every staff member to stop and assist any individual who is not a student or a staff member not wearing a visitor's identification badge. Visitors, who have not checked in, are to be escorted to the main office. Anyone not having a valid purpose will be asked to leave the campus. Should an unregistered visitor refuse to accompany a staff member to the office, the staff member will immediately notify the principal/designee. Notice to visitors of the requirement to check in is clearly posted at the main entrance to the campus, on the Administration Building and throughout the campus where practical. All individuals must register as visitors in accordance with VCS501. Should a visitor become unruly to the point that they significantly disrupt the campus and/or pose a safety or security threat; the principal/designee shall direct that individual to leave the campus. Should the individual not comply, the principal/designee should, in the presence of the School Safety Officer/School Guardian, or other law enforcement officer, give a verbal warning that their continued presence will constitute trespassing. Should the principal/designee feel that the individual's return would pose safety or security concerns, the School Safety Officer/School Guardian or other law enforcement officer, should record that proper warning has been given.

Failure of an individual to abide by proper trespass notice would result in arrest. Only the principal/designee shall have the authority to exercise trespass warnings.

Any individual who is not a student, parent, guardian or person who has legal custody of a student enrolled at the school who enters or remains upon the campus, without legitimate business, is committing the offense of trespass upon grounds or facilities of public schools. Violators are subject to arrest in accordance with Ch.810.097 of the Florida Statutes.

G. Possession of Weapons on Campus

It is unlawful to possess weapons on any campus unless in an official capacity such as a law enforcement officer or school guardian. Any student possessing weapons on campus will be disciplined per the Student Code of Conduct Board Policy 208 and Florida Statute 790.115. Any person who is not a student is in violation of Florida Statute 790.115.

H. Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to students, staff members or visitors due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

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, the principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- The staff member seeking approval to have a non-service animal in the classroom shall:
 - Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal to the extent required to meet every veterinary requirement set forth in State law and county regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.
 - Take precautions deemed necessary to protect the health and safety of students and other staff.
 - Ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g. a cage or tank) that is properly cleaned and maintained.
 - Keep the surrounding areas in a clean and sanitary condition at all times.
- Other staff members and parent of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

I. Issuance of Campus Maps

The district safety and security department strongly discourage the distribution of campus maps to visitors displaying the names of staff members. Campus maps with room numbers are acceptable for distribution to visitors to guide them through the campus if they are not escorted.

SEXUAL PREDATORS and SEXUAL OFFENDERS

VCS 502

I. BACKGROUND

The safety of the school and community is the responsibility of each and every one of us. The school implements the district's procedure that addresses sexual predators and sexual offenders on or near campus and bus stops consistent with chapters 775.21 (7) (a), 948.03 (5) (a) and 856.022 F.S.

II. PROCEDURE

A. Web Site

The principal/designee knows how to access the FDLE website <http://offender.fdle.state.fl.us/offender/homepage.do> or the Volusia County Sheriff's Office website www.volusiasheriff.org/

The principal/designee will access the official FDLE website at least weekly or be registered to receive the automated alerts. The principal/designee shall use the site to be aware of the sexual predators living within the two (2) mile walk zone of the school.

B. Suspicious Individuals

Suspicious individuals around the school, a bus stop or a playground should be reported to the principal/designee and to local law enforcement. When a known sexual predator or offender lives near a school bus stop, the principal/designee will contact the appropriate law enforcement agency and Student Transportation Services. The bus stop will be moved upon recommendation from the law enforcement agency.

C. Parent/Guardian Classified as Predator/Offender

Upon the school becoming aware that a parent, guardian, or person who has legal custody/caregiver status for a student enrolled at the school is a sexual predator or sexual offender, the following guidelines will be followed:

Sexual Predator: Any sexual predator who is not a parent, guardian, or person who has legal custody/caregiver status for a student enrolled at the school shall not be allowed on school grounds at any time for any reason. If the sexual predator is a parent, guardian or person who has legal custody/caregiver status for a student that attends the school, the principal/designee will establish a set of guidelines for the sexual predator to follow that are designed to prevent the sexual predator's interaction with students. For example, the sexual predator could pick up or drop off their child off campus near the gate to the school. If a parent/teacher conference is needed, that meeting will be scheduled after school

is over and no students are on campus. The sexual predator will be escorted at all times while on campus. The sexual predator will not be allowed to volunteer as a mentor, go on field study trips or any other activity where access to students is unsupervised.

Sexual Offender: Any sexual offender who is not a parent, guardian, or person who has legal custody/caregiver status for a student enrolled at the school shall not be allowed on school grounds at any time for any reason. If the sexual offender is a parent, guardian or person who has legal custody/caregiver status for a student that attends the school, the principal/designee will establish a set of guidelines for the sexual offender to follow that are designed to prevent the sexual offender's interaction with students. The principal/designee shall communicate with the sexual offender on the school's procedure dealing with conferences, pick-up and drop off issues, parent/teacher nights, etc. dealing with their child. The sexual offender will be escorted while on campus. The sexual offender will not be allowed to volunteer as a mentor, go on field study trips or any other activity where access to students is unsupervised.

In accordance with 856.022, it is unlawful for a person convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses with a minor child to be within **300 feet** of a place where children congregate. This only applies to a person whose offense was committed on or after May 26, 2010 and do not have to register as a sexual offender or sexual predator per statute.

