To ensure that safety procedures, guidelines, and policies are followed, the District has developed a school district safety program that is outlined in this St. Louis Public Schools Safety and Risk Management Handbook.
Published by:

St. Louis Public Schools’ Safety and Risk Management Committee
July 2011
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St. Louis Public Schools  Safety & Risk Management Handbook
SECTION I

SCHOOL BOARD POLICY

SAFETY & RISK MANAGEMENT HANDBOOK SIGNATURE PAGE

The safety of all St. Louis Public School (SLPS) personnel, students, and visitors is of vital importance. To this end, it shall be the policy and practice of SLPS to prevent accidents, occupational injuries, and illnesses by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on District property or at school sponsored events.

SLPS shall strive to provide safe working conditions for all staff members and will give prompt consideration to remediate those conditions that may present a threat to the health and safety of all staff members. To that end, SLPS will mandate and provide workshops to instruct staff on safe work practices so that work, teaching, and learning can be accomplished without threat to life, health or loss of property.

SLPS will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

The Superintendent shall have the overall responsibility for the safety program. SLPS administrators, as the Superintendent’s designees, will ensure that all employees are kept informed of current state and local requirements related to occupational safety. Administrators and principals shall be responsible for administration and supervision of the safety program within their assigned areas of responsibility.

To ensure safety procedures, guidelines, and policies are followed, SLPS has developed a safety program that is outlined in this handbook. Every SLPS employee will receive a copy of this handbook; new employees shall be given a copy upon employment. All employees will receive annual reviews and updates on the SLPS safety program and protocols.

As a condition of employment I acknowledge that I have read, understand, and will adhere to the safety program and guidelines contained in the St. Louis Public Schools Safety & Risk Management Handbook.

JULY 2011

Date: _____________    Printed Name: __________________________________________
    Employee Signature: __________________________________

Title: ____________________    Department/School: ______________________________

Signed copy of this statement will be kept on file in the Human Resources Division.
Safety and Risk Management Policy Statement
The St. Louis Public Schools District (District) is committed to providing and maintaining a safe, orderly, and healthy workplace for all students, employees, visitors and others present on district property, or at a school sponsored event. Proactive procedures shall be in place to prevent accidents, occupational injuries, and illnesses.

Prevention activities to reduce lost work time shall be promoted by the District. The District shall strive to provide a safe, orderly, and healthy workplace environment along with providing the appropriate training on safe working procedures, guidelines, and policies. To ensure safety procedures, guidelines, and policies are followed the District has developed a school district safety program that is outlined in the St. Louis Public Schools Safety and Risk Management Handbook.

The St. Louis Public School Board expects the cooperation of all St. Louis Public School staff for the maintenance of the safe, orderly, and healthy workplace environment.

Adopted: June 24, 2010
Section II

SAFETY & RISK MANAGEMENT COMMITTEE

SAFETY & RISK MANAGEMENT COMMITTEE ORGANIZATION
A safety and risk management committee has been established as a management tool to recommend improvements to our workplace safety program, address safety issues for our students and visitors, and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety and risk management committee is comprised of representatives from the Special Administrative Board (Board), Academics, Information Technology, Human Resources, Finance, Risk Management, Operations, Safety and Security, Teachers Union – Local 420, and Cannon Cochran Management Services, Inc. (CCMSI).

Responsibilities
The safety and risk management committee will be responsible for assisting the Board in:

1. Communicating procedures for evaluating the effectiveness of control measures used to protect employees, students and visitors from safety and health hazards in the District.
2. Reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing suggestions from employees.
3. Updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
4. Evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
5. Participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings
The District Safety Committee will meet monthly or as needed and the Subcommittees will meet on an as needed basis.
Section III

SAFETY RULES, POLICIES AND PROCEDURES

The safety rules contained in this section have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties. The safety rules in this section are general in nature and apply to all employees. More specific safety rules may exist for various buildings or departments. Employees must be aware of all safety rules that apply to their employment.

ALL EMPLOYEES

General
1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician recommendations and notify the administration if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a District vehicle/or personally owned vehicle, during the course and scope of employment, they shall wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor. Failure to report an injury in a timely manner may jeopardize your Workers’ Compensation benefits.
6. Employees shall report any safety hazards/conditions immediately to management.
7. No employee shall perform any activity which is higher than they can reach unless they have received the proper training in the use of ladders, step stools and the like. Furthermore, employees shall not stand or attempt to stand on chairs, tables, and etc.

Prevent Slips and Falls
1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to the administration immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.

Lifting/Pushing/Pulling Procedures
1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. Maximum weight limit for one person for lifting/pushing/pulling is 50 lbs. If you need help with a lesser weight ask for help.
4. If the load is too heavy or bulky get assistance from a co-worker or by submitting a work order request.
How to Lift Safely
1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. While keeping the weight of the load in your legs, stand to an erect position.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set down objects in the same manner as you picked them up, except in reverse.
11. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
12. Never lift anything if your hands are greasy or wet.
13. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Housekeeping
1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains and drink dispensing machines immediately. Report larger spills to the custodians immediately.
3. When an immediate clean up is not possible, mark and/or barricade the area with traffic cones or some other conspicuous marker to alert on come.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Straighten or remove rugs and mats that do not lie flat on the floor.
7. Return tools to their storage places after using them.
8. Do not use gasoline for cleaning purposes.
9. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Electrical
1. Do not use frayed, cut or cracked electrical cords.
2. Submit work order request or contact maintenance if cords are damaged or outlet cover plates are missing.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
6. Keep electrical cords and power strips away from sinks and other sources of water.
7. Use appropriate personal protection equipment (safety glasses, gloves, boots, etc.)
8. District policy is to purchase and use UL rated/listed equipment at all times.
9. Do not exceed the rated capacity of any extension cord used. Do not connect two extension cords together. Do not use extension cords as a substitute for permanent wiring.

Stairs
1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.
3. Do not run on stairs or take more than one step at a time.
4. Report all hazardous conditions found on stairways to the administration.
5. Step well into the step, not on the edge.
6. Avoid distractions while on stairs.

Driving
1. Reduce speeds. Remember that the posted speed limit is for ideal travel conditions.
2. Allow for extra travel time or consider delaying trips if the weather is inclement.
3. Always use headlights during inclement weather.
4. Make sure windshield wipers, batteries, tires and defrosters are working and in good condition.
5. Carry blankets, flares and other equipment that would be helpful in an emergency.
7. Be courteous to other drivers.
8. Keep to the right except to pass, using turn signals to alert other drivers of your intentions.
9. Always buckle seatbelts.

