
CRISIS MANAGEMENT PLAN



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EMERGENCY CONTACT INFO

IN A CRISIS, 911 SHOULD BE CALLED FIRST!

Updated phones will enable a first responder to identify the exact classroom where the emergency is taking place. If possible, please call 911 from your classroom phone. **Remember you must dial 9, then 911 from a school phone.**

EMERGENCY NUMBERS			
Ambulance	911	Police Emergency	911
Bomb Squad	911	Poison Control	(502) 589-8222
EMS	911	Police Non-Emergency	(502) 574-7636
Fire	911		

In the case of a more serious injury or collapse, you should locate THE NEAREST FIRST RESPONDER! A list of 1st Responders is on your laminated Emergency Plan posted in your work area.

All phones can be used to do an all-call page by dialing 720.

FIRST AID

First Aid kits are available at the reception desk, gymnasium, and the teacher workroom in the Annex, and should be used only by individuals trained in first aid. Students with minor cuts and scratches should go to the front desk for first aid only if unable to be treated in the classroom.

EARLY WARNING WEATHER RADIOS

The school maintains two weather radios that remain on at all times to alert the school in the case of a tornado or other severe weather. They are located in the Library (Ext. 308), and at the front desk (Ext. 110).

EMERGENCY LIGHTING

Each building is equipped with emergency lighting and illuminated exit signs. In the event of a power failure, the back-up lighting will provide ample light.

CRISIS MANAGEMENT PLAN

The Crisis Management Plan is intended to provide an on-site organizational tool for Summit Academy in the event of an emergency. All sections comply with federal, state, and local guidelines and recommendations. Situations occurring outside of these jurisdictions will be handled with a separate plan. A crisis can be characterized as an unplanned event or controversy that creates chaos or trauma, and can affect the normal operation of Summit Academy.

Crisis management strategies focus on meeting the following key objectives:

1. Minimize injury or damage to people or property associated with Summit Academy.
2. Provide fast, efficient dissemination of information during a crisis.
3. Control content and flow of information during a crisis.
4. Limit the spread of rumor and misinformation.
5. Develop an action plan and position consistent with the school's overall image and values.

CRISIS MANAGEMENT TEAM	
Stephanie Cifuentes, Head of School Office: (502) 244-7090 ext 117	Rebecca Hoffmann, Upper School Principal Principal Office: (502) 244-7090 ext 111
Stephanie Cain, Lower School Principal Office: (502) 244-7090 ext 106	Chevonne Dumke, Director of Communications Office: (502) 244-7090 ext 114
Renee Lindsey, Director of Finance & Facilities Office: (502) 244-7090 ext 115	Sandy Bowling, Director of Development Office: (502) 244-7090 ext 112

CHAIN OF COMMAND

In the event of a crisis, the Head of School is to be contacted first. The Head of School will then contact the division principals and they will contact other members of the team. If the Head of School is not on campus, contact either principal.

Communication during an emergency will be handled by the Head of School or his/her designee.

It is imperative that only accurate, verified information of a public nature be shared. All student information is confidential, including names, and cannot be shared with the media. All media inquiries must be referred to the Head of School.

CRISIS PROTOCOL

In the event of a crisis, the Crisis Management Team will meet to decide a plan of action. This will include the following:

- ▶ Calling together all necessary persons to help shape the plan.
- ▶ Developing an official position statement to shape all communications within the Summit community, the media, and other key constituents.
- ▶ Informing key audiences through phone calls, letters, and e-mail.
- ▶ If need be, assembling the student body so that the Head of School may address them.
- ▶ Deciding if we need to hold a press conference.
- ▶ Deciding if we need to involve school counsel.

RESPONSIBILITIES OF PERSONNEL DURING/AFTER EMERGENCY

The Head of School is responsible for the overall direction of disaster procedures. In the event that the Head of School is off-campus, the division principals are designated to handle these responsibilities:

- ▶ Directing evacuation of building(s) in accordance with procedures.

- ▶ Arranging for transfer of students and staff when their safety is threatened by a disaster.
- ▶ Taking any other steps deemed necessary to ensure the safety of students and staff.

Teachers will be responsible for the supervision of students and will remain with students until directed otherwise. Specific Responsibilities include those listed below, as well as all other duties, as assigned:

- ▶ Directing evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warnings, or written notification.
- ▶ Rendering first aid if necessary.
- ▶ Taking grade books and reporting missing students and staff to the Principal.