4(b):

1. If a person meets the above criteria in this paragraph, and is knowingly present in any child care facility or school containing any students in prekindergarten through grade 12 or on real property comprising any child care facility or school containing any students in prekindergarten through grade 12 when the child care facility or school is in operation unless the person had previously provided written notification of his or her intent to be present to the School Board, Superintendent, principal, or child care facility owner;
2. Fail to notify the child care facility owner or the school principal's office when he or she arrives and departs the child care facility or school; or
3. Fail to remain under direct supervision of a school official or designated chaperone when present in the vicinity of children. As used in this paragraph, the term "school official: means a principal, a school resource deputy/officer, a teacher or any other employee of the school, the superintendent of schools, a member of the school board, a child care facility owner, or a child care provider.

A person is not in violation of paragraph (b) if:

1. The child care facility or school is a voting location and the person is present for the purpose of voting during the hours designated for voting; or
2. The person is only dropping off or picking up his or her own children or grandchildren at the child care facility or school.

D. Dissemination of information

The principal/designee shall communicate with the district office or appropriate agency when there is a concern regarding a predator or offender. Information on sexual offenders and predators who reside within two (2) miles of the school shall be shared with school crossing guards, custodians and staff or volunteers who work in student drop-off and pick-up areas or have responsibility in access control. In addition, the information is made available to the after-school program coordinators and other youth event coordinators who are responsible during events that occur on the school's campus. The current month printout of the offenders and/or predators living within the two (2) mile walk zone shall be posted in visible areas within the first five (5) days of each month and maintained in file.

E. Training

All staff shall receive training in this procedure at a staff meeting at least once per year.

INTERVIEWS WITH STUDENTS

VCS 503

I. BACKGROUND

Schools must comply with Florida Statutes regarding Law Enforcement and Department of Children and Families (DCF) interviews, while at the same time protecting student and parent/guardian rights.

II. PROCEDURE

A. Law Enforcement

Law enforcement agencies have the right to remove a student from the campus for the purpose of arrest or interrogation. Upon presenting appropriate identification, students will be turned over to law enforcement to be transported to a law enforcement facility or detention facility for this purpose.

B. Elementary Schools

In the event that the law enforcement officer wants to interview the student on campus, in connection to an off-campus offense, the student's parent/guardian will be contacted by the school to determine if they object to the student talking with law enforcement, unless otherwise directed by law enforcement or district administration. If they do not, the student will be made available to the officer. A school representative may sit in on the interview, if agreed to by both the officer and the student. Should the student first want to speak directly with his/her parent/guardian prior to talking to law enforcement, they will be allowed to do so. If the student is being taken off campus, have the officer sign out the student, as would any parent/guardian.

C. Middle and High Schools

In the event that the law enforcement officer wants to interview the student on campus, in connection to an off-campus offense, the principal/designee will ask the student if he/she wants to be interviewed by the law enforcement officer. If the student replies in the negative, the student will not be made available to the officer. However, if the student agrees to be interviewed, the student will be made available to the officer. A school representative may sit in on the interview, if agreed to by both the officer and the student. After the interview has concluded, unless directed by law enforcement or district administration, the principal/designee may attempt to contact the parent/guardian and inform him/her that their child agreed to speak with law enforcement after being given the opportunity to decline. If the student is being taken off campus, have the officer sign out the student, as would any parent/guardian.

D. Employees of the Department of Children & Families

Investigations, unless reported by school board employees, do not routinely take place at the child's school. However, there will be times when a DCF investigator/counselor will want to interview a child at the school. Most often, this will occur when the DCF worker believes that the parent/guardian will influence the child's statements, or the parent/guardian has restricted access to the child. Under Florida Statutes, the Department of Children and Families does have the right to interview and/or take a child into custody without the parent's permission. When receiving such a request the administrator shall verify that the individual making the request is indeed an employee of the Department of Children and Families. All DCF employees will have a state issued identification card. The administrator should inform the DCF employee that the school prefers that they contact the parent prior to interviewing the child. However, it is the DCF counselor's decision as they have access to confidential information that the school may not have. The administrator will then provide the counselor with a confidential space to conduct the interview. If invited by the DCF counselor, a school representative may sit in on the interview. However, we cannot deny the DCF employee access to the child. If the child is being taken into custody, have the DCF worker sign the child out as you would any parent or guardian. It is the Department of Children and Families' responsibility to notify the parent/guardian regarding the student's removal. The administrator will ask the representative to do so as soon as possible, prior to the close of the school day.

E. Students with Autism Spectrum Disorder (IAW SB 936):

SB 936 references that interviews with victims, suspects or defendants with autism spectrum disorder (upon the request of a parent, guardian or the individual) requires law enforcement to make a good faith effort to ensure that a psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual. All expenses related to the attendance of the professional at the interviews shall be borne by the requesting parent, guardian, or individual.

STUDENT AND STAFF SEARCHES

VCS 504

I. BACKGROUND

Appropriately authorized searches of students, their lockers and vehicles, are conducted when there is reasonable suspicion that the student has contraband and is in violation of the district's Code of Student Conduct and Discipline. Caution must be exercised to maintain both student rights and the safety and security of the campus.

II. PROCEDURE

A. Posted Notice

Notice to students and visitors that they may be subject to search, is clearly posted at the main entrance to the campus, on the administration building/main office and all pedestrian and vehicle access points.

B. Student Searches

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the district's Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets and/or turn over the item which is suspected to carry the contraband.

The principal/designee may ask the School Safety Officer to be present when conducting the search. Whenever possible, the principal/designee will have a witness to observe the search. Examples of appropriate searches would be asking the student to empty his/her pockets, inspection of book bags, jackets or other containers. **Full or partial "strip searches" are prohibited.** A principal/designee will never ask a student to remove an article of clothing other than a hat, coat, jacket, shoe or similar "non-invasive" search articles. Failure of a student to submit to a principal's/designee's request to an appropriate search, which is based upon reasonable suspicion, constitutes insubordination. Responses for this offense are outlined in the Code of Student Conduct and Discipline. Failure of the student to comply may also escalate the level of suspicion to probable cause, which may allow the School Safety Officer/law enforcement officer to conduct a search. This should be discussed with the School Safety Officer/law enforcement officer. The school is not required to obtain permission from the student's parent/guardian prior to conducting a search.

