

Regent Preparatory School Emergency Policy & Procedures Manual

Regent Preparatory School of Oklahoma
8621 S. Memorial
Tulsa, Oklahoma 74133
918-663-1002
Fax 918-663-1004

Table of Contents

Emergency Telephone Numbers	1
Procedure to Call 911.....	2
Objectives and General Responsibilities	3 - 4
Emergency Sounds.....	5
Accident/Serious Illness/Injury	6 – 9
Accident/Injury Report	10
Fire Evacuation	11 - 12
Conducting a Fire Drill.....	13
Safety Threat/Intruder/Lockdown	14 - 17
Tornado/Severe Weather	18 - 19
Student Abduction.....	20
Child Abuse Reporting	21
Media Relations	22
Utility Disruption (water, heat, electricity).....	23
Snow and Ice Storms.....	24
Earthquake	25 - 26
Blood-borne Pathogens Exposure Control Plan.....	27 -30
Field Trip Medical Responsibilities	31
Students with Severe Food/Peanut Allergies	32 - 33
Live Animal at School	34
Playground Supervision	35 - 36

Emergency Telephone Numbers

During any type of emergency situation, a chain of command should be established to facilitate coordination and ensure adequate communication. Decisions that affect the school will be made by the Headmaster. In the absence of the Headmaster, the Dean of Faculty, Secondary School and Dean of Students will be contacted for decision-making purposes:

		<u>Ext.</u>	<u>Cell</u>	<u>Home</u>
Mr. Shapleigh	Headmaster	227	918-625-0264	918-743-3099
Mr. Jared	Dean of Faculty, Secondary School	290	918-606-2689	
Mr. O'Dea	Dean of Students	269	918-344-3517	918-493-7415
Mrs. Gilbert	Adm. Assistant	226	918-521-1019	
Mr. Stricker	Facilities Manager	240	918-640-3515	
Mrs. Runnels	Health and Safety	246	918-691-2212	918-298-5142
Mrs. Hjelm	Receptionist/Adm.	221	918-808-0003	918-398-6091

Police, Fire, Ambulance 911 (Dial 8-911)

Regent Address: 8621 S. Memorial
Tulsa, OK 74133
918-663-1002
Fax 918-663-1004

Make sure someone meets emergency vehicles at fountain to direct them to the appropriate area.

Poison Control, 1-800-222-1222

Non-Emergency-Police..... 918-596-9222
School Resource Officer 918-586-6001
(John West)
Non-Emergency-Fire 918-596-9977
Tulsa County Sheriff..... 918-596-9222
Tulsa Co. Health Dept 918-582-9355

Hospitals/Medical Centers

St. Francis 918-494-2200
St. Francis South 918-307-6000
St. John..... 918-744-2345
Hillcrest South 918-294-4000
Hillcrest 918-579-1000

Tulsa Utilities:

Electric 888-216-3523
Gas..... 918-224-4434
Water..... 918-596-9511

Electric power outage..... 888-218-3919
Sewer 918-669-6100

Procedure to Call 911 (Dial 8-911)

1. **State your emergency** - Fire, Police or Ambulance.
2. **Stay Calm.**
3. **Give your name and address:** Regent
Preparatory School

8621 S. Memorial
Tulsa, OK 74133
918-663-1002
4. **Listen.** Allow 911 employees to direct conversation.
5. **Be prepared to answer questions in a clear, calm manner.**
6. **Remain on the telephone.** DO NOT hang up until the dispatcher says to do so.
7. If safe to do so, send someone to **meet emergency vehicles at the fountain** and direct to needed area.
8. Have the **AED** brought to the scene of the ill or injured.

Objectives & General Responsibilities

Regent Preparatory School recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and those emergencies are best met by planning and preparedness.

Objectives of this Guide:

1. To provide a standardized, minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities to their students, peers and community in times of emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendation for action during major natural disasters or man-made disasters.
3. A copy of this guide will be distributed to each teacher at the beginning of their orientation program. Updates should be added by the staff member to keep their manual current. The Guide is to be kept easily accessible to each staff member. Additional copies will be available in the Health & Safety office.

General Responsibilities

Headmaster: The Headmaster, in conjunction with the other Administrative Staff, will assume the responsibility for ensuring that all personnel are informed of their responsibility to review the contents of this emergency plan and to periodically review it for modifications.

The Headmaster, in conjunction with the other Administrative Staff, should supervise all procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified, he should also make sure that:

1. The appropriate alarm or signal is sounded.
2. Procedures to ensure the safety of the students are being implemented.
3. Proper authorities and agencies are notified.
4. Internal communications are established within the building.
5. Planned role assignments are reinforced.
6. External communications are established with parents, emergency personnel and the media.

7. An administrator/designee will be on site during emergency.

Teachers:

1. Every teacher will become familiar with the various alarm signals and react immediately, calmly and appropriately.
2. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designed area appropriate to the nature of the emergency.
3. Each teacher should have class rosters at all times during an emergency. The rosters should include an alphabetical listing of all students enrolled in their class.
4. If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the **first priority** of the teacher should be to take whatever action is prudent or necessary for the safety of the students. The **second priority** will be to notify the office as soon as possible.
5. Any staff member trained in CPR and or first aid should go to any part of the campus where students or staff are reported to be injured. His/her major responsibility should be to apply first aid to the injured and ensure safety for students.
6. All staff not immediately responsible for students should go to the office at the outset of an emergency to receive direction from the Headmaster/designee.
7. Drills are to be conducted as recommended throughout the year.

