

SAFE PASSAGE ACT SUMMARY

GOAL A

1.

THE DISTRICT HAS ESTABLISHED AND IMPLEMENTED ACCOUNTABILITY MECHANISMS TO ENSURE THE PERFORMANCE, EFFICIENCY, AND EFFECTIVENESS OF THE SAFETY AND SECURITY PROGRAM.

YES NO N/A

EXPLANATION / DOCUMENTATION

The are numerous intervention programs in the District. Data is maintained and evaluated for program effectiveness. Programs include: In School Suspension Programs, Alternative School Placement Programs, Exceptional Student Education Programs, Safe and Drug Free School Programs, and Employee Assistance Programs. Programs are reviewed annually to determine successes and effectiveness. If it is determined that a program is not meeting the expected goals it is either realigned or abandoned. Programs and administrative procedures are developed by well rounded committees that include members from the student population, the community, the school, administration, and partner agencies. Some of the committees include: Code of Conduct Committee, Safety Task Force, Uniform Task Force, and Safe and Civil Schools Task Force. School Board Investigations have clearly defined goals and documented standard operating procedures. Data is maintained and evaluated to assist in policy formation. Data includes: Computerized reporting systems that match the School Environmental Incident Safety Report (SESIR), records of false alarms and citations, the monitoring of after hours employee entry, daily logs of patrol officers, accident data on staff and students, break-in data, hotline data, arrest data, school site security audits, school resource officer programs, and other programs. The district has a School Police Department and School Board Investigations is a cooperative effort with the Jacksonville Sheriffs Department.

CORRECTIVE ACTION

To maintain the integrity of the Safety and Security Program, alarm codes should be canceled for those who violate established procedures. We need to implement a district wide communication system that is compatible with other partner agencies such as JSO, JFRD, JEA, and EOC. Procedures should be established to hold schools accountable for the employee errors and violation of prodecures. Begin program to instill digital CCTV System in all secondary and selected elementary schools able to integrate with actual system.

FISCAL IMPACT and TIMELINE

\$1,500,000.00 budgeted and from Safe School Funds to implement the School Police Department and CCTV Programs Over the next four years. \$126,000.00 budgeted to implement the First Coast Radio system during the 2002/2003 year.

SAFE PASSAGE ACT SUMMARY

GOAL A

2.

THE DISTRICT REGULARLY REVIEWS THE ORGANIZATIONAL STRUCTURE AND STAFFING LEVELS OF THE SAFETY AND SECURITY PROGRAM AND MINIMIZES ADMINISTRATIVE LAYERS AND PROCESSES.

YES NO N/A

EXPLANATION / DOCUMENTATION

Annually budget review committees evaluate staffing levels and the duplication of tasks. As part of the district's strategic plan all programs were evaluated for effectiveness and organizational structure. During the strategic planning process alternative methods of delivery were evaluated. School Board Investigations Department is supervised by a Jacksonville Sheriffs Office Lieutenant. This is a contracted source with numerous resources easily available to the District. It must be noted that a positive response was generated by the Council of Greater City Schools when the Safety and Security Program was evaluated during the management review.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL B

1.

THE DISTRICT HAS IMPLEMENTED A SCHOOL SAFETY PLAN THAT INCLUDED DISTRICT-WIDE EMERGENCY AND SAFETY PROCEDURES AND IDENTIFIES THOSE RESPONSIBLE FOR THEM.

