

VICTORY CHRISTIAN ACADEMY

EMERGENCY CRISIS HANDBOOK



"A place where miracles happen!"

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Approved by: Governance Board

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Emergency / Crisis Management Handbook

HANDBOOK USE AND PURPOSE

This handbook is designed solely for the use of Victory Christian Academy staff in case of emergencies, crisis and / or disaster.

Emergency / Crisis Management is a central component of comprehensive School Safety. The most important consideration in both Crisis Management and Safe Schools efforts is the health, safety and welfare of the students and staff. A comprehensive Safe Schools Plan places a strong emphasis on prevention using strategies which range from building design to discipline policies and programs which improve school climate.

Definition of *Crisis Management* - Crisis Management is that part of a school's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

NON-DISCRIMINATION NOTICE

It is the policy of Victory Christian Academy that as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any private school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program activity because of the person's sex, race, religion, national origin, ancestry, creed, marital or parental status, or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (disability) and the Americans with Disabilities Act of 1990 (disability).

DISHONOR DIVERSITY STATEMENT

Diversity is one of the main character elements in the vision statement and mission statement of Victory Christian Academy. Therefore, the school welcomes, honors and maintains a diverse climate.

To promote the message of diversity, Victory Christian Academy will not expose its students or administration to any known influence that would discourage or dishonor diversity.

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SCHOOL VISION AND RESPONSIBILITY

MISSION STATEMENT

To cultivate individuals with Christian character to be life long learners capable of serving in a multicultural society

VISION STATEMENT

Being a citizen of Christian character impacting a diverse world

CHAIN OF RESPONSIBILITY

Christina Dyson – Principal

Vyon Rogers – Founder

Melissa Lopez – Executive Administrative Director

Nancy Vik – Business Manager

We have carefully designed this plan to avert, contain, control, prevent and resolve emergencies and other crisis situations. This plan is reviewed annually for the safety and protection of our students, faculty and community.

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ANNUAL START-UP PROCEDURES

1. Plan at least two crisis team meetings. It is mandatory that crisis teams meet prior to the beginning of the school year and one other time during the school year to review procedures, especially critical incidents, and check equipment such as classroom emergency kits
2. Inform faculty. Print intervention, crisis response and critical incident procedures in the faculty handbook
3. Review critical incident communication codes with faculty and staff
4. Update faculty phone tree
5. The team needs to not only review procedures annually, but should go through at least two scenarios. The key to successfully handling an incident is the preparation before the event
6. Meet with new staff members annually to inform them of intervention, crisis response, critical incident procedures, emphasizing the referral process for crisis intervention
7. Hold a general faculty / staff in-service on intervention, crisis response and critical incident procedures every several years

Each staff member can help monitor building safety by maintaining awareness of any unauthorized visitors:

1. Politely questioning any new person that you encounter on the Victory Christian Academy premises. These individuals should always be redirected to the office in a friendly and calm manner. Anyone who refuses to cooperate and report to the office should be asked to leave. If they refuse, the principal should be notified immediately in person. All visitors **must check in** at the office
2. Unauthorized persons are not allowed into the building. Alert the office immediately of any unauthorized persons in the building
3. If you observe an individual with a weapon or any other dangerous object:
 - a) Ensure that your students are locked in your classroom.
 - b) Immediately notify the main office of your observation.
4. Ensure that all exits near your vicinity are securely shut.

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STAFF RESPONSIBILITIES: ALL DISASTERS

In any emergency or disastrous happening the following shall be a method of procuring help, calming situations, and managing the aftermath.

Principal

- Verify information
- Identify the type of crisis or emergency that is occurring and determine the appropriate response
- Call 911 or other authority when necessary
- Ascertain whether an evacuation, reverse evacuation, lockdown or shelter in place needs to be implemented
- Seal off high-risk area for shelter in place
- Convene Crisis Team
 - Membership: The crisis team shall consist of an immediately accessible core group who have the knowledge and skills to act in any emergency and shall include the principal, selected members of the School Board, one or more selected teachers, and a person to record events/minutes of meetings. As school resources grow, Victory Christian Academy would also look to add one or more guidance counselors, nurse / clinic attendant, school psychologist, and school social worker to the Crisis Management Team. Additionally, Mental Health Services, Fire Department, and County Emergency Rescue services shall be asked to consult with the school team. A roster of team members will be posted in each school administration office
- Maintain communication among all pertinent staff. Notify pertinent individuals – parents, board, etc.
- If first aid is being administered, monitor how it is being administered to the injured person
- Notify students and staff (depending on emergency, students may be notified by teachers)
- Evacuate students and staff or relocate to a safe area within the building
- Refer media to Principal or Pastor
- Notify various communities(s) as needed: parents / guardians will be handled in accordance with policy
- Implement post-crisis procedures
- Keep detailed notes of crisis event

Teachers / Support Staff:

- Verify information
- Lock classroom doors, unless evacuation orders are issued
- Immediately notify administration
- Warn students, if advised
- Account for all students
- Stay with students during any evacuations

- Take a class roster

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- Refer media to administration.
- Keep detailed notes of crisis event
- Keep staff and students on site, if possible, for local investigators so interviews and accurate documentation of the events can be completed, if event warrants

CRISIS COMMUNICATION

These are the plans for communicating during crisis with:

Staff: Personally by Principal or designee in debriefing meetings

Students: Via respective grade teacher in group meeting

Parents: Via phone or emergency meeting in extreme cases

The Media: Principal or designee

During an emergency, students will be accounted for in this way:

Staff will take attendance using attendance roster, notify the principal immediately if a student is missing that should be present. If the facility should have to be evacuated, students will accompany their teacher to a designated location and attendance is taken again.

The following are resources that staff should assess in a crisis:

- Student roster of children assigned to you during crisis
- Phone numbers to parents
- Understand emergency designated locations
- A pencil or pen

Utilities / Main Switches are located in the locked boiler room. Water shutoff valve is located underneath the stairwells on Lincoln Ave.

RECOVERY AFTER EMERGENCY / CRISIS

1. Return to learning routine as quickly as possible
2. Restore the facility, as well as the school community
3. Monitor how staff members are assessing students for the emotional or reverberation impact
4. Identify what follow-up interventions are available to students, staff, and first responders
5. Conduct debriefings with staff and first responders
6. Assess curricular activities that address the crisis or emergency
7. Allocate appropriate time for recovery

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8. Plan how anniversaries or events will be commemorated
9. Capture “lessons learned” and incorporate them into revisions and trainings

CRITICAL INCIDENT / EMERGENCY MANAGEMENT

Handling Fights in School Settings

- Walk briskly – don’t run
- Get help along the way
- Assess and evaluate:
 - the size of students involved
 - any weapons that are involved
 - proximity of individuals who can assist
 - Recognize that there may be several subtle things going on simultaneously that are being tangibly expressed in the conflict. Is there gang involvement? What other alliances might exist?
- Dismiss the audience
- Identify yourself to the fighters
- Obtain identification and call the student by name
- Stay away from the middle of the conflict
- Remove glasses
- Give specific commands in a firm, authoritative voice
- Defer to rules, not personal authority
- Separate the aggressor and the victim
- Avoid physical force if possible
- Remove participants to neutral locations
- Get medical attention if necessary
- Describe incident in writing
- Debrief relevant teachers
- Provide protection and support for victims
- Provide counseling – not simply the day after the event, but as long as necessary
- Report incident to law enforcement and other child serving agencies who may be serving the youngster

INTRUDER IN THE BUILDING

In the event that it is suspected that there is an intruder in the building, the principal will announce the following over the P.A. system to alert teachers to the presence of an intruder.