C. Weapon Searches

When there is reasonable suspicion to believe that a student is in possession of a weapon, the School Safety Officer, or appropriate law enforcement agency, will be contacted. If the weapon is believed to be a firearm, the principal/designee shall not attempt to search a student believed to be in possession of a firearm without law enforcement involvement. The School Safety Officer or other law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

D. Metal Detectors and Dogs

Nothing shall prohibit the use of metal detectors or specially trained dogs in conducting a search.

E. Visual Inspections of Student and Staff Vehicles

Routine visual inspections of student and staff vehicles should be conducted on a frequent, but random basis. A more in-depth vehicle search can and should be conducted where the school principal/designee has reasonable suspicion that the vehicle contains contraband items.

F. Staff Searches

Searches of staff are conducted when there is reasonable suspicion that the staff member has contraband and is in violation of the district's school board policy. Professional Standards will be contacted to conduct and interview and search.

VEHICLES ON CAMPUS

VCS 505

I. BACKGROUND

Motor vehicles on school grounds represent potential danger and threats to security. Written procedures govern safety and security precautions pertaining to vehicles on campus.

II. PROCEDURE

A. Staff, Student, District and Visitor Vehicles

All staff, student, district and visitor vehicles are to be locked at all times while on the campus. A locked vehicle serves as a deterrent to theft and burglary. Do not leave valuables in the vehicle including electronics, purses, wallets, etc. as this will be an enticement for thieves. Staff, students and visitors may not bring any type of weapon or contraband onto the campus. Weapon possession is prohibited even if the weapon is in a locked vehicle. Possession of a concealed weapons permit does not remove this prohibition. Violators are subject to disciplinary action.

B. Parking Lots

It is encouraged by local law enforcement agencies to ensure license plates of vehicles parked on school grounds are visible at all times. Backing into parking spaces in visitor, staff and student areas is not recommended. Visible license plates will allow law enforcement to scan the parking lot during an emergency involving a vehicle(s) on school campus.

C. Training

All staff and students are made aware of this requirement through various means such as assemblies, training meetings, newsletters, signs, bulletin board items or other forms of communication.

CRIME STOPPERS HOT LINE

VCS 506

I. BACKGROUND

All schools have a 24-hour toll-free anonymous “hot line” to report issues of safety and to prevent criminal activity on campus. All Volusia County Schools have the student Crime Stoppers program.

II. PROCEDURE

A. Anonymous Hotline

All schools should have an anonymous “hotline” to report issues of safety and security to prevent criminal activity on campus. All Volusia County Schools have the Student Crime Stoppers Program. Their number, 1-888-277-TIPS and Crime Stoppers Program, is discussed with students when covering the Code of Student Conduct and Discipline and is clearly and frequently posted throughout the school.

SCHOOL SAFETY OFFICERS/SCHOOL GUARDIANS

VCS 507

I. BACKGROUND

The School Safety Officer and/or School Guardian is vital to campus security and is an important part of the safety and security team. They receive the same support and consideration as any other staff member.

II. PROCEDURE

A. School Safety Officer and School Guardian Provisions

The School Safety Officer and/or School Guardian are vital to campus security and an important part of the staff. Provisions for adequate office space, telephone, computer access and parking are necessary to allow the School Safety Officer and/or School Guardian to maximize resources. The School Safety Officer and/or School Guardian has been issued a master key to the school. Schools have conferences/contact with the School Safety Officer or School Guardian's immediate supervisor at least twice during the school year to discuss security, performance and other issues of mutual concern.

The Volusia County Sheriff's Office provides uniformed Deputy Sheriff's to work as School Safety Officers in Volusia County Schools. The supervision, training, issued vehicle and equipment and the assignment of the School Safety Officer is the responsibility of the Volusia County Sheriff's Office.

The Daytona Beach Police Department, Ormond Beach Police Department, South Daytona Police Department and the Deland Police Department provide a uniformed officer to work as a School Safety Officer in Volusia County Schools. The supervision, training, issued vehicle and equipment and the assignment of the School Safety Officer is the responsibility of the Daytona Beach Police Department, Ormond Beach Police Department, South Daytona Police Department and Deland Police Department.

The School Marshal Program will be implemented throughout Volusia County where there will be at least one-armed person on every school campus. The School Guardian will have safety and security responsibilities and be part of the school team. The School Guardian does not have arrest or detainment authority. Schools that do not have a School Safety Officer assigned, shall have a School Guardian assigned to their school.

B. Other Arrangements

In those circumstances where a School Safety Officer and/or School Guardian is not available, the school has provisions for contacting the local law enforcement agency for service, when needed.

SCHOOL FOOD SERVICES
600 Series

KITCHEN SECURITY

VCS 601

I. BACKGROUND

Extensive precautions in school kitchens can prevent threats to campus safety.

II. PROCEDURE

A. Current Procedures Manuals

All kitchens must have hard copies of the current year's School Safety and Security Procedures Manual for their own school and the School Way Café Security Manual for reference in case of an emergency. All SWC staff must know where to find and must have quick access to both manuals.

B. Knives and Other Cutting Tools

Knives and other cutting tools are an essential part of kitchen equipment; however, they can become weapons for individuals with malicious intentions.

