

SECTION E
SUPPORT SERVICES

4. Accident Prevention and Emergency Plans:

a. Accident Prevention Guidelines: (Voted 9/24/79, #79-349; 6/30/83, #83-325)

Each elementary school principal and the head of school of the High School shall be responsible for the supervision of a safety program in his/her school to include but not be limited to:

- a. encouraging the fire authorities to assist staff by presenting talks and demonstrations on fire prevention and safety during school hours,
- b. encouraging staff to teach safety principles in classroom activities in the gym, on the playground, and in the industrial arts areas and in such other areas as are deemed appropriate.
- c. encouraging the police authorities to teach students the principles of safety with respect to walking and bicycling in traffic and travel to and from school.

Staff shall cooperate fully with the Police Department to maintain and extend traffic control at difficult school crossings. In order that there is a contingency plan for enforcing the safety measures at school crossings, the principal of each school will designate staff members to check crossings related to his/her school to which crossing guards are assigned, and will instruct the designees to notify the police department, on his/her behalf, in the event a crossing is not covered.

No child shall be permitted to leave school other than at the regular time without a written note from his/her parent or guardian.

In order to prevent accidents and to avoid unnecessary liability, principals are asked to caution all members of the staff (teachers and civil service employees) to use "due care" in what they require or permit pupils to do either during or after school hours.

Firefighter assignment for events in the schools shall be required only in those situations where specific activity poses a clear and distinct fire hazard. Such situations would include use of flammable decorations or scenery, or use of open flame or high heat equipment.

Police detail for events held in the schools shall be kept to a minimum, consistent with adequate protection of the health, welfare, and safety of the people using the building and of the School Department's property. The following will be considered in making assignments:

- a. Where special custodial personnel are assigned specifically to cover an event or function, such as to necessitate the collection of custodial service charges or rental fees, special duty police probably would not be assigned, except under unusual circumstances;

b. Where custodial personnel, although present in the building, are not specifically assigned to a function, a circumstance under which neither the rental fee nor the custodial service charge would be levied on the group sponsoring the function, and yet a large number of people are attending the function, a police detail probably would be assigned.

c. Where a large event, such as a rock concert or rally is held, attracting large numbers of people, and even though custodial personnel are specifically assigned to the function, police detail will be made; any Class II group sponsoring the function will be charged both the custodial service charge or rental and the cost of the police detail.

If any group specifically requests police detail, arrangements will be made by the office of the Director of School Plant to provide such detail, regardless of whether the School Department deems it necessary, and the user will pay such costs, as outlined in policy related to community use of school buildings.

Specific classroom safety procedures (science, industrial arts, for example) may be found with the curriculum coordinators of those areas.

General Accident Reports (Voted 2/28/84, #84-69; 3/27/84, #84-121)

The principal shall submit to the central office within 24 hours a report of the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions of the form.

a. In cases of assault by pupils, the principal shall file a detailed report of such incidents with the School Committee.

b. In cases of suspected child abuse or neglect, the teacher, guidance counselor, or administrator shall immediately inform the principal, who shall take appropriate action.

Accidents to Teachers

In the case of an accident to a teacher, the Director of Personnel will notify the Mass. Teachers' Retirement Board, as required by the MGL Ch. 32, Sec. 7. A copy of such notification will be sent to the teacher for his/her guidance in communication with the Retirement Board.

Civil Service Personnel

The supervisor shall submit to the school payroll office within 24 hours a report on the incident, using the Accident Report form. It is to be filled out completely and distributed according to the directions on the form. The payroll office will communicate all information to the Town Personnel office that may involve a worker's compensation claim against the town.

E 4 b. Emergency Plans: (Voted 2/28/84, 84-69)

In order to carry out the overall policy on safety programs, the School Committee directs staff to develop appropriate Emergency Plans in accordance with state and local ordinances to cover the following contingencies: Disaster Planning, Fire Drills, Bomb Threats, Emergency Closings.

1. Disaster Planning (New Policy)

Unfortunately, areas of this country have been faced with numerous catastrophic disasters, both natural and man-made. Such disasters may happen which affect Brookline while schools are in use. Therefore, it is essential that the Superintendent shall develop, distribute throughout the system to relevant stakeholders, and annually test disaster plans, for each of our school facilities, that cover a comprehensive array of potential situations.