Procedures

The code will be: “Can the owner of a red Cadillac please come to the office?”

At this time, all teachers should lock and close their classroom doors.

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Office personnel are responsible to check lavatories and / or other building locations where students may be unsupervised and take the children to the office.

If a class must relocate to a safer location, the principal will inform the teacher after the alert has been sounded and tell the teacher where to take the students.

An all-clear will be announced over the P.A. system. Teachers must keep all students in the classroom with the door locked until the all-clear is given.

KIDNAPPING AT SCHOOL

Procedures

In the event of a kidnapping at school, these are the procedures which may be followed. After completion of the annual update, the crisis team should review these procedures with staff at the beginning of each school year.

When abduction is reported by school administration, the principal will notify police directly and request no radio transmissions. DO NOT CALL 911 as it is monitored by the media and may put the child in further danger.

The following will be disclosed:

- Full name of the child
- Date of birth
- Description of the child including clothing, distinguishing marks, height, weight, eye color and hair color
- Description of the assailant including clothing and vehicle
- Child's annual headshot taken each school year

HOSTAGE SITUATION / BARRICADED CAPTOR

Overview

- A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages
- All hostage situations are dangerous events
- A hostage taker might be a terrorist, fleeing felon, disgruntled employee (past or present), employee's spouse, drug or alcohol abuser, emotionally disturbed person, trespasser, and on occasion, a parent, student or citizen who is usually angry about some situation and decides to resolve it by taking hostages and making demands to achieve some resolution

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- Likewise, the dynamics of a hostage situation vary greatly and no two incidents will be the same

Plan of Action: Buildings

Upon notification of a hostage situation within any activity, event, school, or building, the following procedures should be implemented:

- **Principal:** The principal or designated individual will assume command of the situation until the arrival of the City of West Allis Police Department at the scene. Teachers should work closely with the principal to ensure that this plan of action is safely achieved. Walkie-talkies should be used when it is established that the hostage taker does not have one. If he does, walkie-talkies should not be used.
- **Containment:** Appropriate actions should be taken to isolate the hostage taker and the victims under his control. It is important that no additional individuals be exposed to the hostage taker.
- **Evacuation:** Using a pre-arranged signal, immediately evacuate the building and ensure that egress of students and personnel is done in a manner that they do not go near the area controlled by the hostage taker. All individuals should proceed to a prearranged location out of the building. Students are to remain under the supervision of Victory Christian Academy school officials.
- **Re-entry:** Ensure that no individuals enter or re-enter the building.
- **Contact 911:** Immediately have a staff member contact 911 and give all available information to the dispatcher who will relay the information to the City of West Allis Police Department. Ensure that the caller remains on the line with the 911 dispatcher until police actually arrive at the scene. This will ensure that accurate, detailed information is relayed to responding officers and school officials can respond to requests of the police department.
- **City of West Allis Police Department:** On the response of the West Allis Police Department, control of the scene will be assumed by that Department. The principal or building administrator should maintain contact with the City of West Allis Police Department. It is important that the items such as building keys and detailed building plans be made available to the police department. Important information such as availability of phones must be conveyed to the police department. Anecdotal information regarding the cause of the incident, identity of the hostages and hostage takers, and their location in the building is of great importance. The principal and Pastor, who are knowledgeable of the building design, need to describe the premises using the detailed building plans.
- **Media:** The Victory Christian Academy media spokesperson (Pastor Rogers or designated person) and the Public Information Officer for the City of West Allis

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Police Department will handle all press matters as well as the dissemination of information to students and parents at the scene.

- **Negotiations:** It is important to remember that it is the philosophy of the City of West Allis Police Department to end a hostage situation through negotiating tactics. Often it is a lengthy process. An assault is only used when all indications are that the hostage taker will harm the hostages and lives will in fact be saved through such an assault
- **Closure:** Upon the arrest of the hostage taker and the release of the hostages the control of the school or building will be returned to Victory Christian Academy

Employee Victim-Hostage

- A situation may arise in which you become a hostage
- Other individuals, such as students, employees, and citizens may become hostages at the same time
- Remember that each incident involving hostages is different. Variables such as hostage takers, hostages, motivation for the act, and location of the incident make each occurrence unique. Sound judgment, good decision making, knowledge of school and police procedures in handling such incidents, and training are the items that will be of greatest assistance to you should you become a victim

Responsibility

- The major responsibility of individuals who have become hostages is to remain calm and act in a manner that will preserve their life, as well as the lives of other hostages
- If in fact the other hostages are students, Victory Christian Academy personnel have the additional duties of ensuring that these children are aware of the behavior that will be required of them so they will be safe and do not inflame an already volatile situation
- Initially, you may be the person who is thrust into the role of negotiating with the hostage taker(s). Always remain calm and request that the situation end by the release of the hostages or the escape of the hostage takers from the area. At all times, remain neutral regarding the reasons given by the hostage taker(s) for taking this action. Your concern is safety and the release of the hostages. Further, responses of the hostage taker may be irrational or illogical, depending upon his / her mental condition and / or the stress of the situation

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FIRE AND TORNADO DRILL PROCEDURES

Policy

In the event of fire, tornado, or other natural disaster, safety and evacuation plans are in writing and to be followed by all school personnel and students. Decisions are made by the person in charge based on the Chain of Responsibility.

PHYSICAL PLANT EMERGENCY

Fire

Monthly fire drills are required to ensure the safety of all students and staff. These drills will be conducted at times designated by the principal and / or head of building maintenance on days and at times that vary from month to month. The fire alarm (a steady blast on the alarm) will signal a possible fire in the building. Teachers will take their students to the designated location outside and 75 feet away from the building. Evacuation routes and exits are detailed on a map in each room in the building. This map is prominently displayed at the eye level of the students by the exit of each room.

Students should remain silent during the entire fire drill / procedure so that necessary information can be relayed to students and personnel. When leaving the room the teacher should bring a class list and Emergency Contact Cards along to the designated location.

After the class has been evacuated to their designated location outside the building, the teacher should take a head count. If a child is missing, the principal should be immediately informed. The principal will do a search for the missing student. The teacher or a student should not re-enter the building to search for the missing child.