Walk Defensively
1. Slippery sidewalks, parking lots, streets and entryways pose extra dangers.
2. Use crosswalks.

Avoid Overloading
1. Keep your balance.
2. Keep your packages together.
3. Don’t block your vision.

Parking Lot Safety
1. Watch your footing when getting out of your vehicle.
2. It takes a vehicle much longer to stop on ice and snow.

Choose Proper Footwear
1. Wear footwear with maximum traction.
2. Winter boots.
3. Non-slip soles or overshoes.
OFFICE / CLASSROOM SAFETY

General Rules
1. Do not stand on furniture to reach high places.
2. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
3. Do not throw matches, cigarettes or other smoking materials into trash baskets.
4. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
5. Do not burn candles in classrooms. Open flames are only allowed in controlled environments such as science experiments.

Files
1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects
1. Store sharp objects, such as pens, pencils, letter openers and scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder
1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper-cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.
5. Do not allow students to use paper cutters or shredders.

Staplers
1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, for removing staples.

RESEARCH SCIENCE / LAB SAFETY
1. Do not store reagents on the lab bench.
2. Do not eat, drink, or chew gum in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the lab.
3. Safety glasses must be worn at all times in the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Wear your lab smock when working in the lab.
6. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended when they are on.
7. Do not lean into fume hoods when the hood is on and open containers of chemicals have been placed under the hood.
8. Do not use fume hoods for storage.
9. Obtain and read Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated personal protective equipment.
10. Ensure chemicals are properly labeled and stored in accordance with MSDS.
11. Never store chemicals in unlabeled containers.
12. Do not mix chemicals in the sink drain.
13. Do not block access to the laboratory eyewash, safety showers, fire extinguisher, or fire alarm pull station.
14. Wear shoes or boots that cover your feet completely; do not wear open toed shoes or sandals.
15. Do not block escape routes from the lab.
17. Never store materials in lab or storage area aisles.

**Hazardous Materials**
1. Know the location of MSDS and follow the instructions on the label and in the corresponding MSDS for each chemical product you will be using in your workplace to include using the recommended personal protective clothing and storage guidelines.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
6. Do not drag containers labeled "Flammable."
7. All chemical containers must be labeled. If any unlabeled containers are found, they must be removed and turned in to Support Services.

**MAINTENANCE / CUSTODIAL**

**General Guidelines**
1. Any personal protective equipment (PPE) should meet standards set by ANSI (American National Standards Institute).
2. Hard hats–wear ANSI approved hard hats when working on or near construction projects, trimming trees, and doing any work that has potential for head injury.
3. Safety glasses and goggles–wear ANSI approved safety glasses/goggles that are appropriate for protecting the eyes from extremely bright light and ultraviolet radiation (UV rays), flying objects, and very hot, poisonous, and irritating liquids.
4. Ear plugs or muffs–wear appropriate ear protection to protect ears from excessive noise exposure.
5. Respirators–wear respirators as required while working in an environment where there is danger of breathing air contaminated with toxic gases, vapors, fumes and dusts. Employees must be medically cleared and fit tested prior to wearing a respirator.
6. Safety footwear–wear safety footwear with metal box toe and puncture resistant sole while doing grounds keeping or maintenance work.
7. Gloves–wear appropriate type of gloves when working with chemicals, solvents, or toxic substances as well, to protect hands from flying objects and from contact with vibrating machines.

**Use of Ladders and Step Ladders**
1. Never substitute furniture such as tables and chairs for ladders.
2. Read and follow the manufacturer's instruction label affixed to the ladder. Place the ladder feet 1/4 of the ladder's working length away from the base of the structure.
3. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
4. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
6. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
7. Allow only one person on the ladder at a time.
8. Face the ladder when climbing up or down it.
9. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
19. Do not use a ladder as a horizontal platform.

**Electric Power Tools**
1. Do not use power equipment or tools you have no experience with until you have been trained by a qualified operator.
2. Ground Fault Circuit Interrupter (GFCI) is required to be used while working with power tools. GFCI should be plugged in directly to the outlet.
3. Keep power cords away from the path of drills, grinders, and presses.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave power tools “ON” that are unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable".
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not remove the ground prong from electrical cords. Do not use cords with ground prongs removed.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
19. Visually inspect all tools before use. Do not use broken or damaged tools.

**Machine Guarding / Machine Safety**
1. Replace the guards, before starting machines and after making adjustments or repairs to the machine.
2. Use lockout tag out procedure when working on equipment.
3. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
4. Read and obey safety warnings posted on or near any machinery.

**Hand Tool Safety**
1. Carry all sharp tools in sheath or holsters.
2. Gloves are required when using box cutters, utility knife, etc.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts.

**Tool Boxes/Chests/Cabinets**
1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull them.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

**Pallet Jack Use**
1. Only employer authorized personnel may operate the pallet jack.
2. Do not exceed the manufacturer's rated load capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop the pallet jack gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, ask a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Never place your feet under the pallet jack.

**Carts**
1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

**Hand Truck Operations**
1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's rated load capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the axle and not the handles will carry the weight.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

**Compressed Gas Cylinders Storage and Handling**
1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all compressed gas cylinders in the upright position.
3. Keep all cylinders not in use capped and secured with safety chain.
4. Do not lift compressed gas cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Place cylinders on the cradle, sling board, pallet or compressed gas cylinder basket to hoist them.
7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

**Use of Compressed Gas Cylinders**
1. Do not use dented, cracked or other visibly damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
4. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
5. Stand to the side of the regulator when opening the valve.
6. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.
7. Do not use compressed gas to clean yourself, equipment or your work area.
8. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.
9. Open cylinder valves slowly. Open the valve fully when the compressed gas cylinder is being used, in order to eliminate possible leakage around the cylinder valve stem.

**Hazardous Materials**

1. Know the location of Material Safety Data Sheet (MSDS) and follow the instructions on the label and in the corresponding MSDS for each chemical product you will be using in your workplace to include using the recommended personal protective clothing and storage guidelines.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
6. Do not drag containers labeled "Flammable."
7. All chemical containers must be labeled. If any unlabeled containers are found, they must be removed and turned in to Support Services.
8. No smoking in district vehicles.
9. Limit cell phone use and use hands free cell phone equipment when available.