YES NO N/A

EXPLANATION / DOCUMENTATION

The district has documented plans and procedures in place which covers safety and security issues. There is a Comprehensive Safety Binder in all schools which explains procedures in detail. Every school based employee has been trained in crisis procedures, provided with a checklist flipchart and code cards. The district has a district administrative level Internal Crisis Response Team with assigned goals and tasks. The team meets on a semi-annual basis for training and information sharing. Safety Coordinators assist site based Safety Committees with the development of school based crisis response teams. The district has in place teams that are responsible for emergency shelter operation during ordered evacuations. The Crisis Event Support Team (CEST) is comprised of mental health experts. Their role is to assist the Internal Crisis Response Team and provide aftercare to the participants of a crisis event. Each school is responsible for developing a site specific safety plan, modeled after the district safety plan. Safety Specialists and Security Officers assist in the development of the school safety plan. The district works extensively with partner agencies to make certain everyone has a clear understanding of their expected role during a crisis event. Safety awareness and procedures are part of the evaluation process for site administrators.

CORRECTIVE ACTION

To ensure the programs are effective, new employees must receive safety training during orientation. Administration Level (ancillary facility personnel) are in need of crisis response training and visual tools.

FISCAL IMPACT and TIMELINE

S: GOAL B -1. SAFE PASSAGE ACT

JJG 1/10/02

SAFE PASSAGE ACT SUMMARY

GOAL B

2.

THE DISTRICT HAS DEVELOPED A CHECKLIST FOR EACH EDUCATIONAL FACILITY THAT PROVIDES STEP-BY-STEP EMERGENCY PROCEDURES.

YES NO N/A

EXPLANATION / DOCUMENTATION

The emergency plan for the district has step-by-step procedures to follow. The plan includes procedures for: tornadoes - severe weather-lightning, evacuation procedures- fire drill procedures- first aid / body fluid clean-up suspicious package/bomb treat, bomb threat phone trace procedures, intruder/stranger on campus, kidnapping, abduction/hostage, robbery, weapon on campus - firearm discharge-shooting, emergency phone numbers and codes, Flipcharts and code cards contain generic information. Each school has been encouraged to develop site specific procedures and are provided with assistance for development. Emergency procedure information is available in every classroom.

Partner agencies such as Jacksonville Sheriffs Office, Jacksonville Fire and Rescue Department, the Duval County Health Department, and the Emergency Operations Center are provided with specifics regarding our procedures, what they can expect from us, and what our expectations are of them. The district has worked hard to develop a positive interaction with our partner agencies so territorial issues will not arise during an event.

The district level crisis response team members understand their roles and responsibilities during a crisis event. Goals have been communicated to in-house departments and what their role will be in meeting particular goals.

CORRECTIVE ACTION

Safety Specialist will verify that site specific check lists have been developed during the annual inspection. We are handicapped in our ability to communicate throughout the district. We will continue to research for the best resolve for communicating within the district and with partner agencies.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL B

3.

THE DISTRICT DEVELOPS AND MAINTAINS ITS SCHOOL SAFETY PLAN AND EMERGENCY RESPONSE PROCEDURES WITH STAKEHOLDER INPUT.

YES NO N/A

EXPLANATION / DOCUMENTATION

The Safety Task Force and the Safe and Civil Schools Task Force are made up of staff, students, community members, local partner agencies, PTA members, School Advisory Council members and administrators.

Plans are reviewed continuously and changes are made as deemed necessary to best fit the District. We continue to educate ourselves on best practices, preventative and intervention practices. Procedures are public information except for the procedures that are considered safety sensitive and if shared would place students and staff in jeopardy.

CORRECTIVE ACTION

Adjust procedures to reflect concerns raised by stakeholders. The Safety Department website is developed and in the implementation phase and will act as a source of public information.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL B

4.

THE DISTRICT PROVIDES EMERGENCY RESPONSE AGENCIES WITH FLOOR PLANS AND BLUEPRINTS AS APPROPRIATE.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each partner agency is able to obtain blueprints for each facility. Jacksonville Sheriffs Office SWAT Team is in possession of all School Board facility floor plans. Each school has an emergency evacuation kit that includes the floor plan that is site specific. The evacuation kit is available to all partner agencies during a time of crisis.

CORRECTIVE ACTION

During annual facility inspections Safety Specialists will verify that the most recent version of the school floor plan is in the evacuation kit. If changes are made to the facility replace old floor maps with corrected maps.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL B

5.