Emergency Sounds

- Fire Alarm – Chirping horn with strobe. Exit building immediately.
- Fire Alarm with students already outside – Regular “line up whistle”. Line students up quickly and proceed to assigned evacuation area.
- Severe Weather – All page (phone system) will be announced with “Code Gray, please move to your designated safe area immediately.” In case of no phone service, 3 short whistles in hallways will be used. Reminder that **all locations will be in a downstairs safe area.** Receptionist will notify the Gymnasium and High School Science Center.
- Immediate building entrance- Quick repeating whistle is to alert students to enter building **without lining up**. This should be practiced with your students at the beginning of the school year and midyear. Please alert administration to your plans for practice.

To make an Emergency All Page- Feature-630-sets-all

- Safety Threat/Intruder/Lockdown Alert – “All page” (phone system) will be announced with appropriate safety threat code (yellow, red, or black). “Have you seen Vic?” Code (Visitor Intruding Campus) may be used if situation warrants.
 1. Code Yellow- “All Page” Warning announcement to keep students **in the locked building**. DO NOT RELEASE STUDENTS to go outdoors until a clear code is called. PE, Science, Nature Studies and playtimes will be held indoors until the “Clear” code is called with the “All Page” system.
 2. Code Red - “All Page” Warning announcement to keep student **in the locked classrooms**. All “Specials” i.e. PE, Science, Nature Studies, Art, etc. will be held in the classroom. DO NOT RELEASE STUDENTS to leave classroom until the “Clear” code is called with the “All Page” system.
 3. Code Black - “All Page” Warning announcement to keep students **in the classroom in “safe” position with lights turned off and doors locked**. ALL STUDENTS should be in designated “safe” area with doors locked, lights off, and window shades lowered. Red/green card should NOT be placed under the door to designate if all students are accounted for. Phone the Adm. Office or reception

ONLY to report info on intruder. DO NOT RELEASE STUDENTS to leave classroom until the "Clear" code is called with the "All Page" system.

Accident/Serious Illness/Injury

Emergency - Police, Fire, Ambulance: Dial 8-911

Poison Control: 1-800-222-1222

Action Steps:

1. In case of injury/illness, call the School Nurse: ext. 246 or have her radioed.
2. Contact emergency services -911 and parent if necessary.
3. The situation should be assessed for personal risk factors prior to assistance/intervention.
4. Gloves must be worn if blood or body fluids are present. Gloves are available in the Nurse's Office and at Receptionist's Desk.
5. Do not move or allow movement of injured person, unless allowing the person to remain would cause further injury.
6. If emergency services are called, notify the Headmasters office and have someone meet emergency vehicles at the fountain.

First Aid Kit is available in Nurses Station

- Identify at start of school year those who are trained in CPR, choking, first aid etc.
- Teacher/staff will assist by moving students away from the area and ensuring privacy to injured/ill person.
- Teacher/staff may get a list of witnesses when possible.
- Teacher/staff that witnessed incident/injury should complete an incident report for any incident/injury that requires treatment (laceration, broken bone, etc.).
- If student is transferred via EMSA, send a copy of medical release with paramedic (available by grade level in file in behind reception desk or in student file in the Nurse's Office)

Immediate First Aid

Bleeding:

- Apply pressure over the wound with clean cloth, towel etc.
- Elevate bleeding part, if feasible, until help arrives.
- Have child/adult sit or lay down if possible.

- Teacher/staff should wear gloves if exposed to blood or body fluids. Wash hands thoroughly after exposure.

Seizure:

- Remain calm-you cannot stop a seizure once it has started.
- DO NOT restrain movement.
- DO NOT try to place anything between teeth.
- Clear the immediate area to keep the person from hurting themselves.
- Assist the child to a lying position on his/her side.
- Monitor for open airway.
- Assess type of seizure and duration.
- Notify emergency response (911) if first time seizure, seizure lasting more than 10 minutes or any noted difficulty breathing.
- Protect seizing person's privacy and protect from embarrassment.

Choking:

- Initiate choking maneuver (Heimlich) - requires training
- Notify emergency response (911)

Heart Attack:

- Notify emergency response (911)
- Initiate CPR - requires training
- Use AED according to instructions on machine.

No Breathing:

- Notify emergency response (911)
- Open airway by jaw lift
- Rescue breathing - requires training
- Use AED according to instructions on machine.

Asthma:

- Asthmatic children and children with severe allergies should be identified as having special medical conditions.
- Remove known allergen (plants, feathers, smoke, etc.)
- Notify school nurse. If she is not available, administer medication kept in the Nurse's Office cabinet labeled "Inhalers". Follow individual student's asthma plan located with inhaler.
- Measure peak flow, if possible to document severity and response to therapy (in Nurse's Office)
- Measure oxygen perfusion with pulse oximeter.
- If no improvement, notify emergency response (911) and notify parents.

Allergic Reactions:

Insect stings, animals, medications, foods - peanuts, tree nuts, egg whites, wheat, vapor from chemicals, latex, etc.