References: Harrison School District

Colorado Springs, CO
Section IV

EMERGENCY PROCEDURES

Advance planning for emergencies and disasters is necessary to provide for the safety of students and staff. Therefore, the superintendent shall be responsible for developing all-hazard plans that meet federal, state and local requirements for preparedness. Details of these plans are contained in the EMERGENCY OPERATIONS PLANS, which is located at the Central Office and in each school. These plans deal with all phases of Emergency Management.

In all emergency response situations remain Calm, Alert, Informed and Responsive.

When the school staff remains calm, it can help to prevent an emergency from developing into a disaster. The following deals with responses (Response phase of Emergency Management) to various emergency situations:

**Bomb Threat** (See Sample Form in Appendix A)

1. When a threat is made, report it and record it:
   a) If you find a written threat (note, computer screen, etc.), do not touch it. Protect the evidence. Notify the building leader immediately. Complete the Bomb Threat Record Form.
   b) If you are the recipient of a threatening call:
      i. Keep the caller on line as long as possible and do not hang up. If a student answers the telephone, have an adult take the call if possible.
      ii. Using the Bomb Threat Record Form, record the time the conversation began and the caller ID number.
      iii. Have someone alert the principal’s office.
      iv. Write down everything the caller says.
      v. Make an educated guess as to caller’s sex, age, race, and accent.
      vi. Listen for and make a record of background noises.
      vii. Record the time the call ends.

2. Staff may be directed by messenger to conduct a room search for items that seem out of place. Divide the room into various search levels. The first sweep covers all objects resting on the floor or built into the walls, up to your waist. The second step is a scan of the room from the waist to chin height. The final scan is from the top of the head to ceiling height, including air ducts, window tops and light fixtures. Do not touch suspicious items. Report them immediately to the administration.

3. Discontinue use of cellular telephones and FM radio transmitters.

4. Teachers may be told to evacuate the building in designated buddy room teams. Fire evacuation procedures will be followed, except that bells will be turned off and evacuation will be initiated by word-of-mouth.

5. If there is an evacuation, students and staff may be told to “leave as you are” and take no bags, backpacks, etc. to the Safe Zone. Another option is to have the students and staff takes their bags, backpacks, etc. with them, which makes a search of the building following evacuation easier and reduces the liability for property left behind. Under the second option, the bags and backpacks should be screened before being admitted into the Safe Zone.
Earthquake
1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
   a) Talk calmly to students to avoid panic.
   b) Get beneath a desk, table or bench.
   c) Cover head with a coat, clothing or hands.
   d) If no cover is available, crouch against an inside wall and cover head.
   e) Stay away from outside walls, windows or expanses of glass.
   f) Students and staff outside the building should move away from the building and any overhead electrical wires.
   g) All doors should be left open to minimize jamming if the building shifts.
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. Wait for a directive from the building leader to evacuate. However, if the fire alarm sounds, immediately evacuate to a safe distance from the building. If the primary route is blocked, the leader will select an alternate route. If electricity is out, the alternate fire alarm will be sounded. [Some fire evacuation routes will not be suitable for earthquake evacuation, due to overhead power lines, exposed gas lines, etc.]
5. If outside, when the earthquake or aftershock occurs:
   a) Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
   b) Assume the “drop and cover” position until the quake is over.
6. Check for injuries among the students and staff.
7. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Fire
1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm using one of the pull stations located in each hallway.
2. Evacuate building out of your primary evacuation route. If the primary route is blocked, select an alternate route. Making sure doors and windows are closed and lights are turned off. Account for students and staff. Teachers, take the class roll and the class copy of emergency procedures with you.
   a) When exiting out the external fire doors, insert a door jam or other device between the door frame and the door in order that the door does not completely close and lock. This will allow the students and staff to reenter the building quickly (reverse evacuation) if the hazard outside the building is greater than the hazard inside the building.
   b) Members of the building emergency response team will remove the door jams and secure the door if it is confirmed that there is a fire (in order to close off oxygen to the fire) and when the key for reentry is immediately available.
3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions.
4. The building has a designated search and rescue team that is trained in light fire suppression. If the fire is small and contained, they are the staff members who may decide to use the appropriate fire extinguisher to engage the fire. All other staff members should only use a fire extinguisher when it is necessary to assist in the evacuation of the school. Considerations when making the decision to use a fire extinguisher are:
a) The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.
b) The fire department has been called.
c) The fire is small and confined to the immediate area where it started.
d) The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.
e) You are trained to use the extinguisher and can operate it safely.
f) You are supported by another adult who monitors the exit route and carries a back up fire extinguisher.

5. When in the assembly area outside the building, and a safe distance from the building, teachers should take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student.

6. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Intruder

1. There should be no unsecured access to the building/school from outside. Signs are posted directing all visitors to report to the office to be signed in and cleared for visits to other parts of the building. Visitors who are cleared will be given a badge that has been marked with today’s date. Strangers in the building not displaying a valid “visitor” badge should be stopped by any member of the staff and directed to the office for screening and authorization.

2. If the intruder is inside the building and becomes violent or displays a weapon, staff may be notified to “lockdown” or evacuate the building.
   a) The “lockdown” announcement will be made over the intercom system. For a ‘lockdown,” close and secure doors. Everyone in the room should sit on the floor against the wall on the side of the room where the entrance is. If the door has a window, cover it. No talking. If someone knocks on the door, do not respond. There should be no readmission, if caught outside during a “lockdown.” They are to report to one of the designated offices. Schools should have turned off the bell system. Students and staff shall disregard any bells, if they do ring.
   b) If the “lockdown” is initiated during a passing period for schools, get all students in your vicinity inside your room and secure the door. Prepare a roster of the students in your room. If possible, transmit the roster to the office over the intranet.

3. Be prepared, when directed by law enforcement or the building leader, to evacuate the building. Teachers, take the class roll and the class copy of emergency procedures with you. Law enforcement officials may not have the intruder isolated at the time of the evacuation. Under those circumstances, law enforcement officials will be concerned that the intruder(s) might mix in with the evacuating students/staff in order to escape or cause further damage. Evacuating students/staff should be prepared to put their hands on their heads when directed by the police and until they have been checked by law enforcement officials.

4. When in the assembly area outside the building, and a safe distance from the building, teachers take roll.

5. Await further instructions. Do not return to the building until instructed to do so by the administrator or law enforcement officials.