THE DISTRICT AND EACH SCHOOL REGULARLY PRACTICE EMERGENCY RESPONSES BASED ON POTENTIAL HAZARDS AT EACH SITE.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each school site holds fire and tornado drills as required. Annually, practice crisis drills are held with the specific schools and their partner agencies. Evacuation routes are evaluated, response time is evaluated and physical plant concerns are evaluated annually. Each month schools submit a Safety-to-Life checklist to the Safety office verifying compliance with evacuation requirements. Potential hazards are reviewed on a weekly basis and compliance is verified on the Safety-to-Life checklist.

CORRECTIVE ACTION

We must not become complacent with our procedures and we need to increase our practice crisis drills. We need to develop mini-scenarios for schools to use for crisis drill practice.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL B

6.

THE DISTRICT'S MASTER PLAN FOR IN-SERVICE TRAINING IDENTIFIES DISTRICT AND SCHOOL PERSONNEL WHO NEED SAFETY TRAINING AND PROVIDES AN APPROPRIATE LEVEL OF SAFETY TRAINING FOR ALL PERSONNEL.

YES NO N/A

EXPLANATION / DOCUMENTATION

<p>Maintenance provides a wide range of safety training to its employees. Each craft is required to receive a minimum of 1 hr. of safety training each month. This training varies from trade to trade. All training is documented. A supply of safety videos and code books are available to each foreman to be utilized in their training.</p>
<p>School psychologist and social workers participate in in-service training activities throughout the year.</p>
<p>Mandatory trainings are held for all Cafeteria Managers and Lead Workers two times each year (Fall & Spring)</p>
<p>These trainings include segments on food safety and sanitation and personal safety in the workplace.</p>
<p>Area meetings are held at least once each month. A safety/sanitation topic is covered at each of these meetings.</p>
<p>A part of the ARAMARK/DCPS Food Service Department Strategic Plan, all management employees will be certified by ServSafe.</p>
<p>School based employees receive annual Blood Borne Pathogens training. School based employees working with special students are annually trained on proper lifting techniques.</p>
<p>All ServiceMaster custodial employees receive the following safety training:</p>
<p>1. During the initial 5-day orientation and training period, new employees attend class on Safety Tool Kit which includes sessions on HAZCOM, HAZMAT,PPE, Asbestos Awareness, Blood Borne Pathogens, Lockout/Tagout, and Fall Protection. In addition, employees receive training in proper lifting techniques, electrical, safety, general chemical safety, trash handling and school fire safety. All training is documented in the individual employee's training record.</p>
<p>2. Annually, all custodians receive a mandatory refresher on Safety Tool Kit and other general safety topics. This training is also documented in the individual employee's training record.</p>
<p>3. Employee's activities, work habits and skills are periodically monitored by Zone Managers and Assistant Zone Managers during visits to work sights. Observed safety violations are immediately brought to the attention of the individual employee and the immediate supervisor. Corrective action is immediately taken, enforced and observed for compliance.</p>

CORRECTIVE ACTION

The Chairman of ARAMARK/DCPS Food Service Department Safety Committee is scheduled for spring OSHA training.

SAFE PASSAGE ACT

GOAL B

6.

Page 2

THE DISTRICT'S MASTER PLAN FOR IN-SERVICE TRAINING IDENTIFIES DISTRICT AND SCHOOL PERSONNEL WHO NEED SAFETY TRAINING AND PROVIDES AN APPROPRIATE LEVEL OF SAFETY TRAINING FOR ALL PERSONNEL.

YES NO N/A

CORRECTIVE ACTION

The master in-service training plan should be evaluated to determine where safety issues could be addressed. Specific safety modules should be designed and implemented. New employee orientation should contain a module for appropriate safety training programs with documentation

SAFE PASSAGE ACT SUMMARY

GOAL C

1.