Each day, School Way Café (SWC) staff, will complete an inventory of all cutting tools. School Way Café Managers must retain completed monthly inventory sheets for the school year.

No knives or cutting tools may be loaned to school personnel outside of the kitchen.

C. Missing Knives or Cutting Tools

The School Way Café Manager must report missing knives or cutting tools to the principal, SWC Coordinator, and SWC Area manager by e-mail at the time the tool is discovered missing. The SWC Manager attaches a copy of the email notifying all parties of the missing knife or cutting tool to the *Kitchen Cutting Tool Inventory* form # 2015-020 for the month the tool was reported as missing.

D. Limited Access

Kitchen access is limited to SWC and administrative staff, at the direction of the principal. Kitchen keys are inventoried and issued by the principal.

Kitchen back doors are connected to an alarm system after hours.

The kitchen back door must remain locked at all times to prevent entry by unauthorized personnel.

E. Unauthorized Personnel in Kitchen

Only authorized personnel are permitted in school kitchens during business hours. School Way Café staff must immediately report the presence of

unauthorized persons, including students, parents, guardians, or other staff members to the principal.

F. Deliveries and Vendor Sign-In Procedures

Neither drivers nor SWC staff may prop open the back door during any delivery unless the door is monitored by an SWC employee for the duration of the delivery. If the back door is not attended by a School Café employee, then delivered items should be staged outside the locked back door and then brought inside at one time.

SWC Managers are required to post School Way Café-approved signage notifying delivery drivers of our policy to keep the door closed or monitored during deliveries.

SWC Managers are required to sign in all drivers into the Raptor system on their office computers at the time of delivery or drivers must use the *Vendor Sign in Sheet # 2008-106* to log their visits. If drivers use the Vendor Sign-in Sheet, Managers must fax completed sheets each month to Professional Standards at 386.626.0047.

G. Security Codes

SWC Managers must post the District's Security Codes and the SWC Security Codes, which outline each emergency category and procedures to follow, as well as specific SWC responsibilities, in a location that is visible to all SWC staff.

H. School-Wide Drills

All SWC employees must actively participate in every school-wide drill, regardless of the time of day. All SWC staff must know the procedures for each drill.

If on the school security team, SWC Managers must designate a School Way Café Assistant as a back-up for the team. The back-up will substitute for the Manager in the event the manager is not at school during a drill or actual emergency.

I. Cash Control

All money on site must be locked in the cafeteria safe when not in use. Unattended cash drawers must remain locked.

Each afternoon, the School Way Café Manager checks cash drawers to ensure they are empty and left open overnight.

J. Handling a Crisis

Any employee having first-hand knowledge of any event which has the potential to adversely impact the district or the normal operations of the school facility, must immediately notify the School Way Cafe Manager or the person in charge.

The School Way Café Manager must immediately follow the procedures established in the school's Safety and Security Manual and the School Way Café Security Manual.

FOOD BIO-SECURITY

VCS 602

I. BACKGROUND

Extensive precautions in school kitchens can prevent food contamination. Detailed training programs ensure all employees understand their roles and responsibilities as part of the school's food management plan. Well-trained employees help strengthen security throughout the school.

II. PROCEDURE

A. Bio-Security/Safety Training

All School Way Café employees are trained in food bio-security procedures annually. The School Way Café District Team trains all school kitchen personnel to (1) prevent accidental contamination of food, (2) recognize "adulteration" and (3) recognize signs of possible product tampering, deliberate and intentional product contamination, and other potential breaches in the food security system.

B. Inventory Control

School Way Café Managers are responsible for maintaining an accurate inventory of all food and supplies stored in the school's kitchen. Signed withdrawal sheets are used to balance all outgoing products for accountability. Food storage areas must remain locked after business hours.

Upon delivery, School Way Café staff inspect each item for evidence of tampering or possible contamination, such as broken seals, resealed packages or product discoloration.

Dented cans or items with evidence of product tampering must be stored in an area separated from the rest of inventory.

For items valued under \$500, Managers must complete a Damaged Materials Report and send it to SWC Warehouse personnel prior to destroying the item(s).

If the damaged items are valued over \$500, Managers must request a *Stop Sale Notice* from the Florida Department of Health prior to destroying the item.

Bulk food items that are stored in containers must be properly secured and stored to prevent contamination.

HANDLING HAZARDOUS CHEMICALS

VCS 603

I. BACKGROUND

Extensive precautions while handling hazardous chemicals can prevent injury and contamination. Precautions include appropriate storage, accurate measuring for use, the use of personal protective equipment, and appropriate uses of each chemical.

II. PROCEDURE

A. Chemical Awareness Training

All School Way Café employees are trained annually in chemical awareness and how to correctly read Safety Data Sheets (SDS).

B. Safety Data Sheets

Only approved chemicals (on the current chemical bid) accompanied by Safety Data Sheets (SDS) from the manufacturer are permitted in the kitchen. Safety Data Sheets include information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. SDS must be easily available for SWC staff to review to minimize harmful exposure or usage.

Chemicals purchased from a retail store or from any source other than the current chemical bid are prohibited.

C. Chemical Storage

All chemicals are store in an area that is separated from food storage. Chemicals must be clearly labeled, especially those stored in generic spray bottles or other containers.

STUDENT SERVICES
700 Series

POST-CRISIS EMOTIONAL REACTIONS TO TRAUMA

VCS 701

I. BACKGROUND

The district has school-based, regional and district level Crisis Response Teams in place that aid in dealing with students' emotional reactions and adjustment to re-entering the school environment after a crisis/traumatic event(s) occurs.