The Superintendent will develop these plans in collaboration with all other relevant public and private agencies, including but not limited to the town administrators, local and state police and fire departments, and local and state health administrations and facilities.

Adopted by Brookline School Committee: 12/8/05, #05-129.

(Note: The Policy Review Subcommittee members (including the Superintendent) agree that the first set of comprehensive plans should be available for the School Committee's review no later than June 22, 2006.)

2. Fire Drills

It shall be the duty of the Superintendent of Schools to see that each principal gives such instruction to his/her assistants as will prepare them to act prudently and promptly in case of fire in the school building, and so train the pupils that at the given signal, they will leave the school in order and speedily. The fire alarm signal shall be given at least once each month during the school year.

- a. There should be a definite plan for the complete, safe, quiet, and orderly vacating of the building to a reasonable distance when an emergency occurs.
- b. The fire alarm system and fire extinguishing equipment should be checked daily by the senior building custodian (or under his/her direction) who should ascertain that they are properly maintained. All means of egress, including corridors and fire escapes should be kept free from obstruction at all times.
- c. Fire drills should be held on different days and at different hours of the day.
- d. Discretion should be used about holding fire drills when the weather is extremely cold or stormy.

- e. An auditorium fire drill should be held as early as possible in the year and at intervals throughout the year.
- f. Schools having two or more separate buildings should have separate fire drills.
- g. Fire drills should be held without warning to teachers or students.
- h. Specific provisions should be made to assist handicapped students.
- i. Occasionally an obstruction fire drill should be held. (The obstruction should be a sign, not a physical barricade.)
- j. Control rather than speed is important during fire drills.
- k. Provision should be made to warn children in showers and in dressing rooms as to whether it is a fire or a fire drill, and if a fire, which exit to use.
- l. A record of all fire drills should be kept by the principal stating date, time of day, elapsed time, type of drill, and quality of performance.
- m. All personnel should leave during a fire drill.
- n. Students should not wait to don outer clothing during a fire drill.
- o. If possible, teachers should carry the register or class roster during a fire drill.

3. Bomb Threats

The Principal/Head of School is in charge of carrying out the following procedures in the event of a bomb threat in his/her building. If the call advising of a bomb threat is initially received in the central office, the Superintendent or the senior staff member in the office at that time shall immediately notify the principal of the building in question.

When a bomb threat is received, the following procedures, recommended by the State Department of education are in order:

- a. Immediately evacuate the school.
- b. Immediately notify the Fire and Police Departments.
- c. Conduct search of building under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.
- d. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

- e. After a thorough search has been conducted and nothing found, the principal/head of school of the school should be notified by the senior member of the local protective department that re-entry will be permitted.
- f. If the principal/head of school deems it advisable to dismiss the students for the remainder of the day, s/he shall contact the Superintendent to obtain such permission.
- g. Investigation should be made by the local police department, assisted by the State Fire Marshal's office, if requested.

4. Emergency Closings

The decision to close school is based on the judgment of the Superintendent of Schools, or in his/her absence, the senior staff member in charge. If time permits, the Superintendent or his designee shall consult with the Head of School or Principal, Fire Chief, Police Chief, and the Director of School Plant.

E 4 c. Medical Emergencies, First Aid: (6/30/83, #83-325)

In case of an accident to or sudden illness of any student, employee, or visitor, whoever is on the scene should:

1. Provide appropriate assistance to the injured or ill person.
2. Notify medical personnel (school nurse, trained instructional aide, school physician, or emergency unit as appropriate).
3. Notify the school principal or head of school to ensure that the parent or person designated on the Student Emergency Contact Information Sheet is contacted. (Student Emergency Contact Information Sheets are available in the Principal's office or in the nurse's office in elementary schools, and in Deans offices at BHS.) The Athletics Director shall also be contacted and be responsible for carrying out procedures above, if this the emergency involves a High School Athletics event. Upon being notified of such accident, the Principal, Head of School or Athletic Director shall assume overall responsibility for the case until such time as no further care is deemed necessary or until responsibility has been assumed by the parent, an authorized physician, the Brookline Emergency Services Unit, or a hospital.
4. Contact the police emergency number 911 when school is not in session, and when events and activities are being conducted on school property.

The School Physician is available at 730-2335 from 8:30 am-5:00 PM. Detailed guidelines on managing medical emergencies are available through the office of the School Physician (730-2335) and should be posted in each school to provide more specific assistance to persons confronted with an accident or sudden illness.