THE DISTRICT AND EACH SCHOOL HAVE ESTABLISHED DISCIPLINARY POLICIES AND A CODE OF STUDENT CONDUCT THAT ARE WELL-DEFINED.

YES NO N/A

EXPLANATION / DOCUMENTATION

The district annually reviews, revises and, distributes the Elementary and Secondary Code Of Conduct handbooks to schools, students, and parents. The district has a policy and compliance officer that ensures the district meet all relevant laws, rules and regulations. Enforcement is accomplished through School Board Policy and the Student Code of Conduct. The district utilizes numerous programs to deal with students that have disciplinary issues. The district has policies and procedures in place related to student interviews by law enforcement agencies and district investigators. All interviews are conducted in compliance and do not violate the civil rights of the student.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL C

2.

THE DISTRICT REVISES ITS CODE OF STUDENT CONDUCT AND INFORMS ALL STAKEHOLDERS AS TO THE FINAL PRODUCT.

YES NO N/A

EXPLANATION / DOCUMENTATION

Annually a Code of Conduct Committee reviews and revises, if necessary, the Student Code of Conduct. Revisions are presented to the School Board for approval. Public hearings are held to allow stakeholders input. The final product is distributed to the schools, students, parents and community agencies. The Code of Conduct is clearly written and communicated to students and parents. Acknowledgement forms are signed as proof of receipt.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

1.

EACH SCHOOL HAS A SYSTEM IN PLACE TO IDENTIFY THE EARLY WARNING SIGNS OF STUDENT VIOLENCE.

YES NO N/A

EXPLANATION / DOCUMENTATION

Student Services, Health Education, Safe and Drug Free Schools Programs, Employee Assistance Programs, Exceptional Student Staff, and Community Agency partners provide on-going inservice training related to the early warning signs of both student and employee violence. The district employs a wide group of experts that work together as a Child Study Team to provide assessment, evaluation, and advisement services to students and staff. The district has a Crisis Event Support Team (CEST) that supports a hotline to encourage crisis intervention by students and staff. All psychological records are protected, logged as confidential and kept in locked files in district level administration offices. School Board Investigations receives all reported threats, disruptions, weapon incidents, and other related disruptive behavior or incidents. A case file is made for each incident. School Board Investigations does follow-up with interviews, documentation, and searches in coordination with the patrol officers and SRO's.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

2.

THE DISTRICT IDENTIFIES AND IMPLEMENTS PARENT AND COMMUNITY OUTREACH STRATEGIES TO PROMOTE SAFETY IN THE HOME AND COMMUNITY.

YES NO N/A

EXPLANATION / DOCUMENTATION

The district develops contracts with the Duval Detention Center, Duval House, and Duval Start to provide educational support services to students housed in these Juvenile Justice Facilities. The district uses private companies to provide educational support services to other Juvenile Justice Facilities. The district holds Townhall meetings addressing Safety and Security, the standards implemented in the district, the results of implementation. The panel speakers at Townhall meetings include leaders from the community, district administrative staff, school staff, students, and partner agency representatives. The district interacts with the school PTA's and SAC's providing them with information and the tools to act as liaisons with parents and the community. Violence prevention videos were given to every middle and high school last year. During the 2001/2002 school year security and safety training was administered to all school staff along with a quick referral chart and code card. School Watch pamphlets have been developed so they can be distributed among school neighbors in the community. In coordination with the district, First Alliance Bank offers a savings bond as a reward for information leading to a suspect involved in violence or potential violence issues. The district also participates in Red Ribbon Awareness Week, Silence Hurts Campaigns, Weather Watchers, and other community based activities.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

3.

THE DISTRICT CONDUCTS A HAZARDS ANALYSIS TO DETERMINE THE POTENTIAL SAFETY AND SECURITY ISSUES FACING EACH SCHOOL.