If the designated route is blocked by fire (or in the case of a drill, an obstacle) the teacher should lead the class to the closest safe exit.

In the event of inclement weather, the principal will direct the teachers and students to an alternate location. Under no circumstances should a teacher change the designated route or location without previous direction.

Re-entry into the building will be signaled by the person in charge.

Boiler / Heating Unit Problems

Evacuation is the same as for Fire.

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TORNADO

Tornado Watch

The principal will announce the existence of a Tornado Watch over the P.A. system to each classroom as soon as the watch condition is confirmed. Teachers should remind students of Tornado emergency procedures at this time.

Tornado Warning / Alarm

Short blasts of the alarm will signal a tornado. Teachers will take their students to the designated shelter area within the building. Routes and locations are detailed on maps located near the room exit and posted at the eye level of the student. When leaving the room, teachers should take class list and flashlight.

Students are to remain silent throughout their movement to their designated location and during the tornado warning procedures so that necessary information can be relayed to all students and personnel.

Lights in the classroom should be turned off.

When the teacher and students have arrived at their designated location, the students are to assume the appropriate safety position. Teachers must take roll at this time. If a child is missing, the teacher should notify the principal immediately. The teacher should not search for the child (remain with the other students); the principal will look for any missing child.

The students should remain in the tornado position until the all-clear is given. The principal will announce or signal when it is safe to return to the classroom.

Please see attached Building Maps Addendum – Victory Christian Academy Fire Escape Plan and Tornado Escape Plan.

BOMB THREAT

Follow the same procedures for any other emergency, except detail and note time, words used etc.

BLOODBORNE PATHOGENS

Exposure Control Plan

Purpose

The purpose of this Exposure Control Plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids.

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2. Comply with the OSHA Bloodborne Pathogens Standards.

Exposure Determination

OSHA requires employers to determine which employees may incur occupational exposure to blood or other potentially infectious materials.

At Victory Christian Academy, this includes: Principal, office staff, support staff and teachers

This exposure determination is required to list job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency.

At Victory Christian Academy, the following job classifications are in this category:

- Administration
- Classroom Teachers
- Educational Assistants
- Floater
- Building Maintenance Personnel

Implementation Schedule:

1. Compliance Methods

Universal precautions will be observed at Victory Christian Academy in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Hand washing facilities are made available to employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Employees are also provided with either antiseptic cleansers and clean cloth / paper towels or antiseptic towelettes (towels) in every office and classroom emergency kit. When these alternatives are used, employees are to wash their hands with soap and running water as soon as feasible. **Teachers and support staff are responsible to notify the office when alternatives have been used so that supplies are replenished in a timely fashion.**

The principal shall ensure that after the 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.

The principal shall ensure that, if employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

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2. Personal Protective Equipment (PPE)

PPE Provision

At Victory Christian Academy, all protective equipment (i.e., latex gloves, antiseptic towelettes, antibacterial soap, etc.) used at the school are provided without cost to employees. Personal protective equipment is 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 employee's 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.

Equipment Provided

1. Latex Gloves
2. Mask
3. Apron
4. Disinfectant (Aerosol)
5. Antiseptic Towelettes

Location

Classroom Kit & School Office
Classroom Kit & School Office
Classroom Kit & School Office
Classroom Kit & School Office
Classroom Kit & School Office

3. Accessibility to Personal Protective Equipment (PPE)

The principal of Victory Christian Academy ensures that the appropriate PPE in the appropriate sizes is readily accessible in the classroom or is issued without cost to employees. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives are readily accessible to those employees who may be allergic to the gloves normally provided.

4. PPE Cleaning, Laundering and Disposal

All personal protective equipment is cleaned, laundered, or disposed of by the Academy at no cost to the employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the classroom or the school.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

5. Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use.

6. Hepatitis B Vaccine & Post-Exposure Evaluation & Follow-up

Victory Christian Academy shall make available the hepatitis B vaccine series and post-exposure follow-up to employees who have had an exposure incident.

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The principal shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure follow-up are:

- a) Conducted within 24 hours of the exposure
- b) Made available at no cost to the employee
- c) Made available to the employee at a reasonable time and place
- d) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional
- e) Provided according to the recommendations of the US Public Health Service

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When the employee incurs an exposure incident, it shall be reported to the Executive Administrative Director.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- 1) Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- 2) Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- 3) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the principal shall establish that legally required consent cannot be obtained. When the source individual's blood, if available, is tested, the results shall be documented.
- 4) When the source individual is already known to be infected with HBV or HIV, testing known HBV or HIV status need not be repeated.
- 5) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

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Collection / testing of blood for HBV or HIV serological status complies with the following:

- a) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- b) The employee will be offered the option of having his / her blood collected for testing of the employee's HBV / HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. (Victory Christian Academy will make sure that the physician or clinic involved is able to store the blood sample for the time period indicated.)

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

Information Provided to the Healthcare Professional

The principal shall ensure that the healthcare professional responsible for the employee's hepatitis B vaccination is provided with the following:

- 1) A written description of the exposed employee's duties as they related to the exposure incident
- 2) Written documentation of the route of exposure and circumstances under which exposure occurred
- 3) Results of the source individual's blood testing, if available
- 4) All medical records relevant to the appropriate treatment of the employee including vaccination status

Healthcare Professional's Written Opinion

The principal shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- a) A statement that the employee has been informed of the results of the evaluation.

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- b) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

Information and Training

The principal shall ensure that training is provided to “at-risk” employees at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within 12 months of the previous training.

Training shall be tailored to the education and language level of the employee, and offered during the normal work hours. The training should be interactive and should cover the following:

- 1) A copy of the law and an explanation of its contents
- 2) A discussion of the epidemiology and symptoms of bloodborne diseases
- 3) An explanation of the modes of transmission of bloodborne pathogens
- 4) An explanation of the Victory Christian Academy Bloodborne Pathogens Exposure Control Plan (this document) and a method for obtaining a copy
- 5) The recognition of tasks that may involve exposure (i.e., teachers who work with developmentally disabled or those who administer first aid, coach, teach, or officiate at athletic events or activities)
- 6) An explanation of the use of methods to reduce exposure, for example: work practices and personal protective equipment (PPE)
- 7) Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs
- 8) An explanation of why these particular PPEs are being provided rather than other or additional equipment
- 9) Information on the hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge if an employee is exposed to a blood-borne pathogen
- 10) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials

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- 11) An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- 12) Information on the evaluation and follow-up required after an employee exposure incident

The person conducting the training shall be knowledgeable in the subject matter.

Employees at Victory Christian Academy receive training every 12 months, usually during the fall in-service days.

Additional training is provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Recordkeeping

1. Medical Records

Medical records are kept in the Personnel file of each employee in the school office.

2. Training Records

The Executive Administrative Director is responsible for maintaining the following training records. These records are kept in the front section of the Personnel file in the school office.