6. If teachers are with students outside the building or if staff is outside when a violent intruder comes on campus, notify the administration to initiate the lockdown while you and your students drop to the ground in their present location. If the threat is directed toward you or your students, stay low and move quickly to the best shelter (the school building or other nearby structure).
Tornado/Storm
When a *Tornado Watch* (conditions are right for a tornado) is issued for our area, teachers will be notified about the watch and they will not take their classes outside the building until the watch is ended. During a Watch, monitor the NOAA radio as well as the primary radio outlet (KMOX-1120 AM/KTRS-550 AM) and/or television outlet (KSDK-TV Channel 5/KTVI-TV Channel 2/ KMOV-TV Channel 4).

If a *Tornado Warning* (a tornado has been spotted in our vicinity) is issued, the alarm (siren) will be sounded and these steps are to be followed:

1. When the alarm (siren) is sounded, move to the designated shelter. Each student and staff member should carry with them a hard covered book/notebook for use in covering the head in the shelter area. If the primary route is blocked, select an alternate route. Teachers should take the class roll and the emergency procedures with them.
2. When in the shelter, assume the protective squatting position, against the wall, holding a hard covered book/notebook over the head or with hands locked at the back of the neck.
3. After the storm passes, check the roll and check shelter occupants for injuries. Report on student accountability.
4. Await further instructions. Be prepared to evacuate the building. If evacuated, do not return to the building until instructed to do so by the administrator.
Section V

VIOLENCE PREVENTION AND INTERVENTION

P5144.1 ST. LOUIS BOARD OF EDUCATION SCHOOL VIOLENCE INTERVENTION POLICY

The SLPS District has the authority to manage student conduct by promoting good order and implementing disciplinary practices in a manner which is consistent with state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students may forfeit their right to a public school education by engaging in conduct prohibited in the SLPS Student Code of Conduct Handbook and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the assignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent/Designee; and longer term suspension and/or expulsion from school by the Board of Education.

The District will provide annual in-service training to all staff concerning the District’s discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

A. SLPS Board of Education Policy - Corporal Punishment

SLPS District employees and volunteers are prohibited from administering corporal punishment to students attending the SLPS schools, and from causing such punishment to be administered.

B. SLPS Board of Education Policy - Physical Restraint

Physical restraint will be used only when other means of preventing or stopping a breach of discipline have proved ineffective. Trained staff members, regardless of their level of training, may, use justifiable physical restraint of a student if it is deemed reasonably necessary to:

1. Prevent the student from hurting himself/herself.
2. Protect others.
3. Protect the staff members’ well-being.

As relates to this policy, corporal punishment is the use of or threat of physical force for the purposes of discipline or punishment. Furthermore, the use of physical restraint by trained staff shall not be considered as corporal punishment.

1 School officials possess comprehensive authority to prescribe and control conduct of students in the public schools. Tinker v. Des Moines Indep. Cmty. Sch. Dist. 393 U.S. 503, 507 (1969). In Missouri, the school board is statutorily authorized to make all rules necessary for the organization, grading, and government of the school district. §171.011, RSMo 2000. Disruptive conduct on school premises can be prohibited by school officials to provide an environment conducive for learning. Streeter v. Hundley, 580 S.W.2d 282, 286 (Mo. Banc 1979).

2 Restraint is defined as an act, which may be forceful in nature, of holding back, limiting or controlling someone or something.
Physical restraint which is administered in accordance with this section shall not be deemed corporal punishment as defined in Section A. above.

In the above cases physical restraint is justified when it is an alternative to a greater harm. When necessary, it should be applied without anger and as a restraint rather than as retaliation.

Trained staff members are permitted to use only the minimum amount of restraint reasonably necessary to accomplish the preventive measures required.

If a staff member uses physical restraint on a student, the following must be done:

1. Report the incident to the Building Administrator immediately.
2. Prepare a written comprehensive report detailing the reason for using physical restraint, the type and manner of physical restraint, the amount of force used in the physical restraint.
3. The comprehensive report must be prepared within 24 hours.
4. The comprehensive report shall be forwarded to Building Administrator, Office of the Superintendent, Director of School Safety and Security.
5. The Building Administrator shall follow all regular District reporting procedures for external agencies as required by District Policies.

VIOLENCE PREVENTION AND INTERVENTION TRAINING

The District will provide annual in-service training to all staff concerning the District’s discipline regulations and their implementation. As a condition of employment each employee shall be responsible for complying with all District mandated Violence Prevention and Intervention Training.

AWARENESS AND AVOIDANCE

Before we have to manage a conflict or intervene in a physical altercation, we should develop an awareness and avoid sudden situations. According to the Masters Institute of Self-Defense Studies, awareness makes up 90% of self-defense. The Institute recommends the same risk assessment levels that have been utilized by the Department of Homeland Security in the past. This can be applied to everyday life for the purpose of individual risk assessment. The levels are:

Threat Level Green
1. Feeling of security. Whether one is safe or not
2. Not aware of surroundings
3. Relaxed carefree state
4. Attackers feel most secure to attack when one is in this state
5. The assumption that everything is good and no threat can get to you

Threat Level Blue
1. A calm state of awareness.
2. Scanning environment for things that look out of the ordinary and going about normal business and routines
3. Using common sense to be aware and avoid potential areas of high risk

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3 Masters Institute of Self-Defense Studies
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Threat Level Yellow
1. Proactive approach to awareness and avoidance
2. Internal or external alarm is scanning for threat and danger
3. Changing normal habits
4. Mentally rehearsing plans for aggression, cover and retreat
5. Working awareness and avoidance drills with co-workers, family and friends
6. Knowing that danger exist but it has not presented itself
7. Considering all weapons of opportunity that exist
8. Preparing for a threat that exists in society

Threat Level Orange
1. Internal and or external alarm sees, hears and/or feels the presence of threat
2. Taking action to avoid threat while maintaining the highest level of awareness
3. Making any and all time allowable adjustments to prepare for danger
4. Securing family and self
5. Mental activation of plan of action

Threat Level Red
1. You are in conflict with threat and/or danger
2. Decision has been made to take action
3. You are fighting, fleeing and or covering to sustain life
4. No indecisive moments mind is clear on what course of action to take
5. Taking any and all appropriate actions to sustain life and health of self or loved ones