YES NO N/A

EXPLANATION / DOCUMENTATION

Special Fire Safety Inspectors and local Fire Jurisdiction inspectors perform annual facility inspections to assess and evaluate the viability of all sites. Site administrators perform weekly hazard assessments and report the results monthly to the safety office. Life Safety matters are reported immediately to maintenance, facilities, and the safety office. The Comprehensive Health Education curricula is aligned with risk and protective factors in an attempt to reduce violence risk factors. Each school is provided personal assistance in developing site specific safety and security plans.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

4.

BASED ON THE NEEDS IDENTIFIED IN THE SCHOOL HAZARDS ANALYSIS, THE DISTRICT IMPLEMENTS APPROPRIATE VIOLENCE AND DRUG PREVENTION PROGRAMS FOR EACH SCHOOL.

YES NO N/A

EXPLANATION / DOCUMENTATION

The Safe and Drug Free Schools Programs are revised and updated annually. The programs are approved by Duval County Public Schools, the Health Education/Safe and Drug Free Schools Advisory Council, and the Florida Department of Education. The district researches and reviews programs and policies developed by other agencies and school districts to evaluate best practices used by others and to determine their appropriateness to our events. Site based managers are provided with data collected pertinent to their students, and the resource information and tools necessary to address their particular needs. Evaluations are performed to identify particular trends and the intervention necessary to curb further escalation. Information from school districts, law enforcement agencies, fire departments, and health agencies was used to create the district's emergency procedures and comprehensive safety plan.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

5.

THE DISTRICT HAS CRIME WATCH AND SCHOOL SAFETY HOTLINES AVAILABLE IN ALL SCHOOLS.

YES NO N/A

EXPLANATION / DOCUMENTATION

School Safety hotline (1-877-723-2728). Hotlines and crime watch programs are in place throughout the district. Programs are implemented on an age appropriate basis. Many successful school based programs are in place. Incentives are developed according to the need, the climate and the culture of the school site. Parents are made aware of programs available and hotline numbers and are encouraged to participate. The district works in harmony with partner agencies and the community.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

- None (Group 5)

SAFE PASSAGE ACT SUMMARY

GOAL D

6.

THE SCHOOL BOARD ADOPTS CURRICULA AND PROGRAMS AIMED AT PROTECTING STUDENTS, TEACHERS, BUS OPERATORS, ADMINISTRATORS, AND SCHOOL PERSONNEL.

YES NO N/A

EXPLANATION / DOCUMENTATION

While the School Board adopts the primary policies guiding the district, administratively, procedures are implemented for the protection of all students, teachers, bus operators, administration, and school personnel. Procedures are developed with the intent to protect all stakeholders. Procedures and appropriate trainings are made available to all pertinent parties in the district. Curricula and programs include: Safe and Drug Free Schools, Zip Counselors, Health Education with safety components, Drug Free Youth Incentives, Safety Hotlines, Crime Watch Programs, and Silence Hurts. The district level programs include the Strategic Plan, the Superintendents High Five, the Uniform Task Force, the Safety Task Force, and the Safe and Civil Schools Task Force. The target of many of these programs is behavior based changes. Maintenance programs include: asbestos abatement, water testing, elimination of oil based paints, the elimination of outdated ballasts, hazardous material closet inspections, and integrated pest management. Maintenance provides monthly safety training sessions specific to the trade being performed. The warehouse provides employee safety training, personnel protection equipment, and forklift training. Custodial contractors have a defined Safety Tool Kit curricula to protect the employee from personal injury and to instruct the employee on proper use of chemicals. Food Service contractors follow Health Department Rules and Regulations for proper food handling and preparation. They also have specific safety training to prevent employee injuries during the course of their duties. Bus contractors train their employees in safety related issues in accordance with Florida Statutes Chapter 234. They are also provided

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL D

6.

THE SCHOOL BOARD ADOPTS CURRICULA AND PROGRAMS AIMED AT PROTECTING STUDENTS, TEACHERS, BUS OPERATORS, ADMINISTRATORS, AND SCHOOL PERSONNEL.