- Children with known severe allergies should be identified as having special medical conditions.
- Assess exposure quickly. Remove from exposure if possible.
- With stings, scrape the site with fingernail to remove stinger, apply cream, anti-sting, and/or ice. Observe student for respiratory reaction.
- With rash, Benadryl is given immediately and student/staff is observed.
- For respiratory reaction, notify school nurse. If she is not immediately available administer emergency medications as instructed. Epi-pens are in Nurse's Office cabinet labeled "Epi-Pen" (students with known allergies have individual bags with their names on them).
- Notify emergency response (911) and parent as situation requires.

Diabetic Emergency:

- Children with known hypoglycemia (low blood sugar) or hyperglycemia (high blood sugar) should be identified as having special medical condition.
- A child displaying signs of hypoglycemia (sluggish, tired, inability to concentrate) may need to have blood sugar checked or give snack.
- A child displaying signs of hyperglycemia (excessive thirst, n/v, etc.) needs to have blood sugar checked and insulin administered.

- Notify emergency response (911) or parents as situation requires.

Medical Emergency Conditions: Additional examples of conditions requiring immediate medical care by a health care provider

Call an ambulance and then notify the child's parent/guardian immediately for any of the following:

- Semi consciousness (able to arouse but extremely lethargic) or unusual concussion
- Breathing difficulties including: rapid, noisy breathing (barking, gurgling, severe wheezing) or labored breathing
- Injury that causes loss of consciousness
- Neck or back injury
- Continuous clear drainage from the nose or ears after a blow to the head
- Non-injury related severe headache, stiff neck, or neck pain when the head is moved
- Severe abdominal pain
- Possible broken bones if the body part cannot be adequately splinted or otherwise immobilized for transport by parent

Notifying a parent/guardian:

- The parent of a sick or injured child should be contacted by telephone as soon as possible.
- The School Nurse or Headmaster should continue to try to reach a parent or emergency contact.
- However, whether or not the school is able to contact a parent, the child should still be taken to the hospital whenever a medical emergency exists.
- Make sure to take the Authorization to Administer Treatment form to the hospital. This form is found behind the receptionist's desk in the file cabinet and in the Nurse's Office.

REGENT PREPARATORY SCHOOL

ACCIDENT / INJURY REPORT

(To be completed when an accident occurs on school property)

Student/teacher/person injured

Location of accident

Date of accident

Time of accident

Teacher/student/person reporting accident/injury

Job description

Describe details of accident and any injuries incurred:

(Be certain to include weather conditions and other details that might be pertinent)

Days of work/school missed due to accident _____

Was a doctor/hospital consulted? ____ Yes ____ No

If so, doctor/hospital name _____

Telephone number _____

As a result of this accident, the following action was taken to prevent future accidents:

Copy to Headmaster
Copy to Health & Safety
Copy to Facilities Manager

Fire Evacuation

Fire: 911 / Non emergency: 918-596-9977

Signal: Continuous chirping and flashing of fire alarm.

Steps of Action: RESPOND QUICKLY AND QUIETLY

- Report fire to office or activate alarm. Use intercom or phone if available.
- Office staff calls 911 and assists with verbal notification in building if needed.
- Take red/green roster & turn off lights.
- After exiting classroom, close doors to confine fire.
- If fire is small (waste paper basket size) extinguish the fire by using water, blanket, fire extinguisher, etc. DO NOT TAKE RISKS. Personal safety and that of the children come first.
- Evacuate building quickly and safely to assigned place at maximum distance from the building. **REFER TO EVACUATION MAP DIAGRAM POSTED IN EACH ROOM**
- In case of blocked exit, find next closest exit.
- Restrooms, hallways and unoccupied rooms will be checked by:
 - Headmaster – Upstairs restrooms, 6th grade hallway and 2nd grade hallway
 - Adm. Assistant – Go directly outside and begin accounting for students
 - Receptionist - Enrichment restrooms and hallway, downstairs restrooms and hallway
 - Health and Safety – Upstairs hallways and 1st grade hallway
 - Facilities Adm. Asst. – TRC, Secondary School restrooms and hallway and Auditorium
 - Gymnasium Building, incl. offices & restrooms - Athletic Staff
 - High School Science Center Bldg., incl. classrooms & restrooms – Science Teachers
- Students will exit the building and **report to East Gym Lot (behind the gym) in their Grade's assigned location.**
- Teachers must always have with them a copy of the class roster for their Grade or the Grade to which they've been assigned in the event of evacuation.

- Teacher will indicate with Red/Green cards accountability of students. Green indicates all students present. Red indicates student absent. May use “Thumbs Up/Thumbs Down” if do not have red/green cards.
- Faculty/Staff, who are not responsible for students at the time of evacuation, will report to the center of the East Gym Lot for accountability of faculty/staff.
- Communication will be made to verify that all students and faculty/staff have been safely evacuated.
- The Health and Safety coordinator or designee will indicate "all clear" or initiate with Headmaster for parental contact for release of school.

Personnel Roles in Evacuation:

- **Headmaster:** Supervise evacuation.
Assign roles to personnel as needed.
- **Deans:** Assist with supervision of evacuation.
- **Adm. Assistant:** Assist with supervision of evacuation.
Assist with accounting of students and staff.
- **Facilities Manager:** Assist with the evacuation.
Evaluate the facility for potential hazards.
- **Health & Safety:** Assist with the evacuation.
Assist with accounting of students and staff.
Administer first aid as needed.
- **Teachers:** Evacuate and remain with students.
Take roll and indicate presence of all students with green or thumbs up (all accounted for), red or thumbs down (missing student).