II. PROCEDURE

- A. The district and school are prepared to cope with an aftermath of a traumatic event. Trained personnel are available at the school-based, regional, and district level. Schools should have an identified School-Based Crisis Response Team and the team, along with all administrators, must know the district crisis response team leaders and must consult with the district crisis response team leaders about all traumatic events. Each team member and administrator shall have a copy of the Crisis Response Guide available.
- B. The School-Based Crisis Response Team has scheduled a minimum of two (2) meetings per school year to proactively discuss prevention strategies. Procedures are in place to utilize during and after crises to help students cope with the emotional response of traumatic events.

SUPPORTIVE SCHOOL CLIMATE

VCS 702

I. BACKGROUND

The school has a supportive climate that embraces racial, cultural and other forms of diversity. The school has provided evidence of programs and opportunities which foster understanding and acceptance of others' differences. Supervision and security procedures are in place and are designed to help ensure that students feel safe in all areas of the campus. Formal and/or informal surveys are conducted annually, focusing on school-wide climate and safety, student-to-student and adult-to-student interactions and bullying and harassment to determine if students feel safe. Students should feel safe in all areas of the campus, including places where extra-curricular activities occur.

II. PROCEDURE

Written procedures alone will not stop or prevent harassment or bullying. Students must be educated regarding the school's harassment and bullying policy (including sexual harassment) and involved in prevention strategies as outlined in FS 1006.147. The school demonstrates programs and opportunities which foster understanding and acceptance of others' differences.

The principal/designee should conduct formal and informal surveys related to school-wide climate and safety. Incident/discipline reports should be reviewed frequently to determine if an area(s) has a high incident of violent acts; If so, corrective action must be taken. Parents/guardians, students and staff should be surveyed annually (spring).

- A. **Bully Prevention Program** – program in place to address/prevent/mitigate bullying of students and staff.
- B. **Conflict Resolution** – program designed to educate students and staff on conflict resolution and interventions.
- C. **Dating Violence & Abuse**- program in place to prevent/mitigate dating violence and domestic abuse.

INDIVIDUAL STUDENT SAFETY AND SUPPORT

VCS 703

I. BACKGROUND

Students making threats of violence toward self or others and/or engaging in behavior that is a physical threat to self or others receive appropriate intervention and/or disciplinary action in accordance with district procedures. School personnel are familiar with and follow the district procedure for “Concern of Harm to Self or Others”, “Threat Response Procedures” and the “School-Wide Crisis Plan”. Disciplinary action or other appropriate responses are implemented in accordance with district procedures. This standard is in accordance with Florida Statute 1003.573. There is a district problem-solving process designed to reduce incidents of restraint. If assistance is needed with the processes, contact the District Behavior Initiative Specialist.

The school has a written procedure which covers parental notification regarding issues related to student safety. Statements/threats regarding suicide, gang activity and fear of harm outside the school are reported to the parent/guardian and to the appropriate law enforcement agency.

II. PROCEDURE

- A. Threats of harm toward self and/or others require parent notification and possibly a Concern of Harm Level 1 or 2. If appropriate, a student making a threat toward others receives disciplinary action in accordance with the Code of Student Conduct or other interventions when appropriate. The degree of each threat is assessed and discussed with the student’s parent/guardian. School personnel should be familiar with and follow the district procedure for Concern of Harm to Self or Others. That document is to be placed in the school’s *Safety and Security Procedure Manual* and referenced in standard VCS 703. The school’s counseling office will inform parents about accessing appropriate interventions, such as behavioral health services. School staff must demonstrate knowledge of the district’s Threat Assessment procedures. Principals are to follow the district’s procedures for addressing threats of violence toward students, staff and school property as identified within the manual ***Volusia County Schools’ Threat Response Procedures***. The principal is responsible for ensuring that all steps of the threat assessment procedures are followed and that the *Threat Summary Report* is provided to the appropriate Area Superintendent immediately following each and every threat assessment incident.

B. Physical Interventions are permitted only to the degree necessary to prevent personal injury or damage to school property.

MENTAL HEALTH INTERVENTION AWARENESS

VCS 704

I. BACKGROUND

The district teaches instructional and non-instructional staff the warning signs, risk factors and interventions needed when a student is potentially at risk of causing harm to himself/herself. The Florida Legislature passed Section 1006.0625, Florida Statutes, in 2005, prohibiting public schools from denying access to programs or services because of parental refusal to place a student on psychotropic medication and prohibiting teachers or other school personnel from compelling, or attempting to compel, parents to take specific actions or requiring that a student take medication. It further states that any medical decision made to address a student's needs is a matter between the student, the student's parent, and a competent health care professional chosen by the parent. Appropriate school personnel are trained annually and aware of their role regarding the psychotropic medications rule (i.e., what can and cannot be discussed).

Florida Statute 39.201 mandates the training and reporting of child abuse, abandonment, and neglect for all mandated reporters. Family and community must play a major role in ensuring that students receive the guidance and assistance they need to be emotionally safe. Chapter 39 of the Florida Statutes mandates that any person who knows, or has a reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the central abuse hotline of the Department of Children and Families.

All persons in the state are mandatory reporters of suspected child abuse or neglect. Administrators are familiar with Florida Statutes regarding child abuse prevention as well as the toll-free number (1-800-962-2873) for the child abuse hotline to report abuse and neglect.

The Florida Department of Education has developed a list of approved youth suicide awareness and prevention training materials that may be used for training in youth suicide awareness and prevention for instructional personnel in elementary, middle, and high schools. A school that chooses to include two (2) hours of this approved training material shall be considered a "Suicide Prevention Certified School". The training must be included into the existing continuing education or in-service training requirements for instructional personnel and may not add to the total hours currently required by the department. A school that chooses to participate must require ALL instructional personnel to participate. A school that chooses to participate in the training must report participation to DOE.