SAFETY TIPS4

Preventing Auto-Related Crime
1. Always lock your vehicle, even if you are only leaving for a few minutes
2. When walking to your vehicle, always have your keys in hand so you won’t have to fumble for them, making yourself an easy target for criminals
3. NEVER leave a running vehicle unattended
4. Completely close all your windows when you park the car
5. Consider installing an alarm
6. Don’t leave valuables in your car. If you do, make sure they are kept out of plain sight—hide them under a blanket, or better yet, lock them in your trunk
7. When transporting valuables, place them in the trunk before you get to the location where you intend to park. Don’t transfer them at the parking place in open view of other people
8. Always keep plenty of gas in your vehicle so you do not have to stop at unsafe locations or times
9. If you are being followed while driving your car, drive to the nearest police station or gas station. If there are no safe places to stop, honk your horn in short rapid blasts and turn on your emergency flashers. Call 911 and try to obtain a license plate number and description of the vehicle that is following you. NEVER drive home or pull to the side of the road
10. When leaving your vehicle, always remove detachable faces for stereos and GPS units

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4 St. Louis Metropolitan Police Department
St. Louis Public Schools Safety & Risk Management Handbook
Personal Safety Tips
1. **Trust Your Intuition.** If you feel threatened or something doesn't feel right, take action immediately.
2. Pay close attention to your surroundings.
3. Carry as few items as possible.
4. Have a plan before you see trouble.
5. Carry a small amount of cash, and only the credit cards that you intend to use.
6. If carrying a wallet, carry it in a front pocket.
7. Leave your expensive jewelry at home.
8. Don’t wear clothing or shoes that restrict your movement.

**DEALING WITH HOSTILE INDIVIDUALS**

Managing Conflicts
1. **Match Response to Gravity of Situation, the Level of Violence**
   a) A threat without means to carry through
   b) A violent physical confrontation without weapons
   c) A person with a weapon
2. **Maintain Perspective on Your Role**
   a) You are no longer an authority—you are a hostage.
   b) Maintain your role as a teacher/educator—not as long-term counselor or police officer.
   c) Do not assume subject will do as he or she is told.
3. **Avoid Power Words and Positional Bargaining**
   a) Don’t say: “Because I’m the teacher and I said so.”
   b) “… Or else.”
   c) “… You will be sent to the principal.”
   d) Keep ego-yours and the subject’s-out of it.
4. **Treat participants with verbal respect**
5. **Don’t name call or belittle**
6. **Be Sensitive to Substance Abuse**
   a) Alcohol … Illegal drugs … Prescription drugs
7. **Separate the People from the Problem:**
   a) Address the behavior, not the person’s character.
   b) Deal with problem at hand—not the person.
   c) Respect the individual’s “space.”
   d) Be sensitive to culture, gender and other factors.
8. **Offer Alternatives:**
   a) Give him/her a way out - a way to save face.
   b) Say, “You haven’t done anything so bad, how about….”
   c) What do you think about ……?

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*Standard Tips on Managing Conflicts and Violence Based on New York State Police “Safe Schools Program” (St. Louis Public Schools Violence and Emergency/Safety Procedures)*
d) Don’t make demands- what do you do if they say no.
e) Allow them to leave.
f) Suggest. Don’t issue orders.

9. **Listening is the Key!**
a) Use good active reflective listening skills.
b) Keep listening. Make him/her believe you are listening.
c) Be a passive listener.

10. **Control your Voice and Body Language:**
a) Even if you are scared, speak slowly and calmly.

11. **Allow Subject to Vent:**
a) Don’t physically intervene.
b) Allow the person to punch walls, throw chairs, etc.

12. **Maintain your Distance**

13. **Use Open Ended Questions: What, Where or How?**
a) E.g.: “Where have you been that got you so upset?”

14. **Don’t ask, “Why?”** This will antagonize.

15. **Say:** “I hear.”

16. **“You sound angry/concerned/worried/upset.”**

17. **Do Not Empathize.** Don’t say “I understand.”

18. **Don’t Tell the Person to Relax or Calm Down.**
a) He/she can’t. You have to help.

19. **Don’t Lie or Conspire.**

20. **Emphasize That You, and Others, are Human.**

21. This makes it more difficult for the person to subject you to violence.

22. **If Possible, Get the Subject to Say He Won’t Hurt You.**
a) This forces the subject to make a more difficult decision before he/she takes any type of action.

23. **Avoid Closure.**

**Supportive Stance**

1. You should avoid approaching a volatile subject from behind; in general, an arcing 45-degree angle of approach is the least threatening. (*Therapeutics For Aggressions: Psychological/Physical Intervention* By Michael Thackrey, Ph.D., 1987, p. 50)

2. The “Non-threatening Protected Posture” is adopted when you want to avoid making the subject feel threatened and anticipates that he/she might attempt to punch, kick, or strike you with a held or a thrown object. (Thackrey, p. 90)

3. Strength, balance and mobility require that you keep the knees slightly bent rather than locked straight, that the weight be distributed mainly over the balls of the feet rather than over the heels and that the feet remain about one shoulder’s width apart. Standing sideways toward the subject utilizes the strongest dimension of the stance; standing sideways also permits you to lean sideways (away from the subject) faster and farther. (Thackrey, p. 79).

4. The supportive stance communicates respect and is less challenging and safer. (National Crisis Prevention Institute)

**FIGHT INTERVENTION**

Fights are the most common violence-related civil disturbance in schools, and must be dealt with quickly and effectively.
1. Verbally intervene using a calm but firm voice. Use the students’ names. (“John and Joseph stop fighting and back up.”)
2. Disperse the on-lookers. Send for help.
3. Send for Help. If the combatants do not follow your directions and continue to fight, send a responsible on-looker for other members of the security team. Direct the other students to move out of the area.
   a) Assess the situation while continuing to calmly talk to the fighting students and while moving any dangerous objects out of their way (items that they could bump their heads on or which could be used as a weapon).
   b) If this is a situation in which one student is on the attack and the other student seems to be acting in self-defense, focus your remarks on the attacking student. If the attacking student lets up, direct the defending student to go to the office by himself and keep the attacking student with you.
   c) Physical intervention, as required, by a trained team while following the District Intervention Guidelines.
4. Physical Intervention as Necessary (Follow the District’s School Violence Intervention Policy) When other members of the team arrive, report to them with the names of the students and how they have responded to your directions. The team leader will take over. The team continues to give verbal direction to the combatants.
   a) Additional team members may arrive. It takes a minimum of four adults, and desirably six adults (three per combatant), to safely separate two fighting students and physically restrain them until they regain self-control or until law enforcement arrives.
   b) The restraint team must be well trained in approved procedures for safeguarding the students and the staff members. They should not wear glasses, wrist watches, rings or other jewelry while engaging a restraint.
   c) Members of the team with long hair should have their hair tied back. The team must know where they will take the restrained combatants while awaiting law enforcement.
   d) These separate holding areas should be private rooms free of any objects which could be used as weapons. Members of the mental health team are capable of conducting a post-trauma debriefing with the combatants. Members of the first aid team know how to provide any necessary medical assistance for combatants or team members.
5. Safeguard against blood-borne pathogens.
6. Move traumatized participants to privacy in order to regain self-control and dignity.
7. Initiate due process.