Director of Finance and Facilities shall be responsible for the use of emergency equipment for the handling of the school’s supplies and the safe use of available utilities. Other responsibilities include those listed below, as well as all other duties, as assigned:

- ▶ Surveying and reporting damage to the Head of School.
- ▶ Assisting rescue operations as directed.
- ▶ Assisting fire-fighting efforts until city fire department personnel take over.
- ▶ Controlling main shut-off for gas, water, and electricity and ensuring that no hazard results from broken or downed lines.
- ▶ Assisting in the disbursement of supplies and equipment.
- ▶ Conserving usable water and other supplies.

The Office Manager will be responsible for the specific responsibilities listed below, as well as all other duties, as assigned:

- ▶ Reporting a fire or other disaster to the Head of School.
- ▶ Taking enrollment cards and sign-out sheets for off-site student release if required.
- ▶ Utilizing telephones and monitor emergency radio broadcasts
- ▶ Performing the duty of messenger-courier as directed.

No student shall be dismissed or moved from the waiting area until the order is received from the Head of School or the designee.

EMERGENCY SITUATIONS AND RESPONSES

Please note: In the event that Summit’s campus is deemed unsafe after an emergency event, all students will be moved to **Middletown Christian Church**, 500 N Watterson Trail Louisville, KY 40243. This pick up location will be communicated to parents in the event that it is needed.

ABDUCTION/KIDNAPPING

***Definition:** When a person unlawfully and without consent restricts another person’s movements. This situation includes the detaining of a person on a school site or removal of a person from the site.*

PROCEDURE:

1. Call 911. Identify yourself, the school, and the nature of the emergency. Provide name and description of the student and the abductor (if known), description of the vehicle when

appropriate, as well as the place and time the student was last seen.

2. Notify the Head of School, who will notify the parents and other appropriate constituents.
3. Keep any witnesses, adults and/or students in the office until the police arrive.

ADMINISTRATIVE FOLLOW-UP:

1. Notify maintenance to secure the area of conflict.
2. Coordinate a counselor/psychologist, to assist with any emotional response on the part of the staff or students during the situation and following.

ASSAULT/FIGHTING

PROCEDURE:

1. Approach the combatants calmly and address them by name if possible.
2. Control the scene; demand the combatants stop; and obtain witnesses.
3. Escort the combatants to the Head of School office keeping them isolated from each other and other students.
4. Explain the situation to the Head of School.

ADMINISTRATIVE FOLLOW-UP:

1. Obtain written statements from combatants and witnesses.
2. Pursue appropriate disciplinary steps.
3. Notify parents.
4. Notify law enforcement, if necessary.

BOMB THREAT

PROCEDURE:

1. Attempt to record exactly what the caller says.
2. Talk to the caller as long as possible and ask the following:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - Is the bomb visible? Hidden?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why was the bomb placed in the school?
 - How did it get in the school?
3. Record the following:
 - Time of call
 - Sex and approximate age of caller
 - Emotional state of caller
 - Background noises
 - Accent
4. Call 911.
5. Immediately notify the Head of School and the Director of Finance and Facilities of the

incident.

6. Await direction from the Head of School for evacuation or transfer.
7. Wait for the "O.K." from either the Head of School or designee before returning to the building.

BUS INCIDENT/ACCIDENT ON SCHOOL TRIP

In the event of a bus accident, the school may be notified by the following:

- ▶ The bus company
- ▶ The city or state police
- ▶ A citizen

PROCEDURE:

The person that receives the phone call should determine the following information:

- ▶ Bus number
- ▶ Location of accident
- ▶ Nature and extent of any obvious injury

In the event the school is notified first, the following steps will be taken:

1. Call 911.
2. Call the bus company.
3. Two school faculty members, (with cell phones), as determined by the Head of School, will be sent to the scene, with emergency procedure information. They will keep the school apprised of the situation, as information becomes available.
4. Parents will be notified of the accident by the Head of School or designee(s).
5. Parents may come to the school to await further information or wait for a follow-up phone call.
6. If the accident is minor in nature and the on-site teachers/faculty members determines that it does not involve serious injury:
 - The bus driver, chaperones, and students will be transported (on the original bus or substitute bus) to their destination.
 - Parents will be allowed to transport students home from the accident scene if there are no injuries involved, and if the school representative can verify the identity of the parent(s).
 - Documentation must be maintained by a school representative regarding the students who board a substitute bus and the students who leave with a parent.
7. If the bus accident involves injuries, the school will take the following steps:
 - Call to request medical assistance
 - Notify the Head of School to seek advice and guidance
8. In the case of injured students, one of the school representatives at the scene will proceed to the hospital emergency room facility with the student information card to assist hospital emergency personnel in contacting the parents. The other school representative will remain at the scene.