Training records are maintained for three years from the date of training. The following information is documented:

- a) The dates of the training sessions
- b) An outline describing the material presented
- c) The names and qualifications of persons conducting the training
- d) The names and job titles of all persons attending the training sessions

3. Availability

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health (NIOSH) upon request.

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4. Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition. (608-264-5388).

Annual Deadline for Compliance

All provisions required by this standard will be implemented by September 30th of each year. Compliance means that this report is completed, employees are trained, and personal protective supplies (i.e., non-allergenic rubber gloves, antiseptic towelettes, bleach, towels, garbage bags, etc) are in place.

Evaluation and Review

This Exposure Control Plan will be reviewed annually by the principal who will assess compliance with these regulations, institute changes where necessary, and ensure that all equipment, supplies, and training materials are available to all employees.

Copies of this plan are available for review by an employee in the following locations: Employee Emergency Handbook updated each year and kept in each office and classroom, 3 ring binders in the principal's office.

An employee may obtain a copy of this plan within 15 days of his / her request to the principal of Victory Christian Academy.

HAZARDOUS MATERIALS

Hazardous Materials are those materials, chemicals, or combinations of materials and chemicals that may cause illness, damage or discomfort to persons exposed to them. These materials include, but are not limited to: physical obstacles and equipment, classroom chemicals including art materials, or classroom, kitchen or building cleaning materials and chemicals.

Classroom Procedures and Equipment

Each classroom is equipped with an emergency kit containing basic first aid supplies. In addition, in classrooms where chemicals are used for science, art or other academic disciplines, specific safety devices such as goggles and eyewash are provided.

Students are trained in the use of safety equipment at the beginning of each school year and reminded periodically of safety precautions. Students who fail to abide by safety rules are separated from the activity and not allowed to participate.

Building Maintenance Precautions

Building cleaning materials are carefully stored in secured janitor's closets.

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According to the **Poison Control Center**, first-aid treatment for such said products as a result of improper exposure directly to the eyes or ingestion include:

1. Flushing the eyes with water for 15 minutes
2. Drinking water to dilute ingested cleaning solution
 - a) Children 5-6 years old should be administered a beverage high in sugar such as soda or juice
 - b) Ingested oil-based cleaning products present a potential risk for chemical pneumonia if exposure to the lungs has occurred. It is advised for parents to watch their children closely for any signs of pneumonia and consult a physician immediately if symptoms occur

In the event of an accident, first-aid directions are followed precisely.

SUDDEN DEATH

In the event of a sudden death, the principal will act as a resource and designate a team to help staff and students in dealing with the student population.

Immediate Plan of Action:

- Call 911. Once called, they are in charge of the crisis situation. Remember, the media monitors 911 calls.
- Notify Principal
- Contact Family – Obtain written permission to disseminate information
- Convene school crisis team
- Prepare information to share with stakeholders and community
- Prepare schedule / duties for remainder of day and next
- Implement crisis aftermath plan

MANDATED REPORTING

All Victory Christian Academy employees and administration shall exercise and exhaust, to the fullest extent of Wisconsin law, any legal system available to keep the students safe from child abuse and neglect. The administration will immediately report cases of suspected child abuse or neglect to the appropriate authority / agency as provided by the Wisconsin Statue 48.981.

Persons Required to Report Cases of Suspected Child Abuse or Neglect

A physician, coroner, medical examiner, nurse, dentist, chiropractor, optometrist, other medical or mental health professional, social or public assistance worker, school

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teacher, administrator or counselor, child care worker in a day care or child caring institution, day care provider, alcohol or other drug abuse counselor, member of the treatment staff employed by or working under contract with a board, established under s.46.23, 51.42 or 51.437, physical therapist, occupational therapist, speech therapist, emergency medical technician—advanced (paramedic), ambulance attendant or police or law enforcement officer having a reasonable cause to suspect that a child seen in the course of professional duties has been threatened with an injury and that abuse of the child will occur, shall report as provided in sub. 3. Any other person including an attorney having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse of the child will occur may make such a report. No person making a report under this subsection may be discharged from employment for doing so.

Referral or Report of Suspected Child Abuse or Neglect

Persons required to report under sub. 2 shall immediately contact, by telephone or personally, the county agency, sheriff or city police department and, in the case of Native American children, the tribal government and shall inform the agency or department of the facts and circumstances contributing to the suspicion of child abuse or neglect or to a belief that abuse will occur. The sheriff or police departments shall within 12 hours, exclusive of Saturdays, Sundays or legal holidays refer to the county agency and, in the case of Native American Children, the tribal government all cases reported to it. The county agency may require that a subsequent report be made in writing. Each county agency shall adopt a written policy specifying the kinds of reports it will routinely report to local law enforcement authorities.

The county agency shall, within 60 days after it receives a report from a person required under sub.2 to report, inform the reporter what action, if any, was taken to protect the health and welfare of the child who is the subject of the report.

Immunity from Liability

Any person or institution participating in good faith in the making of a report, conducting an investigation, ordering or taking photographs or performing medical examinations of a child under this section shall have immunity from any liability, civil or criminal, that results by reasons of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting under this section shall be presumed.

Penalty

Whoever willfully violates this section by failure to report as required may be fined not more than \$1,000, or imprisoned not more than 6 months, or both.

NOTE: The above excerpts from s.48.981 pertain to school personnel.

Wisconsin State Law

According to Wisconsin State Law: Statute 48.981, it states that any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of

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facts which could cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible but not more than 24 hours), by telephone or personal visit, to the local County Child Welfare Agency, the office of the Milwaukee County Sheriff or the City of Milwaukee Police Department.

1. In the state of Wisconsin, the privilege of the priest / penitent relationship is not explicitly abrogated by this law; therefore a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
2. The primary policy goal of the statute is the protection of children. Accordingly, when any pastoral or school administrator, teacher, counselor or related professional has reasonable cause to believe in good faith that child abuse or neglect has occurred or will occur, and he or she is made aware of this not through the child but through the abuser himself or herself, the professional may make a report to the authorities. Although reporting in this instance is permissive, rather than mandatory, the statute's immunity provisions apply.
3. Where potential or actual child abuse or neglect is discovered in a strictly formal and structured spiritual guidance setting - e.g., confession and retreats—reporting is also permissive by civil law rather than mandatory and immunity is granted. Although these settings may be technically outside of observations made or facts learned “in the course of professional duties”, there is a strong bias in the statute for reporting such observations or facts.
4. Due to the seriousness of this matter, with the exception of the situation noted above in “1”, all priests and pastoral personnel are expected to comply with this statute.
5. It should be noted that according to the state, the Sheriff's Department or Police Department must report the case within 12 hours to the County Agency, which is required to investigate the report within 60 days.