OTHER INTERVENTIONS

CLASSROOM
Classroom dangers include persons with weapons, fights, disruptive students, and assaults against staff. The school staff should consider the safety of all persons in the classroom when responding to an incident. Rushing into a situation may cause it to exacerbate and cause further disruption.

Response
1. Isolate the person and/or situation-remove bystander and seal off the area.
2. Make deliberate movements, especially if someone has a weapon.
3. Call for assistance and let the site administrator know what is happening.
4. Summon medical assistance if necessary.
5. Keep an escape route open.
6. Try to return the situation to "normal" so learning can resume.

CAFETERIA
Response
1. Assess the situation before rushing in.
2. Use your best verbal intervention skills.
3. Walk; don't run into the area to lessen the effect on the crowd. The actions of the school staff can create a sense of "mass hysteria" if the incident is not approached properly.
Section VI

INJURY PREVENTION/TREATMENT

The District’s Workers’ Compensation Procedures are to be followed any time an employee has an injury or accident on the job.

INJURY TREATMENT
The Health Services Office at each school site has a first aid kit; if you sustain an injury or become involved in an accident while on the job site requiring minor first aid treatment seek assistance from the school nurse. If the school nurse is not available follow these steps:
1. Inform your supervisor of the injury
2. Administer first aid treatment to the injury or wound
3. Complete a SLPS Employee/Supervisor Injury Report Form and take it with you to one of the authorized medical provider
4. Seek medical attention per the SLPS Workers’ Compensation Procedures

EMERGENCY MEDICAL TREATMENT
If you sustain a severe injury or become involved in an accident while on the job requiring emergency treatment call for help and seek assistance from a co-worker. If the school nurse is in the building she is to be summoned for provision of emergency health care. If an assessment is made for you to be transported to receive immediate medical assistance 911 will be called. Your supervisor will complete the SLPS Employee/Supervisor Injury Report Form and submit to Human Resources.

HYPERTHERMIA (HEAT EXHAUSTION)
Heat exhaustion is the body’s response to an excessive loss of the water and salt contained in sweat. Warning signs of heat exhaustion include:
1. Heavy sweating
2. Paleness
3. Muscle cramps
4. Tiredness and weakness
5. Dizziness or fainting
6. Headache
7. Nausea or vomiting
When these signs are present do the following:
1. Rest in a cool, preferably air-conditioned, area
2. Loosen clothing
3. Drink plenty of cool water or non-alcoholic and caffeine free beverages
4. Seek medical attention if symptoms worsen or last longer than an hour

HYPOTHERMIA (SEVERE FROSTBITE)
Hypothermia is an abnormally low body temperature caused by the general cooling of the body and can quickly become life threatening. Warning signs of severe frostbite include:
1. Uncontrollable shivering
2. Numbness
3. Glassy stare
4. Apathy
5. Weakness
6. Impaired judgment
7. Drowsiness
8. Slow or slurred speech
9. Exhaustion
10. Loss of consciousness

When these signs are present do the following:
1. Call 911 for immediate medical assistance
2. Move to a warm place
3. Remove wet clothing
4. Dry off, if necessary
5. Warm the body core first, then the extremities
Section VII

WORK RELATED INJURY/ACCIDENT INVESTIGATION

INTRODUCTION
St. Louis Public Schools self-insures its workers’ compensation exposure for employees injured on the job. In order to handle this exposure, the District requires the following:
1. Prompt and proper notification of the accident/injury
2. Investigation of the accident/injury
3. Provision of approved medical care
4. Determination of the availability of modified or light duty job opportunity
5. Elimination and reduction of losses by enforcement of the district safety programs

The St. Louis Public Schools District has contracted with a third party administrator (TPA) to provide claims and loss control services to the District. The District requires the full and complete cooperation of every employee and administrator in reporting, handling and investigating claims. Uniform claims handling procedures have been established and are to be followed by all employees.

CLAIMS REPORTING

1. Time Requirements
All claim forms should be completed and forwarded immediately, or within 24 hours of the first knowledge of an occurrence of a work-related accident/injury. Failure of the District to file within the state statutory limit of ten (10) days could result in a penalty being assessed, including termination of the District’s self-insured status. All employees should be made aware of the procedures for reporting a work-related accident/injury.

In the event of a serious injury such as death, amputation, head injury, etc., call the Human Resource office immediately and follow up with the necessary forms later.

Send medical bills, suits, petitions, notices, etc. to:
Workers’ Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

2. Where to Report
All claims, suits, injuries or losses are to be reported to the Human Resources Division to the attention of:
Workers’ Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

3. Form to Use (See Sample Form in Appendix B)

**WC1-2 Form - Employee/Supervisor Injury Report and Medical Treatment Authorization Form**

This is a District form that has been revised to include both the reporting of the accident/injury and the authorization for initial medical treatment. This form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Workers’ Compensation”, “WC1-2, St. Louis Public Schools Employee/Supervisor Injury Report.” It should be completed by the
employee and signed by the supervisor on the day the accident/injury occurs and **within 24 hours** of notification of the occurrence. The supervisor must sign the form even if he/she did not witness the injury. The supervisor executed form must be faxed immediately to:

Workers’ Compensation Unit Director  
Human Resource Division  
Fax: (314) 244-1808

The employee shall take the original copy of the completed form to the authorized medical provider, either Concentra Medical Center or SSM Work Health.

**Concentra Midtown and Concentra Westport are open until 8:00 p.m. daily to provide medical attention to injured employees after hours.** Concentra Westport is also open on Saturdays from 8:00 a.m. – 1:00 p.m. to provide medical services. A list of the approved provider, their locations and office hours is attached.

- a) All requested information must be provided and the form must be signed by the site or location administrator.
- b) Make copies of the form and retain one copy for your Workers’ Compensation file, in a secured file drawer or secured file on your computer.

**CLAIMS MANAGEMENT**

1. **Introduction**

Reporting of claims is only the first part of the procedures required to properly handle claims. The District’s procedures are not complete without a section on claims management. Although the TPA will ultimately administer and pay the claim, there are other requirements to assure proper management of claims.