Conducting a Fire Drill

1. At the beginning of the school year, the Health & Safety Coordinator will inform the staff that there will be a fire drill later in the day/week. As the year progresses, no advanced warning will be given.
2. At the beginning of the year and periodically throughout the year, teachers review with students about alarms, rules and procedures for vacating the building.
Emphasize the urgency, even in a supposed drill i.e. do not take time to put on coat or bring other belongings.
3. Evacuate the building quickly and quietly when the alarm goes off.
4. Teachers must always have with them a copy of the class roster for their Grade or the Grade to which they've been assigned in the event of evacuation.
5. Teachers take the red/green card from current classroom, class roster, turn off the lights and shut door to classroom as they leave.
6. Teachers line students up in assigned location for the Grade in the East Gym Lot.
7. Administrators take communication devices, necessary paperwork and first aid supplies.
8. Time the drill. The Health and Safety Coordinator will determine how long it took to vacate the building and document it in the log.
9. Once the "All Clear" notice is given by the Administration, students may re-enter the building, but not before the notice is given.
10. If the fire alarm is activated other than in drill status, "All clear" should be determined by fire officials. Do not re-enter building until Fire Officials have confirmed safety.
11. Document the Completed Fire Drill. The Health & Safety Coordinator documents the specifics of the drill: date, time to vacate building, time to account for all students/faculty, weather conditions, and any relevant comments of the fire drill.

Safety Threat/Intruder/Lock-down

Emergency.....Police 911

General Procedures:

1. All authorized visitors must wear a visitor's badge.
2. School personnel should stop any stranger without a badge and inquire about his/her business in the building or on the school grounds. If the visitor has appropriate business in the building or on school grounds, he/she should be escorted to the front reception area to sign in and receive a badge. If it is not possible to escort the visitor personally, staff should contact the office.
3. If a stranger is in a classroom, use the phone system to contact the office.
4. If any person poses a threat to the safety of students or staff, the office should contact 911 and the administration should initiate lockdown procedures.
5. If the person making the contact feels threatened, they may use the code phrase: **"Have you seen VIC?"** (Visitor Intruding Campus) to alert administrative personnel.

Lock-down Procedures:

- **Code Yellow** – Indicates that there is a safety concern in the vicinity of Regent.
 - All doors must remain locked. Check all outside doors close to or in your room.
 - All students must remain indoors. NO STUDENTS WILL BE RELEASED DURING THIS TIME.
 - P.E., Science, Nature Studies and playtimes will be held indoors until the "All Clear" announcement is made.
 - All other classes within the building may continue as scheduled.
- **Code Red** – Indicates that there is a threat inside or outside the building.
 - The determining question for a Code Red is, "Should the students be in the hallway or would they be safer in a locked classroom?"
 - Everyone must immediately come inside the building.
 - All outside doors must remain locked. Check all outside doors close to or in your room.
 - All classroom doors must remain locked.

- Close outside window shades. If windows do not have shades, move students so they are not visible from the outside.
 - Everyone must remain in their classroom. NO STUDENTS WILL BE RELEASED DURING THIS TIME. They may not leave their classroom for any reason.
 - No transferring to next class will be done until the “All Clear” announcement is made. Ignore the “bell” indicating time to move to next class.
 - Do not slide Red/Green sheet under classroom door.
 - When police arrive, they are in charge of the situation.
- **Code Black** – Indicates an immediate threat inside the building.
- Everyone who is already inside the building must move immediately inside the closest safe room with a lock on the door.
 - Faculty should gather anyone in the vicinity of their classroom into the room.
 - All classroom doors must be locked.
 - Lower shade over window in door.
 - Turn off lights.
 - Identify the location in the room that is least visible from the classroom door and hide.
 - May use desks to barricade door and/or to hide behind.
 - FACULTY/STAFF - TURN OFF THE RINGER ON CELL PHONE! KEEP PHONE WITH YOU!!!
 - Remain VERY quiet.
 - Limit calls/texts to April (ext. 226) to specific information about the intruder/location. Do not call to ask questions or report about children.
 - Do not slide Red/Green sheet under classroom door.
 - Accurate accounting of all students will begin after police arrive and the situation is secure.
 - NO STUDENTS WILL BE RELEASED DURING THIS TIME. They may not leave their classroom for any reason.
 - When police arrive, they are in charge of the situation.
 - Remain in Code Black Lockdown position until the “All Clear” announcement is made.

- If already outside the building or in Gym and a shooter/intruder is spotted, DO NOT come back in the building.
 - If intruder is inside the building, blow the whistle to gain students' attention and move them quickly to a designated safe location –the South side of the Regent High School Science Center.
 - If shooter is outside, blow the whistle one time and yell "Get Down!"

Personnel Roles:

Headmaster or Designee: Take action to secure safety of students/staff.

1. Make a special announcement over the phone all page system (Feature 630-sets-all):
"Teachers and staff. Attention please. We are now activating the school's lock-down procedure. We are under a Code (Yellow, Red, or Black). Please follow the appropriate guidelines specified in your Emergency Procedure Manual. The Code (Yellow, Red, or Black) is now in effect until further notice."
2. Facilitate the pre-planned staff response to the emergency.
3. Ensure that all students (inside and out) are taken to protected areas and appropriate precautions are taken.
4. Announce the "all clear" signal when it is safe to do so.