A substitute bus will bring all uninjured students to school. Students will be released to a parent/guardian or parent designee at the school. The Office Manager will maintain documentation.

CARDIAC EPISODE

Signs of cardiac arrest include being unconscious or unresponsive, irregular breath, or convulsion-like activity.

PROCEDURE:

1. Call 911 immediately and then contact someone from the school's first responder team.
2. A trained staff member will begin administering CPR and use the nearest AED as needed until a medical team arrives.

CHEMICAL RELEASE

Definition: When hazardous materials escape from their contained environment. Should an off-property chemical release accident endanger the school population, this procedure should be followed.

PROCEDURE:

1. Call 911.
2. Notify the Head of School and Director of Finance and Facilities.
3. Notify staff.
4. Close all windows and doors. Remain in the building.
5. The Director of Finance and Facilities will disable heating, ventilating, and air conditioning systems.
6. Render first aid, if necessary,
7. Await direction from the Head of School for evacuation or transfer.

COLLAPSE OF A TEACHER/STAFF PERSON

In the event that a teacher or other staff member collapses, the staff person who is the first to become aware of the situation should:

PROCEDURE:

1. Call 911
2. Send a student for back-up help.
3. One staff person stays with the victim; the other removes the students from the classroom and/or area.
4. Notify the Head of School.
5. Coordinate a counselor/psychologist to assist with the students.
6. Once the Head of School is able to assess the situation, he/she will make the determination if the staff person's emergency contact person should be notified.

DEATH OF A FACULTY MEMBER

In the event of the death of a faculty member, it is preferable that the class(es) of the deceased teacher be covered, at least initially, by a teacher known to the students and able to respond to their acute grief, rather than have a substitute unknown to the students. A counselor/psychologist will be available to assist students and staff.

EARTHQUAKE

Because earthquakes strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremors subside.

PROCEDURE – IF INDOORS:

1. Instruct students in proper earthquake procedures, “duck, cover, and hold”– drop to crouched position, head down, hands clasped behind head, with back toward windows, under tables and away from bookshelves and cabinets.
2. Wait until tremors end.
3. Evaluate the situation and implement evacuation procedures if necessary. If necessary, evacuate to the outdoor play area behind the garage. Take grade books and take attendance immediately. Report any missing students to the Head of School.
4. Supervise students until they can safely return or until other administrative directions are given.
5. Render first aid, if necessary.

PROCEDURE – IF OUTDOORS:

1. Move away from any buildings to open space, avoiding trees, poles, and any overhead wires.
2. Wait for tremors to cease.
3. Evaluate the situation and either await a re-entry signal or evacuate to the playing field behind the garage.
4. Supervise students until you receive word from the Head of School or designee as to what action should be taken.
5. Render first aid, if necessary.

ADMINISTRATIVE FOLLOW-UP:

1. Call 911 if needed.
2. The maintenance personnel shall assist with the shutdown of the facility’s mechanical, water, and gas systems. The electrical system is to be shut off as necessary.
3. Maintain communication with local authorities regarding damage to the surrounding area.
4. The Head of School or a designee will direct any action necessary to ensure the safety of students and staff.

EXTORTION/COERCION

Definition: Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of violence.

PROCEDURE:

1. Escort witnesses and victims to the Head of School office.
2. Explain the situation to the Head of School.

ADMINISTRATIVE FOLLOW-UP:

1. Obtain written statements from victim(s) and witnesses.
2. Initiate investigation of the incident.
3. Pursue appropriate disciplinary action.
4. Notify parents.
5. Notify law enforcement, if necessary.

FIRE AND/OR SMOKE

Teachers are responsible for seeing that students know the procedure for exiting the building in the event of a fire or evacuation drill, and for knowing where to report. Directions to an exit are posted in every classroom.

