

## **Operational Services**

### **Safety**

#### **Safety Program**

All SASED operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on SASED owned or leased facilities or at a SASED event.

The Executive Director or designee shall develop, implement and maintain a comprehensive safety and security plan that includes without limitations:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by SASED and used as a digital two-way radio, and (4) when the school bus is parked.

#### **School Safety Drill Plan**

During every academic year, each school building operated by SASED that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

#### **Automated External Defibrillator (AED)**

The Executive Director or designee shall implement a written plan for responding to medical emergencies at SASED physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

#### **Carbon Monoxide Alarms**

The Executive Director or designee shall implement a plan with SASED's local fire officials to:

1. Determine which SASED buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Executive Director or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Executive Director or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Annual Review

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

Emergency Closing

The Board of Control authorizes the Executive Director or his or her designee to close SASSED-operated schools and administrative offices in event of hazardous weather or any other emergency which presents a threat to the safety of students, school staff members, or school property.

An employee emergency phone tree will be constructed for each SASSED-operated school and administrative office by each school or program administrator. Emergency phone trees shall be submitted to the Human Resource Department by the second Friday in September and updated copies shall be submitted as information changes.

Employees who work in schools operated by SASSED member districts, shall follow the directives of the Superintendent of the District in which they are located and immediately notify the Executive Director of an emergency closing.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, 5/18-12.5, and 128/.  
210 ILCS 74.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria, 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: April 22, 2009

AMENDED: February 20, 2013

UPDATED: October 26, 2016