YES NO N/A

EXPLANATION / DOCUMENTATION

with the tools to report school bus discipline incidents to the appropriate authorities. The district implemented a Uniform Policy for elementary and middle schools with an opt out option. The uniform policy has been distribute and is available at the Little Red Schoolhouse information booths. The districts website features the uniform policy and the dress code.

CORRECTIVE ACTION

Search for a solution to making the Uniform Policy mandatory without the possibility of violating the Civil Rights of the student. Currently there is no recourse for non compliance of the uniform policy. If we are unable to achieve resolution Then the policy should be abandoned.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL E

1.

THE DISTRICT CONDUCTS AN ANNUAL REVIEW OF ALL RELEVANT HEALTH AND SAFETY ISSUES FOR EACH EDUCATIONAL FACILITY.

YES NO N/A

EXPLANATION / DOCUMENTATION

Annually Special Fire Safety Inspectors perform facility inspections in compliance with Florida State law to include review of Fire Safety, Life Safety, Casualty, and Sanitation issues. Reports of inspection findings are provided to the facility, to the Maintenance Department, and the Facilities Department. Results are evaluated and deficiencies are addressed through maintenance work orders and behavior performed at the site. Annual inspection reports are presented to the School Board for their approval. Representatives of local fire jurisdictions review the annual report to ensure compliance with the National Fire Code.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL E

2.

THE DISTRICT DESIGNS EDUCATIONAL FACILITIES AND SITES TO ENHANCE SECURITY AND REDUCE VANDALISM THROUGH THE USE OF "SAFE SCHOOL DESIGN" PRINCIPLES.

YES NO N/A

EXPLANATION / DOCUMENTATION

The Safety and Security Departments of DCPS are invited to all plan's phase review meetings to ensure that all proposed designs meet, as much as possible, all "Safe School Design" principles. All departments involved in the design of a school adhere to the Florida Building Code and State Requirements for Educational Facilities. The DCPS Professional Services Guide" refers and requests that "Safe School Design" principles and Crime Prevention Through Environmental Design (CPTED) be referenced and incorporated into school designs. DCPS Design Guidelines also reference many of these principles. Safety reports are given to Design Professionals for the incorporation of deficiency correction into the design documents, where applicable. Maintenance routinely installs security lighting and fencing, throughout the district. Grounds maintains shrubs and tree to eliminate potential hazards and blind spots around the school.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL E

3.

THE DISTRICT HAS PROCEDURES THAT GOVERN ACCESS TO EACH EDUCATIONAL FACILITY AND ITS STUDENTS AND ACCESS IS LIMITED TO AUTHORIZED STUDENTS AND VISITORS.

YES NO N/A

EXPLANATION / DOCUMENTATION

Access varies from school to school but all visitors are to report to office for permission to enter the campus. Wherever practical, the main office is so situated as that visitors must pass within viewing range with a sign directing visitors to the office area. Fencing is used in many areas to prevent or deter entrance to the facility at unauthorized locations. Card access and electric door strikes are used where applicable. Doorbells are installed at facilities with limited view main entrance access. All new designs have clearly defined areas for receiving visitors. Maintenance services keying systems and door hardware. Locksmith services are provided 24 hours a day, 7 days a week. Safety Inspectors and Code Inspectors are vigilant that required paths of egress are available for their intended purpose. All schools are equipped with an intrusion alarm system that is monitored by the district's central monitoring Staff 24 hours a day, 7 days a week. Buildings are secured in accordance with the Florida Building Code and the State Requirements for Educational Facilities. Each school has established procedures for releasing students to authorized parents, guardians, and/or other persons. All school staff members are trained in the expected procedures and the process of reporting incidents not supporting the procedures.

CORRECTIVE ACTION

Door strikes, doorbells, and card access are added as the needs are identified. Gates and fencing are added as the needs are identified.