DOE will keep an updated record of all Suicide Prevention Certified Schools. A person has no cause of action for any loss or damage caused by an act or omission resulting from the implementation of this section or resulting from any training required by this section unless the loss or damage was caused by willful or wanton misconduct. This section does not create any new duty of care of basis of liability.

II. PROCEDURE

A. Schools should produce documentation of Mental Health and Prevention Training in the areas of:

- a. Creating Emotional Safety (Suicide Prevention)**
- b. Child Abuse Identification and Reporting**
- c. Psychotropic Medications Rule**
- d. Concern of Harm Training (no video for this topic)**

The principal/designee is responsible for monitoring the CANVAS report to ensure compliance related to staff mandatory training in these areas.

COMMUNITY RESOURCES

VCS 705

I. BACKGROUND

Family and community play a major role in ensuring that students receive the guidance and assistance they need to be emotionally safe. Schools must demonstrate working knowledge of state and local resources in order to assist student and families in meeting their emotional and mental health needs.

II. PROCEDURE

Administrators and Student Services personnel share information with parents/guardians about accessing community resources, including a behavioral health screening.

TRANSPORTATION SERVICES
800 Series

TRANSPORTATION COORDINATION

VCS 801

I. BACKGROUND

Safety and security on school buses is maintained through joint efforts between the principal/designee and Student Transportation Services.

II. PROCEDURE

Regular meetings involving transportation managers and the principal/designee are conducted to assess safety and security and to ensure that the Code of Student Conduct and Discipline is being fully enforced on school sponsored transportation. The principal/designee shall schedule and conduct at least two (2) meetings annually with Student Transportation Services Area Managers. Ideally, meetings are to be held at the beginning of each semester. The type of meetings can be by phone, email or face-to-face.

SCHOOL LOADING ZONE (BUS LOOP) **EVALUATION**

VCS 802

I. BACKGROUND:

Each school must demonstrate that supervision was provided, and school site school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted, and traffic was monitored to ensure an orderly and safe flow of traffic (sections 1006.21(1) and 1013.01, F.S.; Rules 6A-2.001, 6A-3.0171(2) (e) 2b, 6A-3.0171(2) (e) 2c, and 6A-3.0171(4) (b), FAC).

II. PROCEDURE:

The principal/designee for every school, including charter schools, receiving school bus service, must conduct the annual school bus loading zone evaluation within the first six (6) weeks of the first semester or when changes are made to the loading zone. The bus loading zone evaluation form shall be submitted to Student Transportation when completed, within the time frame allotted, using the applicable form.

(School Loading Zone Evaluation Worksheet 2003-155)

III. CORRECTIVE ACTIONS:

Schools with identifiable School Loading Zone deficiencies must demonstrate that a request for action to correct the deficiency has been made to the appropriate department.

SCHOOL BUS EVACUATION DRILLS

VCS 803

I. BACKGROUND:

Each school must have documentation that is sufficient to confirm that all students who regularly ride a school bus and all persons qualified to transport students participated in school bus emergency evacuation drills on buses serving the school during the first six weeks of each semester, and all passengers on field trips and activity trips received instructions on the location and proper use of emergency exits prior to such trips in accordance with law and rule (Rules 6A-3.0171(2)(e)1c, 6A-3.0171(2)(e)2nd, 6A-3.0171(2)(e)3n, 6A-3.0171(9)(f), and 6A-3.0171(2)(g)1c, FAC).

II. PROCEDURE:

The principal/designee for every school receiving school bus service, including charter schools, must ensure the completion of school bus evacuation drills during the first six weeks of each semester using the provided form (**In-District School Bus Evacuation Drills Certification Form No. 2003-156**). **The completed School Level evacuation form, with an original signature, must be submitted within the time allotted upon completion of the second semester drill.**

For students transported to out-of-district schools, the transportation director of the home district and/or the principal/designee of each out-of-district school must ensure the completion of evacuation drills during the first six weeks of each semester using the provided form (**Out-Of-District School Bus Evacuation Drills Certificate Form**).

SCHOOL BOARD VEHICLES

VCS 804

I. BACKGROUND:

Motorized vehicles on school grounds can represent a danger to the security of the school should certain guidelines not be followed. Maximum regard for safety and adequate protection of health are primary requirements that must be observed in accordance with all requirements of law and rules of the State Board of Education in providing transportation. The school or facility must assist the district to ensure compliance with School Board Instructional Policy 315, School Board Support Services Policy 504 and 505, FS 1006.22 and Administrative Rule 6A-3.

II. PROCEDURE:

A. Vehicle Security

All district owned vehicles are stored in view of school officials where practical. Vehicles remain locked at all times with keys secured by principal/designee. Each vehicle maintains a log documenting mileage and destination of each use with completed logs retained on file by a principal/designee.

B. Documentation

The school must require that all documentation for vehicle operation remains on file for a minimum of two years. Documentation includes and may not be limited to the following:

1. Employee Weekly Activity Report 2015-041
2. Vehicle Log 2004-079
3. Vehicle Sign-Out Log 2004-070
4. Vehicle Inspection Form 2006-092 (physical damage on school bus)
5. Vehicle Inspection Form 2006-093 (physical damage on support vehicles)
6. Private Vehicle Information 2006-193

C. Maintenance

District owned vehicles represent a significant cost and require regular maintenance. Each school where vehicles are stored is responsible to ensure each vehicle remains clean both inside and out. Windows and doors are to remain closed after each use. The interior must be free of mold and mildew, dash board kept clear and aerosol cans are prohibited at all times. Mechanical deficiencies must be reported to Student Transportation Services immediately by submitting a service request using the Work Order Service Request form # 2004-078. State required school bus inspections will be scheduled by Student

Transportation Services. The school will be responsible to ensure each school bus is brought to the Student Transportation Services facility when requested.