Child Abuse Definitions:

1. **“Abuse”** is defined by any of the following:
 - a) Physical injury inflicted on a child by other than accidental means
 - b) Sexual intercourse or sexual contact
 - c) Sexual exploitation of children -Wisconsin statute 940.225
 - d) Permitting or requiring a child to violate s. 940.225
 - e) Emotional damage

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2. **“Emotional Damage”** refers to any harm to a child’s psychological or functioning which is exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which is caused by the child’s parent, guardian or legal custodian or other person exercising temporary or permanent control over the child and for which the child’s parent, guardian or legal custodian has failed to obtain the treatment necessary to remedy the harm. “Emotional damage” may be demonstrated by a substantial and observable change in behavior, emotional response or cognition that is not within the normal range for the child’s age and stage of development.
3. **“Child”** is any person under 18 years of age.
4. **“County Agency”** refers to a county child welfare agency or a community human services board.
5. **“Neglect”** means failure, refusal or inability on the part of the parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.
6. **“Physical Injury”** includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm as defined under Wisconsin Statute 939.224.
7. **“Record”** refers to any document relating to the investigation, assessment and disposition of a report under this section.
8. **“Reporter”** is a person who reports suspected abuse or neglect or a belief that abuse will occur under this section.
9. **“Subject”** refers to the child who is the victim or alleged victim of abuse or neglect, the child’s parent or any other person specified in a report or record who is alleged or determined to have abused or neglected the child.
10. **“Physical Abuse”** is defined by inflicting any type of physical injury by punching, slapping, hitting, beating, kicking, biting, arm-twisting, hair pulling, burning, or otherwise harming a child, the injury may have resulted from over-discipline of physical punishment that is inappropriate is still abuse. Any physical act causing harm to a child is abuse whether it was intended or not.
11. **“Child Neglect”** is defined as failure on the part of the parents or caregivers to provide for the child’s basic needs—food, water, shelter, clothing, and so on. Child neglect can be a combination of the following: physical, educational, or emotional neglect or it can be just one alone.

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a) **“Physical Neglect”** includes refusal of or delay in seeking health care or emergency medical services; abandonment such as kicking an underage child out of the home or not allowing a runaway to return home; and inadequate supervision through leaving a child unattended for long periods of time or through leaving an underage child home alone to be responsible for younger siblings.

b) **“Educational Neglect”** includes allowing a school-aged child to commit the act of chronic truancy and failing to enroll a child of mandatory school age. It also can include inattention to a special educational need; such as knowing the child is in need of special education classes and doing nothing about it.

c) **“Emotional Neglect”** includes such actions as chronic or extreme spousal abuse in the child’s presence, knowledge or permission of drug or alcohol use by the child, and refusal of or failure to allow or provide needed psychological care. It is extremely important to distinguish between willful neglect and a parent’s or caretaker’s failure to provide necessities of life because of poverty. For example, willful neglect calls for child protective intervention. However, if a parent is unable to provide the necessities of life due to poverty, the school should seek assistance for the family from the appropriate governmental agencies.

12. **“Emotional Abuse”** includes screaming, yelling, be-littling, name-calling, and emotional detachment, lack of love and affection, and blaming the child for the adult’s problems or financial state.

Pastoral Responsibility and Care

All parties concerned demand some clear practical procedures within the school / church building itself. In the presence of any suspicion that the allegation may be grounded in fact, the following steps should be taken by the local pastor or administrator in case of an allegation within the school / church regarding any Victory Christian Academy staff, church member or volunteer.

1. The mandated reporter will immediately communicate his / her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation, which is required by law. The reporter is immune from liability no matter what the outcome.
2. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending further investigation. The administrator, as well as the accused, is advised to seek legal counsel immediately. The insurance carrier should also be contacted; the accused should consult other counsel to avoid conflict of interest.

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3. Ordinarily, the accused employee or volunteer should, for the protection of all concerned, avoid school or church property until the full investigation has been completed.
4. Pastoral care should be extended to the alleged victim as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
5. Care must be taken to avoid defamation of character of the accused. The entire process will be conducted in the spirit of charity and compassion for the alleged victim as well as for the accused.
6. If the accused is a leader in the church or school, arrangements may be made, at the discretion of the governing body, to provide for professional counseling for the accused.

SUICIDAL / DEPRESSION

To aid school personnel to assist suicidal students or students with depression or other emotional concerns, the following guidelines may be implemented.

1. Immediately report any potentially suicidal students or students who have exhibited any emotional stress to the principal and pastor
2. The principal or pastor will refer such a student to a counseling service. The counselor shall receive, in written form, permission to service said student. If suicidal behavior is suspected, do not hesitate to question student about his/her thoughts, intent, and or plans.
 - a) Question student about feelings of hopelessness and the length of time he / she has been experiencing these feelings.
 - b) Question the student about any thoughts of killing him / herself and how persistent and strong the thoughts are.
 - c) Question the student whether any suicidal plans have been made, how detailed the plans are, and whether preliminary actions have been taken.
 - d) Advise the student regarding the action you plan to take.
 - e) Do not let the student out of your sight and assure him / her that you are there to offer support and intervention and there is hope for their situation.
 - f) Notify parent immediately and the Bureau of Milwaukee Child Welfare at: 414-220-7233.

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- g) Release the student only to a parent, a police officer, or a close relative designated by the parent.
- h) Make the parent aware of sources of help such as item “f” above.
- i) The principal or pastor should follow up with the parent to be sure some contact with a county agency or appropriate non-school agency has been made.
- j) After the crisis has been resolved, the principal or pastor and the student shall meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student. The principal or pastor shall appoint a “mentor” to keep close contact for a 30-day period (with the student) and the community agency treating the student to insure a coordinated school-agency approach.
- k) All staff involved with the student after an unsuccessful suicide attempt, shall be invited to an informational staff meeting to assist them in appropriately dealing with the student

CLASSROOM EMERGENCY KIT CONTENTS

(Teachers should inventory contents periodically)

- | | |
|-------------------------|--------------------------------------|
| 1. Current Student List | 4. Bloodborne Pathogens Supplies |
| 2. Flashlight | 5. Community Emergency Phone Numbers |
| 3. First Aid Supplies | 6. Student Emergency Contact Cards |

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**CLASSROOM EMERGENCY KIT
INVENTORY**

Room _____ Grade _____ Teacher _____

Inventory Date:			
Item	Present (x)	Last Checked for Working Condition	Replaced (Date)
Current Student List			
Flashlight			
First Aid Supplies (Basic, i.e, Adhesive Bandages etc.)			
Fire Drill Map			
Tornado Drill Map			
Blood borne Pathogens Supplies: Gloves, Mask, Apron, disinfectant spray etc.			
Community Emergency Phone Numbers			
Student Emergency Cards (Copies)			

Missing Emergency Kit Supplies:

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Local Emergency Numbers

Fire, Police, and Ambulance	911
Non-Emergency (Police)	(414) 933-4444
Milwaukee County Sheriff	(414) 278-4700
Poison Control Center	(800) 222-1222
WE Energies (Gas Leak)	(800) 261-5325
WE Energies (Electrical Outage)	(800) 662-4797
WE Energies (Non-Emergency)	(800) 242-9137
Mental Health Association	(414) 276-3122
Aurora West Allis Medical Center	(414) 328-6000
Greater Milwaukee Free Clinic	(414) 546-3733
Child Protective Services	(414) 220-7233
Bell Ambulance	(414) 264-2355
Illingworth Heating and Cooling	(414) 476-5790
Water Works (Emergency)	(414) 286-3170
Water Works (Non-Emergency)	(414) 286-2830
Morris Plumbing	(414) 640-0679
Time Warner	(877) 415-4758
Road Conditions	(800) 762-3947
Best Electric	(414) 727-8770

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PERSONAL EMERGENCIES

Student:

First Aid

First Aid is applied only by authorized, trained personnel. A record is kept of first aid applications and parents are notified personally and / or in writing on the day of the incident.