FISCAL IMPACT and TIMELINE

Funding comes from Major Maintenance Items and Safe School Funds.

SAFE PASSAGE ACT SUMMARY

GOAL E

4.

THE DISTRICT ENSURES THAT PLAYGROUNDS ARE PROPERLY CONSTRUCTED, MAINTAINED, AND SUPERVISED SO AS TO REDUCE THE RISK OF INJURY.

YES NO N/A

EXPLANATION / DOCUMENTATION

New play areas are constructed without the use of materials hazardous to human health or the environment.
Maintenance provides one full time employee dedicated to playground equipment upkeep and other services as needed.
New playgrounds must meet safety standards and cannot be purchased until plans are approved by the Safety Office.
All new playgrounds must meet the Consumer Product Safety Commission Guidelines.
Personnel are certified Playground Inspectors and playgrounds are inspected annually by district personnel and daily by Site based personnel. Maintenance responds to playground work order requests from the schools and from the Safety Office. Playground equipment emergencies are corrected within 24 hours, immediate concerns are addressed within 48 hours, and routine concerns are addressed within 30 days. Equipment that possess life safety hazards or is determined to be out of compliance with new standards is destroyed and replacement is made.
Children are properly supervised while using the playgrounds during the school day. Each site uses a method most appropriate to the particular needs of the staff and students for supervising playground activity.

CORRECTIVE ACTION

Verify that procedures are in place for daily playground inspections at all sites with playground areas. Verify that standard operating procedures are in place for playground supervision and that staff understands the implications of poor supervision.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL E

5.

EACH EDUCATIONAL FACILITY HAS APPROPRIATE EQUIPMENT TO PROTECT THE SAFETY AND SECURITY OF PROPERTY AND RECORDS.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each school is equipped with an intrusion alarm system and fire alarm system that is monitored in the District's central monitoring station by District personnel. This is a 24 hr operation. Systems were designed and installed by both contracted security professionals and in-house security professionals. Alarm systems are inspected every time a school calls for service. Schools without service requests are inspected annually.

Every school has an evacuation kit which included the site specific safety plan, the floor maps, the student roster and daily attendance sheet, staff information, emergency medical information, pictures - if available, crowd control signs, office supplies, student sign out sheets, and a first responder first aid kit. Schools are encouraged to personalize their kits according to specific site needs.

CORRECTIVE ACTION

Continue the district's current retrofit project to be completed by both in-house and contracted security professionals.

FISCAL IMPACT and TIMELINE

\$1,500,000.00 budgeted funds and Safety School money is dedicated to the project with a 2 year completion date.

SAFE PASSAGE ACT SUMMARY

GOAL E

6.

THE DISTRICT PROVIDES APPROPRIATE SAFETY EQUIPMENT AND INFORMATION TO PREVENT INJURIES TO STUDENTS AND OTHERS.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each school has a clinic that is equipped with emergency first aid kits. Each wing of the school should have a spill kit and emergency gloves. There are eye wash systems in labs and there are hazardous material cabinets/closets where chemicals are kept. Technical schools with shops or trade rooms have the appropriate equipment and systems in place for student and staff protection.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL E

7.

THE DISTRICT FOLLOWS ENVIRONMENTAL AND FOOD SAFETY HEALTH PRACTICES AND REGULATIONS.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each cafeteria is inspected by the Duval County Health Department a minimum of two times each year. Findings, if any, are addressed and corrected immediately.

Each Cafeteria Manager / Lead Worker has received a copy of the ARAMARK/DCPS Operations Manual to be maintained in their school. This manual is available to all cafeteria workers. The manual currently has a section on safety and sanitation that gives an overview of appropriate food safety and safe work environment practices, as well as information on procedures to follow when a worker is injured or becomes ill while on the job.

Mandatory trainings are held countrywide a minimum of two times during the school year. Safety and sanitation are discussed at each of these trainings.

Area meetings are held at least once each month. A safety/sanitation topic is covered at each of these meetings.