PROCEDURE:

1. When the signal sounds, all talking must stop immediately.
2. Students are to form single lines at the classroom doors. No one is to carry out books or personal belongings.
3. Designate a person to ensure that the following are completed:
 - All windows are shut
 - The lights are turned off
 - The door to the corridor is closed after everyone has left the classroom
4. Students who have come from one of the upper floors should wait for those below to leave and then follow them. Students are not allowed to rush ahead of other lines.
5. In case of a blocked corridor or passageway, use the most convenient exit.
6. Classes exiting to the athletic field (area behind the gym) should form immediately into single lines. The advisor or another classroom teacher, if necessary, should account for each student and report the results to the administrator in their gathering area.

ADMINISTRATIVE FOLLOW-UP:

1. Determine if there are any injuries.
2. Meet with fire officials upon arrival.
3. At the all-clear bell, students should return to the building the same way that they exited.

GATHERING AREAS:

1. Front Playground (Rebecca, Renee, Sandy)
2. Front lawn Tykes' Peak (Stephanie Cain & Cifuentes)

GAS LEAK

PROCEDURE:

1. If you smell gas—CEASE ALL OPERATIONS AND EVACUATE AREA.
2. Do not switch on lights or any electrical equipment since electrical arcing can trigger an explosion.
3. Notify the Head of School and the Director of Finance and Facilities.

4. Await directions from the Head of School, or designee, for evacuation or transfer.
5. The Director of Finance and Facilities will then take the necessary steps to control the leak, such as calling LG&E.
6. Await instruction from the Head of School or a designee.

LOST STUDENT (ON A FIELD TRIP)

PROCEDURE:

1. Keep other students together with a calm supervisor while you search for the lost student.
2. Establish a search party and check all areas near where the student was last seen.
3. Notify the Head of School as soon as possible.
4. The Head of School will notify parents and police when and if the student is not found within a reasonable amount of time.

THREATS OF VIOLENCE

PROCEDURE:

1. If an employee or student learns of a threat to life or bodily harm, they will report it immediately to the Head of School and/or Principal.
2. The Head of School will gather the facts promptly and then take the necessary action which may include any or all of the following:
 - suspending indefinitely the student(s)/employee(s) involved
 - informing the student's parents
 - requiring the student/employee to have a psychological evaluation
 - reporting threat to proper authorities
3. The student/employee may not return to school until or unless the proper authorities have completed an official assessment and determined that the student(s)/employee(s) are not a threat to the safety of anyone at the school.

TORNADO OR SEVERE WEATHER

PROCEDURE:

1. When the tornado signal sounds, students should stop talking immediately and listen to the teacher's instructions. Teachers should know which shelter area to go to in the case of severe weather ahead of time.
2. Students should walk in single lines to the shelter area on the first floor or basement level (See Tornado Shelter Areas below).
3. Students should get into one of the following positions, as instructed by the teacher:
4. Rest on knees, lean forward, cover face by crossing arms above the face, **OR** Sit on the floor, cross legs, and cover your face with folded arms.
5. If time permits, open the windows slightly.
6. Await instructions from the Head of School or a designee.

TORNADO SHELTER AREAS

MAIN BUILDING

- ▶ **All individuals in the main building at the time of the signal will proceed to the basement.**
- ▶ **FILL IN THE BELOW LOCATIONS IN THE ORDER LISTED:**
 1. Music Room
 2. Room 123
 3. Room 121
 4. Room 124
 5. Cafeteria

ANNEX

- ▶ **All individuals in the Annex at the time of signal will proceed to the first floor.**
- ▶ **Individuals already in Room 305 and 307 (Art Room) will shelter in place.**
- ▶ **ALL OTHERS WILL PROCEED TO THE BELOW LOCATIONS IN THE ORDER LISTED:**
 1. Room 305
 2. Room 306 (Teacher Workroom)
 3. Room 307 (Art Room)
 4. Hallway - begin sheltering by the bathrooms and move forward as needed

TYKES' PEAK

ALL OCCUPANTS

Go to the basement of Tykes' Peak (an adult must unlock the access to the basement stairs first).

