



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6220**

### **SAFETY PROGRAM**

It is the policy of the Broken Arrow Board of Education that the Superintendent develops rules and procedures that promote the safety of both students and staff. The Superintendent will establish procedures to offer reasonable protection for the safety of students, employees, visitors and others present on school property or at school-sponsored events.

The safety program will include but not be limited to: appointment of a safe school committee for each school site, emergency preparedness plans developed for each school facility, an annual evaluation of emergency preparedness procedures, training for staff and students, a general workplace safety program for employees, establishment of a district-level annual review committee for emergency preparedness-related safety concerns and a workplace/employee committee for general safety concerns.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees and the community.

#### **Responsibilities of the Maintenance Department**

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

#### **Responsibilities of Building Principals**

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.
3. Arrange to correct deficiencies reported by employees in the building either by using building personnel or requesting assistance from the maintenance department.
4. Cooperate in the correction of deficiencies reported by other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. To establish annually a Safe School Committee.
7. Complete all state-mandated safety drills.

#### **Responsibilities of Teachers and Counselors**

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.



**SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6220**  
SAFETY PROGRAM

2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

Responsibilities of School Nurses

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

Responsibilities of Other Employees

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

Responsibilities of Students

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

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*