Teachers:

1. Familiarize yourself and your students with the three levels of the lock-down procedure.
2. Direct students in the implementation of the appropriate lockdown procedure.
3. Stay with and protect the children.

Reception:

1. Call 911
2. When notifying the authorities, advise if there is a weapon and give a description of the person by noting clothing, gender, race, age, etc.
3. Move to Administrative storage area and maintain contact with administration.
4. Notify the Headmaster, Health & Safety Coordinator, and Facilities Manager.

Administrative Assistant:

1. Stay by phone for communication with authority and administration.
2. Issue Pre-determined Emergency Communications to Regent Families as necessary.

Facilities Manager:

1. Contact Headmaster related to facility security.

Health & Safety Coordinator:

1. Assist Headmaster in securing safety of students/staff.
2. Provide first aid.
3. Conduct a Drill annually

Deans:

1. Assist Headmaster in securing safety of students/staff.

Potential variation:

A potentially volatile situation (i.e., hostage situation, disgruntled person, unstable custody etc.) may be cause for a selective lockdown procedure.

- Immediately call 911 and seek advice on how to handle the situation.
- Try to isolate the potential aggressor from as many adults and students as possible. Seek to draw the individual outdoors or to a less populated space.
- Remain calm and polite.
- While engaging the potentially violent individual, other available persons should direct unaffected individuals to move to locked locations around the facility, farthest from the incident point. This should proceed as orderly and quietly as possible.
- Once the police arrive they will take over the situation, negotiate and dictate further movements.

Tornado/ Severe Weather

Tornado/Severe Weather: Recommended number of drills per year - One in the fall and one in the spring.

National Weather Service Forecast – 918-743-3311

<http://www.srh.noaa.gov/tsa/>

Definitions: "Watch"-means conditions are favorable for tornado or severe weather.
 "Warning"- tornado may be imminent. Take shelter. Monitor weather reports continuously.

Signals:

1. Weather alerts will be monitored and electronic warnings will be received.
2. An All-page of "**Code Gray, please move to your designated safe area immediately**" will be called over the phone system to indicate severe weather. In case of no phone service, 3 short whistles in the hallway by Headmaster or designee will indicate the need to move to designated safe areas.

Steps of Action:

1. Students should proceed to their designated area (see posted map in each room) and assume kneeling position on knees with hands covering back of neck/head.
2. Teachers should turn off lights and close doors as they leave their rooms.
3. Teachers should quickly check class roster and indicate to administrative designee, with Red/Green card, the accountability of students. Green indicates all students are accounted for. Red indicates a student is missing. Teachers are to stay with their students.
4. Persons outdoors should seek cover in main education building.
5. Persons in gym should move quickly to designated safe areas in main building if time allows.
6. If time does not allow persons to move from gym to main building, take cover in the restrooms and offices of the gym.
7. Persons in the High School Science Center should move quickly to designated safe areas of the Center.
8. Wait for an "all clear" signal before returning to classroom.

9. Avoid large open areas, i.e., gym, lunchroom, auditorium, library, upper level rooms.
10. Avoid areas with windows.
11. School will not be dismissed during a tornado warning.
12. Students will remain in the building until the warning is cleared.

Personnel Roles:

- **Headmaster:** Supervise the student body and maintain contact with all staff.
Evacuate upstairs restrooms and hallways .
Verify **accountability** of **lower main corridor.**
Coordinate with Health & Safety to call “all clear”.
- **Admin. Asst.:** Assist Headmaster in **evacuating upstairs restrooms and hallways and 6th grade hallway.**
Verify **accountability** of **2nd grade corridor.**
- **Teachers:** Supervise class in moving to designated safe areas and assuming protective position.
Indicate accountability of students with Red/Green cards.
Science Center teachers – verify accountability & communicate to Receptionist.
- **Dean of Faculty,**
Secondary School: **Delegate faculty to evacuate balcony classrooms.**
Verify **accountability** of **“pass-through” areas between buildings.**
- **Facilities**
Admin. Asst: **Evacuate Auditorium.**
Verify **accountability** of students in **West Administrative Building Hallway.**
- **Dean of Students:** Verify **accountability** of students in **music room, art room and Class 1 room and Class 1 Corridor.**
- **Receptionist:** Verify **Outdoor students** returned inside building

- Three short whistles.

Verify accountability of Enrichment Corridor.

- **Health & Safety:** Evacuate Educ. Bldg. North/South Hallway & 3rd/4th Hallway.
Verify accountability of All areas.
Administer first-aid.
Call “all clear” when appropriate.

Student Abduction

When a child runs away or is abducted from school, the incident may or may not be witnessed. In either case, it is important that facts are gathered and assessed quickly to determine the best course of action.