CPR

Victory Christian Academy strives to have all staff trained in CPR techniques. Should a student need CPR it is applied only by a trained staff member and emergency personnel. Parents are also called and informed of the incident requiring CPR. Parent permission to administer CPR with no liability to the school is stated on the Emergency Contact Card.

Playground Accidents

Students are supervised on the playground by a qualified adult at all times. Students are expected to abide by the playground rules set in place for their safety. Playground supervisors are equipped with a whistle which they use to stop action if there is a need to communicate with the students.

Should an accident occur, the supervisor will stay with the child and send an older student to request additional help. Parents are notified of any injury that requires hospital or clinic attention. Should the child require first aid, the procedures above are followed. School officials retain the right to call emergency personnel if they deem that emergency help is required.

Classroom Accidents

Students are supervised in classrooms at all times. Should an accident occur, the same procedures as those for playground accidents above are followed.

Parent Notification

Ordinarily, in the case of a minor, parents will be notified and expected to make decisions regarding the calling of emergency personnel. However, should the principal or his / her designee determine that emergency personnel should be called before the parent; the administrator / principal or his / her designee is so empowered. Parents are expected to complete an Emergency Contact Sheet each Fall and report address / phone number changes as necessary.

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Adult:

Crisis Chain of Responsibility

In the event of a personal crisis to a teacher or other adult in the building, or in the event of a physical crisis within the building, the principal shall be the person to make all decisions regarding procedures.

Should the principal, Christina Dyson, be absent or impaired, Vyon Rogers shall be so empowered.

Should both Christina Dyson and Vyon Rogers be absent or impaired, Melissa Lopez shall be so empowered.

In the event of a crisis involving an adult person, the next-of-kin or the person so designated on the Adult Emergency Contact Sheet shall be called immediately and asked for assistance.

In danger of death, emergency personnel shall be called.

Staff members are also expected to complete Emergency Contact Sheet. This policy empowers school personnel to make decisions in case of emergency.

SAFETY POLICIES

Physical and Sexual Abuse of Students

Children must be respected. Children should inform any staff member at Victory Christian Academy if they are being abused by any person. The staff at Victory Christian Academy is mandated by law to report any suspicion of child abuse or neglect to Social Services.

In-School Supervision

At Victory Christian Academy, students are under the supervision of qualified, caring adults at all times. In our effort to build our school community, all faculty and staff share responsibility for the welfare and safety of our students. We require all students to cooperate with all adults at all times.

Drop-Off and Pick-Up of Students

Specific requirements for the safety of students state that parents must inform the school of regular drop-off and pick-up procedures for the family. If students need to have a different pick-up and / or drop-off site after school, the school office needs to be notified no less than 1 day in advance.

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If students are going to be picked up from school by an alternate person, the parent / guardian must give written permission or call the school office at least 2 hours prior to school dismissal. If these requirements are not met, Victory Christian Academy will not be able to accommodate the modified transportation request.

Custodial and Non-Custodial Parent Policies

Victory Christian Academy protects the rights of parents in relation to who may or may not pick up a child from school. Parents are expected to fill out the Emergency Contact Sheet carefully in the area indicating who may not visit the student in school or pick up the student because of legal restrictions. We will abide by these instructions.

STUDENT SAFETY PROCEDURES

Traffic Control

Students are instructed in the internal school traffic patterns during the first 4 weeks of school. Students are expected to abide by stated procedures in all areas, specifically, in entering and leaving the building, hall conduct, lunchroom procedures, and in all situations where groups of students are moving in and outside the building.

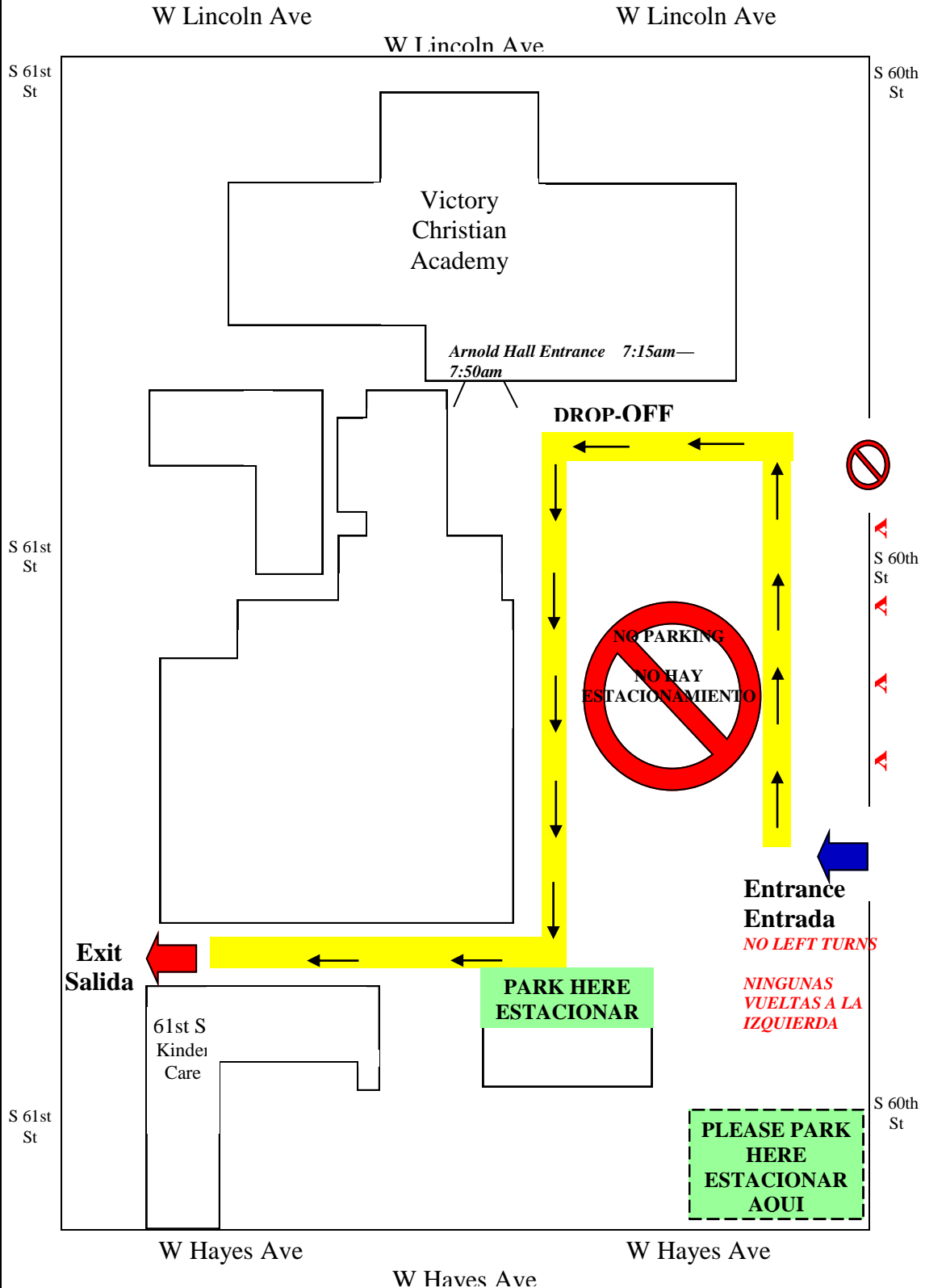
Parents are asked to abide by the outside traffic patterns established for the safety of students as they move in and out of the building. Parents are particularly advised to honor the parking areas behind the building.