The ARAMARK Safety Awareness Claims Control Manual contains information on reporting, investigating, and correcting the cause of incidents. This manual is located in the ARAMARK central office and is available to all Area Superintendents.

Custodial employees follow all environmental regulations regarding the use and handling of cleaning chemicals and supplies as taught to them during their training session on HAZCOM/HAZMAT.

CORRECTIVE ACTION

A revised edition of the Operations Manual will be distributed prior to next school year. It will include written procedures for reporting Workers' Compensation claims, updated safety and sanitation policies and a copy of 64-E11, Florida's State health regulations. Each Cafeteria Manager will be required to sign for receipt of the manual to provide documentation that this information is available to each cafeteria worker.

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL F

1.

THE DISTRICT HAS PROCEDURES TO CREATE SAFE AND ORDERLY PROCESS FOR STUDENTS ARRIVING AT OR LEAVING EACH SCHOOL CAMPUS.

YES NO N/A

EXPLANATION / DOCUMENTATION

Each school adopts site specific procedures for ensuring the safety of students arriving or leaving school each day. School personnel are assigned specific areas of responsibility during the morning and evening hours. The facilities are inspected on an annual basis for compliance with the State Requirements for Educational Facilities. Schools are designed to have separate bus loops and parent drop off/pick up areas. Safety personnel annually review the continued compliance with required laws. Safety personnel evaluates and offers solutions to situations that arise during the year related to traffic patterns. Safety personnel interact with the City Traffic Engineers to establish criteria for pedestrian zones, school zones, crossing areas and possible hazardous walking areas.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL F

2.

THE DISTRICT HAS IMPLEMENTED POLICIES, PROCEDURES, AND PRACTICES THAT ENSURE THE SAFETY OF TRANSPORTED STUDENTS.

YES NO N/A

EXPLANATION / DOCUMENTATION

The school system has policies in place that mandate that all buses used to transport students meet or exceed all applicable state and federal codes, including an appropriate safety restraint system.
The district has developed and implemented policies and procedures to ensure that all bus stops are located in the most reasonably safe locations and are monitored continually for hazardous situations.
The district has policies and procedures in place to insure that all persons transporting students are properly licensed, trained, and qualified.
The district has developed a School Bus Safe Driver Plan that specifies how infractions of the traffic code will be addressed. These policies include both pre and post employment points systems and a committee that meets quarterly to review driving records.
Emergency evacuation drills are required at least once each semester. The school principal is responsible for assuring the completion of the required drills. The school is required to submit confirmation of the drills to the transportation Department.
The district has written policies for reporting and investigating bus accidents.

CORRECTIVE ACTION

FISCAL IMPACT and TIMELINE

SAFE PASSAGE ACT SUMMARY

GOAL F

3.

SCHOOL BUSES, INCLUDING BUSES OPERATED BY SCHOOLS, CHARTER SCHOOLS, AND CONTRACTORS, ARE INSPECTED AND MAINTAINED IN ACCORDANCE WITH STATES LAWS AND STATE DEPARTMENT OF EDUCATION RULES.

YES NO N/A

EXPLANATION / DOCUMENTATION

A pre-trip inspection form is filled out before the bus can be operated. This form must be located on the bus at all times during operation. The form is then attached to the monthly inspection report and forwarded to the transportation department.

The fleet operations Manager is responsible for insuring all inspections are done in a timely manor. The contractor is responsible for reporting which buses were inspected the previous day and the results.

Any bus that fails an inspection, develops mechanical trouble, or is involved in an accident must be inspected by a qualified staff member or at the City Motor Vehicle Inspection (MVI) station. Records are kept in the transportation office, at the contractors office and at MVI.

The transportation department conducts random field inspections to insure that the buses being used have met all criteria set forth in the Florida School Bus Safety Inspection Manual.

CORRECTIVE ACTION

None.

FISCAL IMPACT and TIMELINE