Steps of Action:

1. If abduction is witnessed, contact the headmaster and police for immediate assistance.
(See list of emergency phone numbers at beginning of guide). Gather facts about the abduction and description of the abductor from witnesses.
2. If not witnessed, verify that the child is missing. Search the entire building.
3. Rapid attempt should be made to confirm whether or not a family member may have picked up the child.
4. Have photo, if available (yearbook), and a description of what the student was wearing to provide to police.
5. Notify parents/guardians.
6. The Headmaster should work with the Facilities Manager, Deans, & Health and Safety Coordinator to decide on a plan.
 - a. Meet with faculty to advise sharing appropriate information with students and parents.
 - b. Visit classrooms as requested.
 - c. Only release appropriate information.
 - d. Prepare a fact sheet for those answering phone inquiries.
 - e. If concerns exist about abduction, send letters home to parents.
7. Prepare classmates to be supportive when the child returns.
8. Provide follow-up meetings as needed.

Child Abuse Reporting

Tulsa Police **918-596-9222**

Dept. of Human Services **918-294-2000**

Child Abuse Hotline **918-522-3511**

Child abuse prevention and risk reduction policies and procedures are essential for our school. State statutes and school policy require reporting concerns regarding injury resulting from physical abuse, sexual abuse or neglect. Reporting is to be directed to the Department of Human Services (DHS) or the Police.

Abuse may include physical abuse, emotional abuse, neglect, sexual abuse, and/or ritual abuse.

Steps of Action:

1. All employees who know of or suspect injury resulting from physical abuse, sexual abuse or neglect, **must** report it to the Headmaster, Dean of Students, or School Nurse **immediately**. Confidentiality must be ensured. Verbal notification must be followed by a written report.
2. The individual reporting should present all known information, facts and witnesses.
3. The Headmaster, Dean of Students, or the School Nurse will report the information to the proper authorities. If necessary, the Child Abuse Hotline or local Law Enforcement will be notified.
4. The Regent Policy Manual contains a full Child Abuse section. Please refer for further information.

Media Relations

The primary communication goal should be to keep the public informed about the crisis while maintaining student privacy and as little interruption to the educational process as possible. Reporters monitor police, fire and ambulance radio-dispatch scanners and usually arrive at the crisis scene very quickly. Because most of the community finds out what has happened through the media, and because the media can assist in dispelling rumors, it is essential that we give reporters accurate, appropriate, and prompt information.

Steps of Action:

1. Notify the Headmaster's office (227) or see emergency numbers.
2. Be accessible - Headmaster or his designee will designate the area for the media.
3. Be prepared - Headmaster or his designee will give the answers to the basic questions.
WHO, WHAT, WHEN, and HOW. Information will be given as to what is being done to help staff and students cope with the situation.
4. Be open, concerned, and not defensive. Be brief and stick to the facts. Do NOT speculate. Stress student and staff safety. If you do not know the answer, say so. Offer to find out, and share the information when you can. Often confidentiality must be maintained to protect student's or employees' rights and the integrity of any possible investigation. If you are unable to give details or certain information explain why rather than unintentionally raising suspicions by saying "no comment."
5. Remember that things are not "off the record" and the interview is not over until the reporter leaves.

Sample media statement: "We understand your need for information and appreciate your concern. At this time our staff is in the process of assessing and dealing with the situation. We ask that you contact our Administrator for information and any arrangements you might need for your coverage. I hope you can understand our need to protect the privacy and welfare of our students and staff, so we also ask that you contact the Headmaster before you attempt to take pictures or conduct interviews."

Utility Disruption (water, heat, electricity)

Notify the Facilities Manager

If utilities are disrupted at Regent Preparatory School, the school will make every effort to remain open. The decision to close the school or delay its opening will be based on the following factors:

- The amount of natural light in the school
- The temperature at the school
- The risk to the health and well being of children and staff

The administration or designated staff will begin calling parents/guardians to inform them of the situation. The school directory, as well as e-mail lists, will be used to notify parents of the situation. Every effort should be made to notify each family one time rather than multiple alerts. Information will be sent to local TV & radio stations as deemed necessary. Teachers are responsible for monitoring students until they are released to their parents.

Snow and Ice Storms

Administrative staff will monitor winter storm watch, warnings or travel advisories. Care should be made to check the status of battery powered radios, flashlights, back-up lighting, power, heat, and communication devices.

Facilities manger will distribute proper safety measures on icy areas and entrances for show and ice removal as well as possible debris removal.

The Headmaster or his designee will consider pre-storm closing (night before) or early closing depending on the conditions. See Student Handbook for further actions as to where announcements will be made. Teachers are responsible for monitoring students until they are released to their parents.

Earthquake

Earthquakes happen with no warning: therefore, life-protecting actions must be taken at the first indication of ground shaking.

Procedure or Drill:

The following are recommended procedures for a teacher and class of students:

- TAKE COVER under desks or tables
- FACE AWAY from windows
- ASSUME POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket if available.
- COUNT ALOUD to 60 - earthquakes rarely last longer than 60 seconds and counting is calming.

Teacher responsibilities:

- Issue the “take cover” order
- Also take cover for 60 seconds
- Review evacuation procedures

If in other areas of the school, at the first sign of the earthquake, occupants should:

- Move away from windows, shelves and heavy objects that may fall (bookshelves, lockers etc.)
- Take cover under a table or desk, in a corner or doorway
- In halls, stairways and other areas where there is no cover, move to an interior wall; kneel with back to wall; place head close to knees; clasp hands behind neck; and cover side of head with arms
- In the library, move away from where books and bookshelves may fall and take cover
- Stay inside - usually the most dangerous place is just outside where building debris may fall; exit only after shaking has stopped
- In science labs, extinguish all burners, if possible, before taking cover, stay away from hazardous chemicals that may spill

TAKE ACTION AT THE FIRST INDICATION OF AN EARTHQUAKE. After a significant earthquake, building evacuation should occur as soon as possible, due to the possibility of aftershocks, building collapse, fires, and explosions.