Please see attached Building Maps Addendum – Victory Christian Academy Traffic Control

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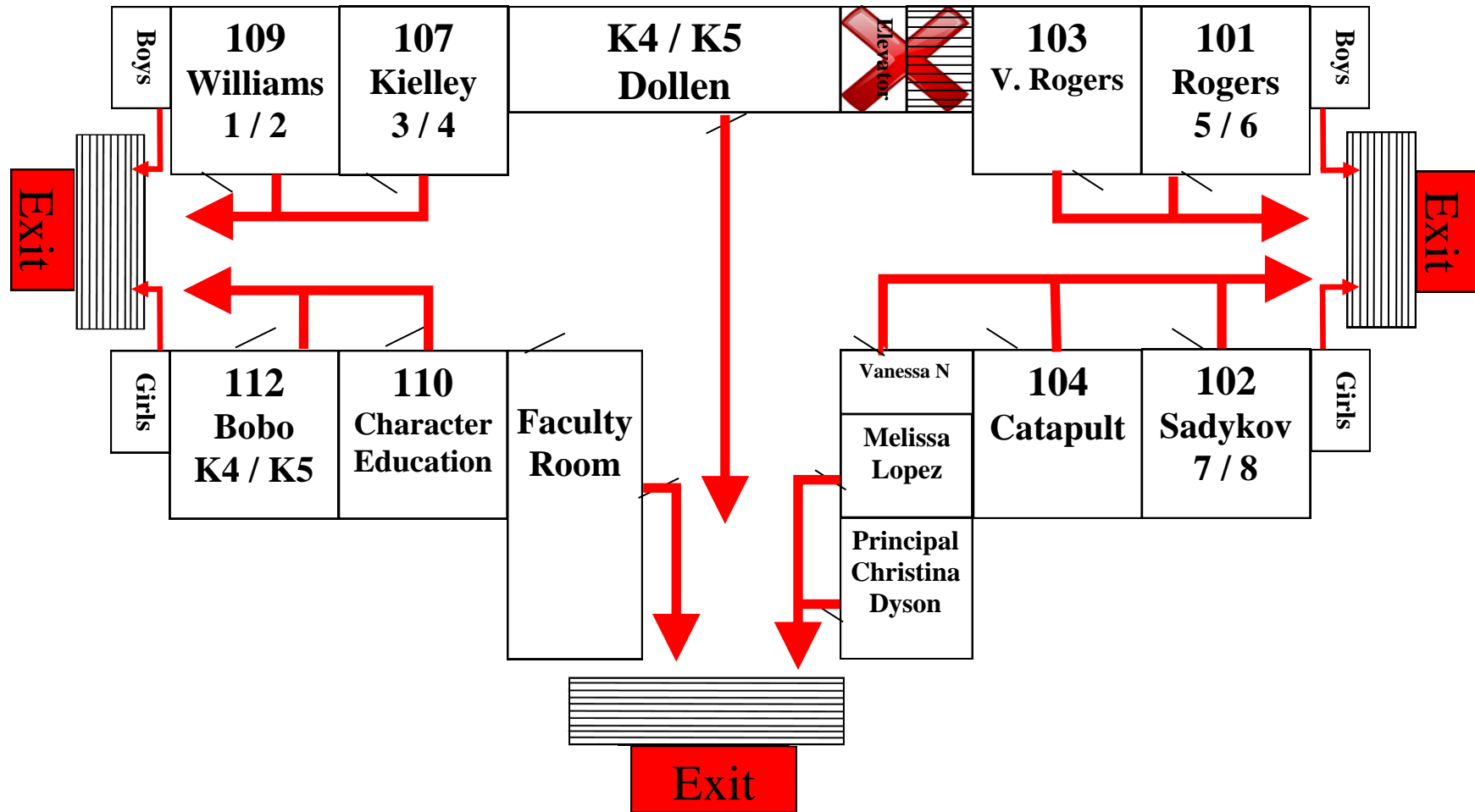
Drop Off & Pick Up Map/Mapa de Dejar & Recoger



At 7:51am, parents escort students to enter on Lincoln Ave using buzz-in system.
A las 7:51am, padres acompañar a sus hijos a entrar las puertas en la Lincoln Ave usando el timbre.