Contact Information (Maintenance and Repairs):

Daytona Transportation	(386) 258-4677 x50531
Deland Transportation	(386) 736-6753 x20832
Deltona Transportation	(386) 575-4200 x40004
New Smyrna Transportation	(386) 258-4677 x50531

D. Accidents/Incidents

All accidents and/or incidents involving school board vehicles shall be reported in accordance with Support Services Policy 505. The procedures within **Policy 505** were created to establish comprehensive guidelines relating to the safe operation of school board vehicles. These guidelines include reviewing and monitoring the driving and driver's license histories of employees who operate school board vehicles. In addition, these guidelines provide the procedures for crash reporting, crash investigations, and the operational and disciplinary procedures of the Safe Operations Committee.

SOC Crash Packet Forms

2004-025 Bus Accident Medical Report
2006-062 Employee's Report of Traffic Crash
2006-064 Supervisor's Report of Traffic Crash
2006-065 Shop Manager's Estimate
2006-092 Vehicle Inspection Form (Bus)
2006-093 Vehicle Inspection Form (Support)
2007-178 Accident Management Plan
2007-179 After Hours Accident or Breakdown Notification
2008-164 Bus Seating Chart

Pictures of crash scene
Police Report or Driver's Exchange of Information

APPENDIX I

Required School Specific Information for the Safety/Security Manual

<i>Standard</i>	<i>Section</i>	<i>Required School Specific Information</i>	<i>Completed</i>
101	II-A	Name of School	<input type="checkbox"/>
105	II-A	Name of Principal/Designee	<input type="checkbox"/>
201	II-B	State Method of Identification	<input type="checkbox"/>
201	II-D	Command Center Locations	<input type="checkbox"/>
201	II-E	Communications Coordinator and Back-Up's	<input type="checkbox"/>
203	II-B	Insert Site Plan	<input type="checkbox"/>
204	II-B	Insert Site Plan	<input type="checkbox"/>
209	II-A	Name of Individual(s)	<input type="checkbox"/>
209	II-C	Location of Primary Evacuation Site and Location of Secondary Evacuation Site	<input type="checkbox"/>
214	II-A	Name of Individual (1), Name of Individual (2)	<input type="checkbox"/>
214	II-A	Media Staging Area	<input type="checkbox"/>
216	II-A-2	Predetermined Location	<input type="checkbox"/>
406	II-B	Name of Individual with Access to Medications	<input type="checkbox"/>
501	II-C	Specify Location	<input type="checkbox"/>

Appendix II

Standard Number and Title Revisions Comparison 18-19/17-18

School Year 18-19	School Year 17-18	Revision Description
VCS 218 Threat Assessment Teams	N/A	NEW STANDARD for 18-19
VCS 504 Student and Staff Searches	VCS 504 Student Searches	Title Change
VCS 507 School Safety Officer/School Guardians	VCS 507 School Resource Deputy/Officer	Title Change
VCS 602 Food Bio-Security	VCS 602 Bio-Security Training	Title Change

Standard Number and Title Revisions Comparison 17-18/16-17 For Historical Reference

School Year 17-18	School Year 16-17	Revision Description
VCS 110 Pedestrian Safety & Wellness Policy	Pedestrian Safety	Title change and addition of wellness policy verbiage
VCS 111 Drones on Campus	N/A	NEW STANDARD for 17-18
VCS 214 Media Relations	Media and Parent Relations	Title change
VCS 309 Hazcom Compliance	N/A	NEW STANDARD for 17-18

Appendix III Vendor Listing

AED Pads

Vendor Name	Website	Contact Information
DXE Medical Inc.	www.dxemed.com VCSB Acct # 50587	Angela Dowlen 866-349-4363 Angela.Dowlen@dxemed.com
Heartsmart.com	www.heartsmart.com	800-422-8129
AED.com	www.aed.com	855-233-0266

New Two-Way Radios

Contact Rosalyn Velasquez-Morales 386-947-8786 x50843

Batteries

(Motorola Two Way Radio, AED's, Golf Cart, General Use Batteries)

Vendor Name	Contact	Contact Information
IBS Coastal of Daytona (Interstate Battery)	Linda Willison	386-252-5909 ib4788@ibsa.com

Radio Repair/Batteries (Macom 800 MHz radio only)

Vendor Name	Contact	Contact Information
Communications International	Rhianna Lomash	386-947-9999

Safety Supplies

Vendor Name	Website	Contact Information
Global Industrial	www.globalindustrial.com	888-978-7759
Grainger	www.grainger.com	800-472-4643
Northern Safety and Industrial	www.northernsafety.com	888-201-6070

Appendix IV Suggested Training

FEMA offers a wide variety of emergency management training. Below are some suggested online courses. Please use the link below to access the website. The district will also offer “live” training courses throughout the school year and will be posted on My PGS.

