

Related Entries: (Not identified at this time)

Safety

The following procedures shall be followed to ensure a safe and orderly working and learning environment:

- (1) It shall be the duty of all District personnel to report to the principal or direct supervisor, any condition which may constitute a safety hazard.
- (2) The Safety, Security and Inspections Department shall have on file a report of the inspection of the schools by safety inspectors.
- (3) Each school principal shall maintain a crisis box and shall follow the provisions for rendering emergency treatment and provide other health services as prescribed by the Superintendent or designee through the School Health Services Department.
- (4) Each school shall maintain a record of accidents. Records shall be made on a form and in the manner provided by the Director of Insurance & Benefits or as otherwise provided by law, State Board of Education Rules or policies of the School Board.
 - (a) All serious incidents which include significant injuries to students or staff, threats to campus security, arrest, property damage or theft or incidents that may create media attention, occurring during **regular** business hours (8:00 a.m. to 4:30 p.m.) shall be reported to the Communications Department by telephone within 15 minutes of their occurrence. Individuals shall continue to call until they have personally spoken with someone in the department outlined in this paragraph.
 - (b) All serious incidents which include significant injuries to students or staff, threats to campus security, arrest, property damage or theft or incidents that may create media attention, **occurring before 8:00 a.m. or after 4:30 p.m.** shall be reported to the Chief Administrative Officer, District Operations or the Safety, Security & Inspections Department by telephone within 15 minutes of their occurrence. Individuals shall continue to call until they have personally spoken with someone in the three departments outlined in this paragraph.

STATUTORY AUTHORITY: 1001.42, 1001.43, 1013.12, F.S.

Adopted: 1/6/09