Fire Exit Routes First Floor

Playground / Parking Lot



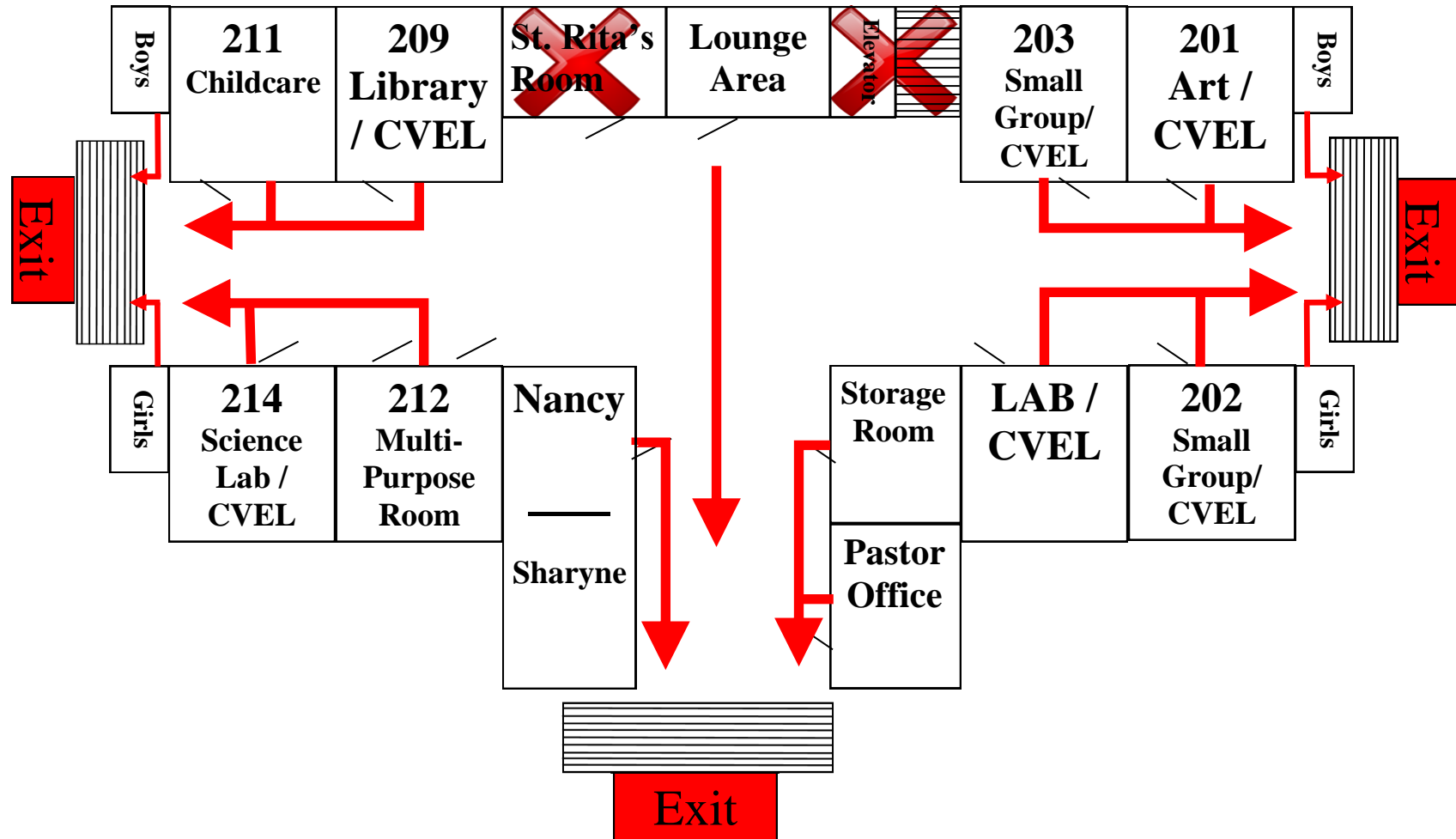
60th Street

61st Street

Lincoln Avenue

Fire Exit Routes Second Floor

Playground / Parking Lot



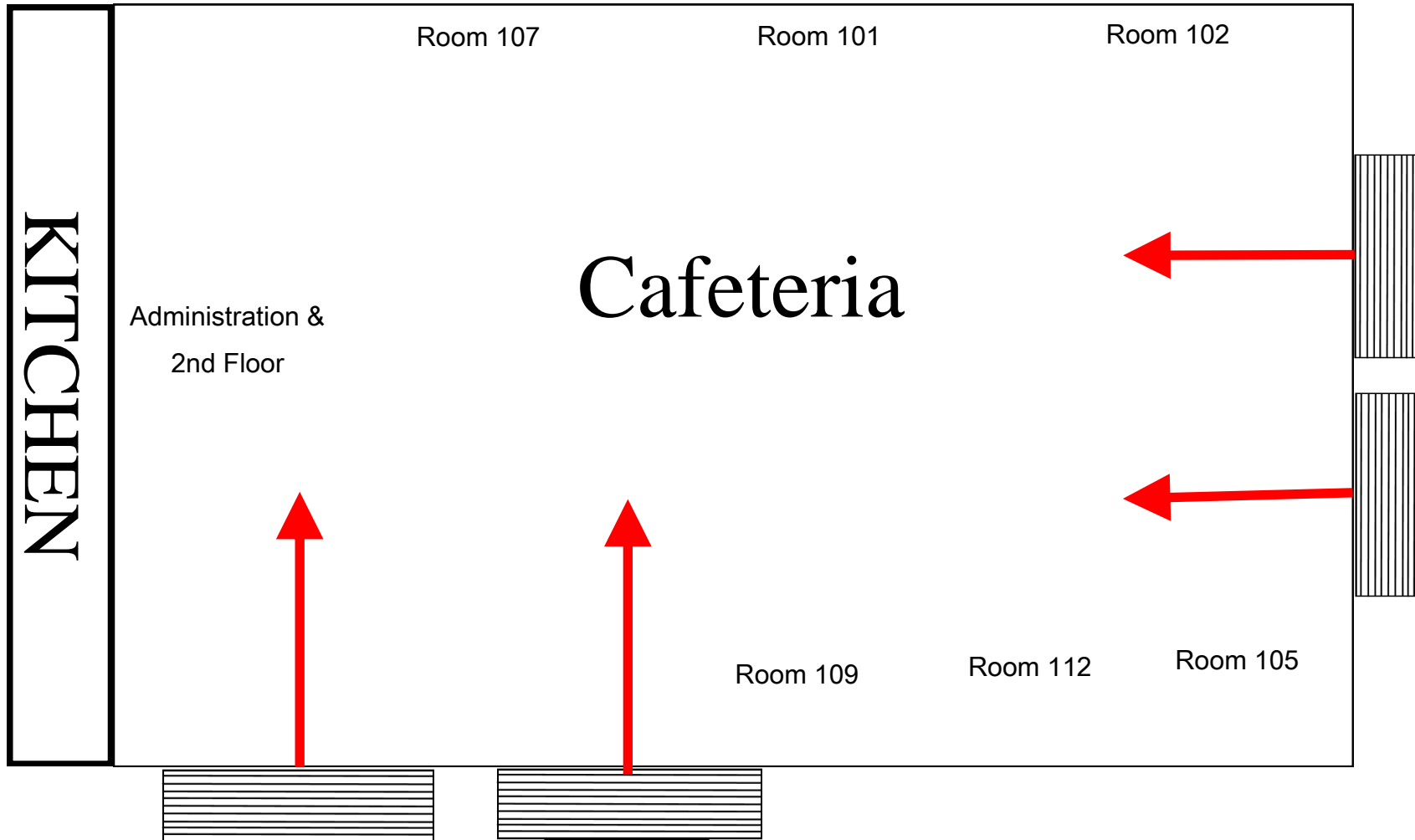
60th Street

61st Street

Lincoln Avenue

Tornado Drill Class Positions

Playground / Parking Lot



60th Street

61st Street

Lincoln Avenue