SIERRA HOUSE

ALL OCCUPANTS

Go to the basement in the Main Building

PLAYGROUNDS

ALL OCCUPANTS

Shelter in the nearest building (Main Building, Annex, Tykes' Peak)

UNAUTHORIZED PERSON(S) ON CAMPUS

In the event of an unauthorized, suspicious or threatening person(s) on school premises, an alarm shall be broadcast on the intercom, initiating a lockdown for all buildings.

The Head of School or designee will implement a lockdown plan when there is a dangerous situation in or around the immediate vicinity. This may include an armed intruder, hostage situation, or any other circumstance that poses an immediate danger to the safety of Summit students, faculty or staff.

- **If you observe a crisis situation that may require a lockdown, contact one or more of the following:** Head of School, Lower School or Upper School Principal, or Director of Finance and Facilities.

- A Point Person will announce a Lockdown using the broadcast alarm.
- A Point Person will call 911.

IF A LOCKDOWN IS ANNOUNCED:

- ▶ All exterior doors will immediately be locked by a designated person. Appropriate personnel should physically lock all doors in Tyke's Peak and Sierra House.
- ▶ Immediately usher all students into the nearest classroom or secure space. Close and lock the door using the wedge. Turn out the lights.
- ▶ All personnel should keep cell phones with them.
- ▶ Gather the students on an interior wall away from windows and doors. Close blinds on all windows. Students should remain quiet so that they do not draw attention to their location.
- ▶ If a student is outside of the classroom (i.e., restroom), the teacher must notify administration immediately.
- ▶ If outside, do not attempt to re-enter the building unless directed to do so by the Head of School or designee. Guide the students away from the building to a safe location and notify a Point Person and any on-site authorities of your location as soon as possible.
- ▶ All doors should remain locked until the school is determined to be safe by the emergency responders, the Head of School, or a Point Person. The facility should be evacuated only under strict guidance of the emergency responders.
- ▶ Faculty members will take attendance and report any student or faculty member unaccounted for to a Point Person or the Head of School. Students will not be allowed to leave campus until the Head of School has an accurate accounting of every student and announces an all-clear message over the intercom.
- ▶ Responding parents should be directed to a safe area away from the campus. The Head of School will appoint a liaison to keep parents informed.

WEAPONS AND OTHER THREATS OF VIOLENCE

In accordance with Kentucky state law 527.070, weapons are not allowed on school property. A weapon is defined as any firearm, deadly weapon, destructive device, or booby trap device.

PROCEDURE:

1. Evacuate staff, students in immediate danger, if possible.
2. Immediately contact the Head of School or the division principal.

ADMINISTRATIVE FOLLOW-UP:

1. If the Head of School determines that it is an emergency, the following procedures apply:
 - Call 911
 - Notify all teachers that you have an emergency situation and students must be kept in the classroom
2. If the Head of School determines that the situation is not an emergency, the following procedures apply:
 - Confiscate the weapon and hold the student in the office of the Head of School.
 - Contact parents to come to school immediately to pick up the suspended student
 - The police will be called and a report will be filed.

- The student may not return to school until an assessment has been completed and a report filed with the Head of School.

EMERGENCY PROCEDURE DRILL SCHEDULE

In accordance with KRS 158.162, Summit Academy will conduct a fire drill each month of the school year as well as earthquake, severe weather, and lockdown drills at the beginning of the school year and again in January. Parents and guardians will be notified the same day after a drill takes place. In the case of a lockdown drill, communication will be sent prior to the drill.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

This plan is in accordance with the OSHA Blood Borne Pathogens standard, 29 CFR 1910.10

PURPOSE

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in the Blood Borne Pathogens standard.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency. At Summit the following job classifications are included in this category:

- Administrators
- Kitchen Staff
- Athletic Staff
- Faculty
- Janitorial Staff
- Support Staff
- Maintenance Staff

COMPLIANCE METHODS

Summit Academy will observe universal precautions in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Hand-washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand-washing facilities are located in restrooms on each floor of every building. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water.

If the employee(s) incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

WORK PRACTICES

- All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. To accomplish this goal, Summit Academy requires covering the potentially infectious material with a saturated cloth containing antibacterial and antiviral solutions (i.e. germicidal disposable cloth, or bleach).
- All potentially hazardous materials used in rendering first-aid, or in bodily fluid clean-up, must be disposed of in the red biohazard container located at the front desk in the lobby.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used at this facility will be provided without cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use, and for the duration of time which the protective equipment will be used.