Student responsibilities:

- Evacuate the building in single file when instructed by the teacher
- Keep calm
- Wear shoes
- DO NOT use elevator

Teacher responsibilities:

- Instruct students to evacuate when all shaking has stopped
- Take class list
- Lead class to the designated assembly area
- Be prepared to choose alternative escape route in case of fire or exit blockage
- Give first aid if necessary and/or contact nurse for medical attention
- DO NOT re-enter the building unless instructed by the Headmaster or his Designee.

Blood-borne Pathogens Exposure Control Plan

Regent Preparatory School is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Blood-borne Pathogens."

Implementation of various methods of exposure control, including:

- Universal precautions
- Engineering and work practice controls
- Personal protective equipment
- Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Exposure Determination

At this facility, it has been determined that the following job descriptions may incur occupation exposure to blood or other potentially infectious materials. This determination was made without regard to the use of personal protective equipment (PPE) and without regard to the frequency of such exposures.

School Nurse

Maintenance Personnel

Classroom Teachers

Housekeeping personnel

Physical Education Teachers

Facilities Personnel

Situations which would cause employees to be occupationally exposed may include the following:

Administering first aid

Handling contaminate waste

Administering CPR

Handling contaminated objects

Depositing of contaminated waste Handling and disposal of sharps
Decontamination of blood & other potentially infectious material
Decontamination of equipment used in clean-up of blood or other potentially infectious materials

Engineering and Work Practice Controls

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, PPE shall also be utilized.

At this facility the following engineering controls will be used: clearly labeled with biohazard symbol, puncture resistant, leak-proof sharps containers will be located in the Nurse's Office and science labs in this facility. There are to be utilized for the proper disposal of all sharps such as needles, glass or other sharp instruments contaminated with blood or other potentially infectious materials.

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed. If for any reason it is necessary that a contaminated needle or other sharp be recapped or removed, such recapping or needle removing must be accomplished through the use of a mechanical device or a one-handed technique. Contaminated needles shall not be sheared or broken.

The School Nurse/Health & Safety Coordinator is responsible for reviewing the effectiveness of the Controls. When necessary, employees will be asked to provide input in the identification, evaluation and selection of effective engineering and work practice controls. Effective training and education will be provided whenever new engineering controls are implemented.

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious material. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in all bathrooms, some, but not all classrooms and in the Nurse's Office. After removal of protective gloves, employees shall wash their hands and any other potentially contaminated skin areas immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or

flushed with water as appropriate as soon as feasible following contact. When soap and water is not a feasible means of washing the hands or other parts of the body, then the use of alternative methods is allowable. Antiseptic towelettes or gel will be made available by the employer in these instances. The antiseptic towelettes/gel will be available in the lunchroom and the Nurse's Office. When these types of alternatives are used, employees must wash their hands or other affected areas with soap and running water as soon as feasible thereafter.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.

Personal Protective Equipment

All personal protective equipment (PPE) used at this facility will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

The equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal condition of use, and for the duration of time the equipment is used.

Every employee considered to have a potential for occupational exposure and therefore covered under this plan will be provided with disposable gloves. These shall be worn where it is reasonable anticipated that employees will have hand contact with blood or other potentially infectious material, especially if the skin on the hands is not intact (cuts, hangnails, eczema, etc.) Gloves should therefore be used when treating any wound or when there is reasonably anticipated exposure to blood and other potentially infectious materials-including routine infections. Hands must be washed whenever gloves are removed. Disposable gloves should be replaced if they are torn, punctured, or when their ability to function as a barrier is compromised. Hepatitis B vaccination is encouraged for all staff with potential blood borne pathogen exposure.

Housekeeping

This facility shall be maintained in a clean and sanitary condition. The Nurse's Office shall be cleaned on a daily basis. The School Nurse is responsible for decontamination of work surfaces in the Nurse's Office. Additionally, she should be notified immediately after any spill of blood or other potentially infectious material on work surfaces, floors, carpets, etc. A Solution EPA registered disinfectant or 5.25 %NA hypochlorite (household bleach) diluted at 1:10 is acceptable for cleaning contaminated surfaces PPE will be worn for all decontamination procedures.

Record Keeping

A copy of all material related to these facilities Blood-borne Pathogen Exposure Control Plan will be kept in the Nurse's Office. All training for blood-borne pathogens will be provided by the School Nurse at orientation and as need arises.