It is the policy of the District to pay only those claims for which we are legally obligated, as promptly as possible, after adequate investigation. In order to accomplish this, the following procedures have been established to address the three areas of claims management.

- **a) PRE-OCCURRENCE:**
  Pre-occurrence handling procedures refer to those actions that can be taken before an injury occurs in order to be prepared to handle the claim. Such actions include informing all employees to report all injuries, no matter how minor as well as establishing procedures to investigate and process all reports of accidents/injuries.

- **b) OCCURRENCE:**
  Occurrence handling procedures deal with those actions that must be taken once an accident/injury occurs in order to obtain necessary facts and data, avoid additional liability or damage, and ensure that the claimant receives proper treatment.

- **c) POST-OCCURRENCE:**
  Post-occurrence handling procedures address such matters that must be done after the claim has been reported in order to maintain contact with the TPA, continue the flow of the new or additional information, control costs, as well as obtain updated information concerning the status of the claims.
2. Management of Claims

a) PRE-OCCURRENCE
Files should be maintained on every employee to include:
   i. Prior workers’ compensation claims
   ii. Violations of safety rules
   iii. Attendance information

b) Selection of a local medical facility for proper treatment and diagnosis has already been determined by the district. If an employee refuses to go to a pre-selected facility, then the employee may go to the physician of his/her choice but at his/her own expense.

c) During staff meetings, all employees should be informed about all safety issues, however minor, and report all incidents immediately.

d) OCCURRENCE
   I. Medical Treatment
      i. First aid on site
      ii. Refer to the medical facilities selected by the district.
   II. Reporting of the Claim
      i. Form WC1-2 needs to be completed by the employee and supervisor and forwarded to the Human Resources Division within 24 hours.
      ii. Collect statements for all witnesses.
      iii. Inspect the injury site and document any unsafe conditions.
      iv. Check any onsite cameras which may have recorded the injury.
      v. Call Human Resources immediately for claims involving serious injuries.
      vi. Call Human Resources if there are any questions regarding compensability or other related questions.
   III. Never accuse an employee of malingering or faking.
   IV. Notify the family and Human Resources of injuries of an emergency nature.
   V. Preserve evidence.

e) POST-OCCURRENCE
   I. Discuss and document with the employee:
      i. Present condition or progress
      ii. Return to work date
      iii. Work restrictions
      iv. Complaints on treatment
   II. Communication with Human Resources Division
      i. All of the above information
      ii. Return-to-work notification
      iii. Any additional claim investigation facts
      iv. Any suspicions or concerns
   III. Cooperation with the TPA
      i. Verification or clarification of any submitted information
      ii. Any additional claim investigation facts
      iii. Any suspicions or concerns
      iv. Implementation of recommended safety procedures
Current TPA – **St. Louis Office**

**Location:**

CCMSI, Inc.
133 S. 11th Street
Suite 430
St. Louis, MO 63102
Phone: (314) 231-4094
Fax: (314) 231-7041

**Account Manager:**

Mr. Tom Dressler
Phone: (314) 418-5515
E-mail: tdressler@ccmsi.com

**Claims Supervisor:**

Mr. Chuck St. John
Phone: (314) 418-5511
E-mail: cstjohn@ccmsi.com

**Lost Time Claims:**

Ms. Diane Lewis
Phone: (314) 418-5537
E-mail: dlewis@ccmsi.com

Ms. Jean Profeta
Phone: (314) 418-5531
E-mail: jprofeta@ccmsi.com
## MEDICAL CENTER LOCATION INFORMATION

### WORKERS’ COMPENSATION AUTHORIZED MEDICAL FACILITIES

<table>
<thead>
<tr>
<th>SSM WORK HEALTH</th>
<th>CONCENTRA</th>
</tr>
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<tr>
<td><strong>SSM Work Health</strong></td>
<td></td>
</tr>
<tr>
<td>2321 B McCausland Ave.</td>
<td>Concentra Midtown</td>
</tr>
<tr>
<td>St. Louis, MO. 63143</td>
<td>6726 Manchester</td>
</tr>
<tr>
<td>(314) 645-WORK (9675)</td>
<td>St. Louis, MO. 63139</td>
</tr>
<tr>
<td>Fax: (314) 645-1559</td>
<td>(314) 647-0081</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. – 5:00 p.m.</td>
<td>Fax: (314) 647-5485</td>
</tr>
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<tr>
<td><strong>SSM Work Health</strong></td>
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</tr>
<tr>
<td>#1 Village Center, Suite A</td>
<td>Concentra Westport</td>
</tr>
<tr>
<td>Hazelwood, MO. 63042</td>
<td>83 Progress Parkway</td>
</tr>
<tr>
<td>(314) 731-WORK (9675)</td>
<td>Maryland Heights, MO. 63043</td>
</tr>
<tr>
<td>Fax: (314) 731-2522</td>
<td>(314) 434-8174</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. – 5 p.m.</td>
<td>Fax: (314) 434-8706</td>
</tr>
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<tr>
<td><strong>SSM Work Health</strong></td>
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<tr>
<td>300 St. Peters Centre Blvd., Suite 150</td>
<td>Concentra North Broadway</td>
</tr>
<tr>
<td>St. Peters, MO. 63376</td>
<td>8340 North Broadway St.</td>
</tr>
<tr>
<td>(636) 928-WORK (9675)</td>
<td>St. Louis, MO. 63147</td>
</tr>
<tr>
<td>Fax: (636) 928-9011</td>
<td>(314) 385-9563</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. – 5 p.m.</td>
<td>Fax: (314) 385-9350</td>
</tr>
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<tr>
<td><strong>Concentra Soulard</strong></td>
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<tr>
<td>1617 South Third Street</td>
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<tr>
<td>St. Louis, MO. 63147</td>
<td></td>
</tr>
<tr>
<td>(314) 421-2557</td>
<td></td>
</tr>
<tr>
<td>Fax: (314) 421-2046</td>
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<td>Hours: M-F, 8 a.m. – 5 p.m.</td>
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<td><strong>Concentra Fenton</strong></td>
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<tr>
<td>1709 Gilsinn Lane</td>
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<tr>
<td>Fenton, MO. 63026</td>
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<tr>
<td>(636) 349-6850</td>
<td></td>
</tr>
<tr>
<td>Fax: (636) 349-6641</td>
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<td>Hours: M-F, 8 a.m. – 5 p.m.</td>
<td></td>
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<tr>
<td><strong>Diane Lewis</strong></td>
<td></td>
</tr>
<tr>
<td>CCMSI Work Comp Rep</td>
<td><strong>Concentra Airport</strong></td>
</tr>
<tr>
<td>314-418-5537</td>
<td>463 Lynn Haven Lane</td>
</tr>
<tr>
<td><strong>24 HOURS EMERGENCY SERVICE</strong> (ONLY if an Emergency)</td>
<td></td>
</tr>
<tr>
<td>St. Mary’s Hospital</td>
<td>Hazelwood, MO. 63042</td>
</tr>
<tr>
<td>6420 Clayton Road</td>
<td>(314) 731-0448</td>
</tr>
<tr>
<td>St. Louis, MO. 63117</td>
<td>Fax: (314) 731-0495</td>
</tr>
<tr>
<td>(314) 768-8360</td>
<td>Hours: M-F, 7:30 a.m. – 5 p.m.</td>
</tr>
<tr>
<td><strong>St. Louis University Hospital</strong></td>
<td></td>
</tr>
<tr>
<td>3635 Vista at Grand</td>
<td></td>
</tr>
<tr>
<td>St. Louis, MO. 63110</td>
<td></td>
</tr>
<tr>
<td>(314) 577-8777</td>
<td></td>
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</tbody>
</table>
Section VIII