The following protective clothing will be provided to employees:

- Gloves (disposable and utility)–to be used with all bodily fluid contamination
- Resuscitation Device–to be used for CPR situations

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available in each classroom, office, housekeeping closet, and first aid kit.

Disposable gloves are not to be washed or reused. When they become contaminated, torn, or their ability to function as a barrier is compromised, they should be discarded. Utility gloves may be decontaminated for reuse provided the integrity of the glove has not been compromised. Utility gloves should be discarded if they are cracked, peeling, torn, punctured, or fails to function as a barrier.

Resuscitation devices are available at the Reception Desk, and in all first aid kits. Resuscitation devices shall be discarded after use.

DECONTAMINATION

Decontamination of areas contaminated with blood or other potentially infectious materials will be accomplished by utilizing bleach or germicidal disposable cloths in biohazard bags. All contaminated work surfaces will be decontaminated as soon as feasible.

HEPATITIS B VACCINE

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee.

The Hepatitis B vaccine will be offered to employees as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid responders who have rendered assistance in an incident involving the presence of blood or other potentially infectious materials, regardless of whether the employee has actually incurred an exposure incident as defined by the standard.

All incidents of such first aid incidents will be reported by the end of the work shift to Office Manager and the Director of Finance and Facilities in order ensure that proper precautions concerning the incident are followed and that the vaccine is offered to unvaccinated employees within 24 hours. The Office Manager shall fill out a report of the incident (Hazardous Bodily Fluid Report Form), offer the appropriate vaccine, and forward to the Head of School immediately. Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in Appendix A of the OSHA standard.

Employees, who initially decline the vaccine, but later wish to have it, may have it done at no cost through the Jefferson County Health Department or by a personal physician.

EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

When the employee incurs an exposure incident, it should be reported to the Head of School. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with OSHA standards.

THIS FOLLOW-UP WILL INCLUDE:

- ▶ Documentation of the route of exposure and the circumstances related to the incident:
- ▶ The identification of the source individual and the status of the source individual if possible. The blood of the source individual will be tested after consent is obtained for HIV/HBV infectivity. The exposed employee will be informed regarding the test results in accordance with applicable laws and regulations.

THE HEAD OF SCHOOL SHALL OFFER THE EMPLOYEE THE FOLLOWING:

- ▶ The option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested. However, if the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken and the blood sample discarded;
- ▶ Post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service;
- ▶ Appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on potential illnesses and report any related experiences to appropriate personnel.

The Office Manager has been designated to assure that the policy outlined here is effectively carried out and that the records and paperwork related to this policy are properly filled-out and filed.

STAFF TRAINING

All Summit Academy Staff will review the procedures outlined in the Crisis Management Plan each school year. Additional training requirements are described below.

ACTIVE SHOOTER TRAINING

KRS 156.095(7) requires all school employees having direct contact with students to annually

complete, by November 1 of each year, one hour of training on how to respond to an active shooter situation.

AUTOMATED EXTERNAL DEFIBRILLATORS

KRS 158.162 requires that a minimum of three (3) employees in the school be trained on the use of a portable automated external defibrillator. Designated Summit Academy employees complete this training every other year.

BLOOD BORNE PATHOGENS TRAINING

Training for employees will be conducted prior to initial assignment to tasks where occupational exposure may occur.

Training for employees will include the following explanation:

- ▶ The OSHA standard for Blood Borne Pathogens
- ▶ Epidemiology and symptomatology of blood borne diseases
- ▶ Modes of transmission of blood borne pathogens
- ▶ The Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.)
- ▶ Procedures which might cause exposure to blood or other potentially infectious materials
- ▶ Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials
- ▶ Personal protective equipment availability
- ▶ Post-exposure evaluation and follow-up
- ▶ Signs and labels
- ▶ Hepatitis B vaccine program

All employees will receive annual refresher training. (Note: this training is to be conducted within one year of the employee's previous training.)

MANDATORY REPORTING

Summit Academy employees participate in a course biannually, developed by the Kosair Charities Face It Movement, to recognize child physical, sexual, and emotional abuse and neglect. Topics include reporting suspected child abuse and neglect in Kentucky, the appropriate documentation, how to respond to the child, and understanding the response of the child protective services with information provided by the Department for Community Based Services.