Field Trip Medical Responsibilities

- School approved field trips include any off-campus activity for students, which occur during the course of a school day. This definition includes athletic events and tournaments that occur during school hours.
- In the event of a school approved field trip, the field trip teacher or coach is responsible for collecting the emergency forms for the grade attending the field trip. Those forms are located in the file cabinet behind the receptionist.
- The field trip teacher must check with the nurse the day before the field trip to see if inhalers, meds or special treatments may be needed.
- The field trip teacher will be responsible for keeping the first aid/medical kit and emergency forms with him/her at all times.
- Additionally, it is the responsibility of the field trip teacher to leave a copy of the sheet stating what students will be riding with what chaperones at the reception desk. This information must be accurate and contain the phone number of the driving chaperones.
- In the event that a student attending the field trip has special medical needs (diabetes, severe allergies, severe asthma, etc.) the parent of the student or a trained designee will be expected to attend the field trip. This notification should be made as soon as possible to allow time for the parent to make arrangements. If the parent or a trained designee is not able to attend the field trip, the student may not attend the field trip to ensure the safety of the student.
- If a student with special medical needs attends the field trip, his/her emergency medication (epi pen, inhaler, etc.) should be carried by the parent or a trained designee and should remain near the student.
- On the return from the field trip the teacher is responsible to return the emergency forms to the file cabinet and the medical equipment/medication to the school nurse.

Students with Severe Food/Peanut allergies:

Parent responsibility:

1. Parents will notify school nurse of student's known severe food allergies.
2. Parents will supply school with emergency medications and written directions from physician for proper administration of medication and treatment.
3. Parents may be required to attend field trips and/or special events to assist with monitoring student to ensure safety.

Nurse responsibility:

1. Notify teachers and staff of student's known allergies.
2. Train teachers and staff to the location of emergency medication and proper administration. Kept in Nurse's Office.
3. Place allergy alert sign on teacher's door as necessary. Have teachers educate other students about allergies.
4. Have student sit at "no nut" lunch table unless parent provides written permission to sit at regular table. This letter must be kept in the student's file in the Nurse's Office.
5. Alert teacher to take emergency medication on all field trips.
6. Administer emergency treatment as necessary.

Physical findings:

Intervention is necessary if the student develops one of the following:

- Mouth: itching, swelling of lips and/or tongue
- Throat: itching, tightness/closure, hoarseness
- Skin: itching, hives, redness, swelling
- Gut: vomiting, diarrhea, cramps
- Lung: shortness of breath, cough, wheeze
- Heart: weak pulse, dizziness, passing out

Only a few symptoms may be present. Severity of symptoms can change quickly. ACT FAST!

Management

1. Give dose of antihistamine (Benadryl) by mouth for mild reaction.
2. Administration of epi-pen (adrenalin) as directed by physicians orders for severe allergic reaction.
3. Immediate call to 911 and transport to nearest medical facility
4. If student is still at school in 15-20 minutes, repeat dose of adrenalin may be necessary
5. Monitor blood pressure. Elevate legs if blood pressure is low.
6. Contact parents or emergency contact person. If parents are not available, school personnel should accompany the child to the hospital. Take student's emergency information to hospital. It is located in the field trip files behind the reception desk and in the student's file in the Nurse's Office.

Live animal at school policy:

- Approval must be received from the classroom, nature studies, science teacher or nurse before a live animal may be brought to school.
- Specials teachers should converse with the school nurse as to potential allergies (cats, dogs, etc.).
- Once approved the animal should be brought to school in an appropriate container to ensure the safety of the animal and students.
- If the animal is brought in an inappropriate container the parent will be called to pick up the live animal.

Playground Supervision

Teachers and PE Coaches - Should review appropriate outside behavior with students at the beginning and the year and midyear.

1. Safety

- No tackling, rough play or piling on others.
- Use equipment appropriately (i.e. swing-single person sitting only).
- No running up or down the slides.
- No sitting on top of play sets.
- Adults must retrieve balls from areas outside designated play areas.
- No climbing on fences.
- Students should be within teacher's eyesight at ALL times.
- Students must be with an adult to go to the east practice field.
- Students must be with an adult to be at the creek.
- Students must be with a teacher to go between the gym and the main building.

2. No student is allowed to leave the recess area without express permission from Duty Teacher (including going to the Nurse's Office).

3. Respect others and property

4. No teasing or excluding others from games.

5. Bullying will not be tolerated.

6. Be alert for whistles to line up

7. Be alert for the quick repeating whistle which means enter the building without lining up. This should be practiced twice a year. Please notify administration before practicing.

8. Bring in equipment and return it to proper location.

9. Enter building quietly-clean feet before entrance

Duty Teacher responsibilities

- Time for teacher to enhance character training.
- Appropriate spacing and movement of Duty Teachers.
- One teacher should be positioned at the back fence with a radio, whistle and an air horn. This position will enable supervision of all areas of the playground.

- At least one other duty teacher should have a communication radio and whistle at all times.
- Conflict management – encourage fair play and working together to solve problems.
- Observation of unsafe items (trash, equipment, etc.)
- Consistency of procedure enforcement.
- Manage injuries.
 1. Minor injuries: Duty teacher should send injured student to reception area with a responsible student. Receptionist will evaluate need to go to the Nurse's Office.
 2. Serious injuries: Duty teacher should remain with injured student (do not move student) and send another person to reception area to report to School Nurse or Phone 911. Incident/accident form will need to be completed once child is stable.

Classroom Teacher responsibilities

- Make sure student wears outdoor clothing that is seasonally appropriate.
- If teacher chooses to take class out when weather is severe (below 32), the teacher will be responsible for supervision.
- If playtime is in gym, regular Duty Teacher will be responsible.
- The Classroom Teacher walks students to gym and transfers responsibility to Duty Teacher or PE Teacher.