<http://training.fema.gov/is/>

Course #	Course Name	Description
ICS-100	Introduction to Incident Command System	Describes the history, features, principles and organizational structure of the Incident Command System
ICS-106	Workplace Violence Awareness	The goal of this course is to give employees awareness of violence in the workplace, how to recognize the warning signs, and what actions to take to prevent or minimize violence.
ICS-362	Multi-Hazard Emergency Planning for Schools	This course provides the basic information about developing, implementing and maintaining a school emergency operations plan
ICS-366	Planning for the Needs of Children in Disasters	The purpose of this course is to provide guidance for Emergency Managers and implementers of children’s programs about meeting the unique needs that arise among children because of a disaster or emergency.
ICS 906	Workplace Safety and Awareness	This course provides guidance to individuals and organizations on how to improve the security in your workplace.
ICS-907	Active Threat Response	This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.
ICS-914	Surveillance Awareness: What You Can Do	The course provides an overview of surveillance activities and the indicators associated with them, as well as the actions that employees and service providers can take to report potential surveillance incidents.

Appendix V
Florida Statutes/Administrative Rules/Code of
Federal Regulations/Board Policies
(By SS Standard #)

Referenced in SS Standard	FL Statute/Administrative Rule/Board Policy	Description
VCS 102	1006.07	District school board duties relating to student discipline and school safety
VCS 102	Board Policy 208	Code of Student Conduct and Discipline
VCS 106	1012.32	Qualifications of personnel
VCS 107	231.0851	Reports of school safety and discipline
VCS 110	Board Policy 521	Wellness Policy
VCS 111	934.50	Drones
VCS 217	Board Policy 518	Use of Electronic Information Services and School Office Equipment
VCS 218	1012.584 (4)	Continuing education and in-service training for youth mental health awareness and assistance
VCS 305	1013.13	Coordination of school safety information; construction design documents
VCS 401	401.2915	Automated external defibrillators
VCS 402	1003.22	School-entry health examinations; immunization against communicable diseases; exemptions; duties of Department of Health
VCS 405	29 CFR 1910.1030	OSHA
VCS 501	790.115	Possessing or discharging weapons or firearms at a school-sponsored event or on school property prohibited; penalties; exceptions
VCS 501	810.097	Trespass upon grounds or facilities of a school; penalties; arrest

Referenced in SS Standard	FL Statute/Administrative Rule/Board Policy	Description
VCS 502	775.21 (7) (a)	The Florida Sexual Predators Act
VCS 502	948.03 (5) (a)	Terms and conditions of probation
VCS 502	856.022	Loitering or prowling by certain offenders in close proximity to children; penalty
VCS 503	SB 936	Persons with Disabilities
VCS 702	1006.147	Bullying and harassment prohibited
VCS 703	1003.573	Use of restraint and seclusion on students with disabilities
VCS 704	1006.0625	Administration of psychotropic medication; prohibition; conditions
VCS 704	39.201	Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.
VCS 802	1006.21 (1)	Duties of district school superintendent and district school board regarding transportation.
VCS 802	1013.01	Educational facilities
VCS 802	6A-2.001	SREF (State Requirements for Educational Facilities)
VCS 802 & VCS 803	6A-3.0171	Responsibilities of School Districts for Student Transportation
VCS 804	1006.22	Safety and health of students being transported
VCS 804	Board Policy 315	Educational and Extracurricular Field Trips
VCS 804	Board Policy 504	Transportation of Students
VCS 804	Board Policy 505	Safe Operation of School Board Vehicles

Appendix V-A
Florida Statutes/Administrative Rules/Code of Federal Regulations/Board Policies (By Type & Number)

Florida Statutes

FL Statute	Referenced in SS Standard #	Description
39.201	VCS 704	Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline.
231.0851	VCS 107	Reports of school safety and discipline
401.2915	VCS 401	Automated external defibrillators
775.21 (7) (a)	VCS 502	The Florida Sexual Predators Act
790.115	VCS 501	Possessing or discharging weapons or firearms at a school-sponsored event or on school property prohibited; penalties; exceptions
810.097	VCS 501	Trespass upon grounds or facilities of a school; penalties; arrest
856.022	VCS 502	Loitering or prowling by certain offenders in close proximity to children; penalty
934.50	VCS 111	Drones
948.03 (5) (a)	VCS 502	Terms and conditions of probation
1003.22	VCS 402	School-entry health examinations; immunization against communicable diseases; exemptions; duties of Department of Health
1003.573	VCS 703	Use of restraint and seclusion on students with disabilities
1006.0625	VCS 704	Administration of psychotropic medication; prohibition; conditions

FL Statute	Referenced in SS Standard #	Description
1006.07	VCS 102	District school board duties relating to student discipline and school safety
1006.147	VCS 702	Bullying and harassment prohibited
1006.21 (1)	VCS 802	Duties of district school superintendent and district school board regarding transportation.
1006.22	VCS 804	Safety and health of students being transported
1012.32	VCS 106	Qualifications of personnel
1012.584 (4)	VCS 218	Continuing education and in-service training for youth mental health awareness and assistance
1013.01	VCS 802	Educational facilities
1013.13	VCS 305	Coordination of school safety information; construction design documents
SB 936	VCS 503	Persons with Disabilities

Florida Administrative Rules

Florida Administrative Rule	Referenced in SS Standard #	Description
6A-2.001	VCS 802	SREF (State Requirements for Educational Facilities)
6A-3.0171	VCS 802 and VCS 803	Responsibilities of School Districts for Student Transportation

School Board Policies

Board Policy	Referenced in SS Standard #	Description
208	VCS 102	Code of Student Conduct and Discipline
315	VCS 804	Educational and Extracurricular Field Trips
504	VCS 804	Transportation of Students
505	VCS 804	Safe Operation of School Board Vehicles

Board Policy	Referenced in SS Standard #	Description
518	VCS 217	Use of Electronic Information Services and School Office Equipment
521	VCS 110	Wellness Policy

Code of Federal Regulations

CFR #	Referenced in SS Standard #	Description
29 CFR 1910.1030	VCS 405	OSHA (Occupational Health and Safety Administration)