OTHER INJURY/ACCIDENT INVESTIGATION

ACCIDENTAL BODILY INJURY REPORTS

All accidental bodily injuries to a party other than an employee must be reported to the Safety and Security Department and the Risk Management Department for handling. The Building Administrator is responsible for ensuring that the report is completed. The notice must be in writing and must provide sufficient information to identify the location of the injury, the time, the place and circumstances of the accident, and the names and addresses of the injured persons and witnesses, if any.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all injuries other than injuries to employees. The report should be completed as soon as possible after the injury and must be the Safety and Security Office within 24 hours.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

INTENTIONAL INJURY AND PROPERTY DAMAGE REPORTS

All incidents should be reported to the Safety and Security Department for handling.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all incidents that do not involve accidental injury to a person.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

St. Louis Public Schools

Safety & Risk Management Handbook
Section IX

VEHICLE SAFETY

According to estimates provided by the National Highway Traffic Safety Association (NHTSA), an estimated 40,000 men, women and children die each year in vehicle crashes. Additionally, another three million are injured. Vehicle crashes represent the number one cause of death on the job. This section of the Safety & Risk Management Handbook has been prepared for the guidance of all employees of St. Louis Public Schools. Our primary concern is for your safety and the safety of other road users.

POLICY STATEMENT

The Vehicle Safety Policy set forth herein, establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on School District business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to St. Louis Public Schools.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program’s guidelines and procedures are essential.

PROGRAM GOALS

The primary goal of the Vehicle Safety Program is to maintain a high level of safety awareness and foster responsible driving behavior.

“Driver” safety awareness and responsible driving behavior will significantly decrease the frequency of “Motor Vehicle” accidents and reduce the severity of personal injuries and property damage.

“Drivers” as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the Vehicle Safety Program a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

Drivers should keep the following documents in all District owned/leased vehicles:
1. Insurance Card
2. Vehicle Accident Packet

Drivers are required to:
1. Read, understand and follow the requirements contained in this program;
2. Maintain a valid driver’s license and adhere to license restrictions;
   (An employee shall not drive a vehicle on District business if his/her license is suspended or revoked for any reason)

Use of Non-District Owned/Leased Vehicles for District Business
Employees who drive “Non-District Owned/Leased Vehicles” while conducting business for the District are subject to all of the provisions and standards of this program.

Additional Responsibilities include:
1. Maintaining automobile liability insurance limits of at least the state mandated minimum of $25,000 per person, $50,000 per accident, and $10,000 property damage;
2. Maintaining current state vehicle inspection; and
3. Maintaining their “Non-District Owned/Leased Vehicle” in safe operating condition.

SAFETY REGULATIONS

1. Vehicle Safety Belts
   The Driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle”. The “Driver is responsible to ensure all passengers are wearing their safety belts.

2. Impaired Driving
   A Driver may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

3. Traffic Laws
   All Drivers are required to abide by all federal, state and local motor vehicle regulations, laws and ordinances.

4. Use of Cell Phones and Other Electronic Equipment
   The use of technology (cellular phones, pagers, laptop computers, etc.) has proven to be very effective in improving productivity and customer services. However, there are serious risks associated with usage of this equipment while driving a District or personal vehicle. The availability of this technology is not intended to encourage dangerous behavior during the course of your work or personal life. Responding to pagers, using a laptop computer while driving and dialing or receiving calls are potentially dangerous. We, therefore, discourage this activity. The intended benefit of this technology is to help you eliminate the search for pay phones or other means of communication and allow you to place calls at a time and place that is convenient and safe for you. Your safety and the safety of others are of the utmost importance to the District. You must follow these guidelines to make safety your first priority when behind the wheel of a vehicle:
   a) Do not use your cell phone, pager or laptop computer while driving. If you receive a call, for example, pull off the road and park in a safe place before taking the call. The side of the road is not a safe location. Examples of safe locations are rest stops, parking lots and other areas away from traffic.
   b) If you have taken a call when it is not safe to do so, let the caller know you will return the call as soon as it is appropriate.
   c) Place your calls or use your laptop before you begin your trip or while you are stationary between appointments.
   d) **DO NOT TEXT** while driving.
   e) Do not dial, take notes, or look up numbers while driving. Know your cell phone and its features.
   f) If you must talk while driving, a hands free unit must be used.

ACCIDENT REPORTING
1. **Accident Reporting** (See Sample Form in Appendix D)
   a) Supervisor Notification - The driver is required to notify his/her immediate supervisor of any “Accident” as soon as is practical after the accident.
   b) The Driver should complete the “Vehicle Accident Report” form. It is available on the District website under Employees, St. Louis Public Schools Safety, Reporting Forms and Vehicle Accident Report.
   c) District Owned/Leased Vehicles - The driver should call the District Risk Manager as soon as is practical after the accident.
   d) Non-District Vehicles - The driver should call his/her personal automobile insurance carrier.

2. **Accident Reporting Kits – District Owned/Leased Vehicles**
   a) Every District Owned/Leased Vehicle is required to have a “Vehicle Accident Report Kit” in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible.
   b) The Driver should give the completed “Vehicle Accident Report” to their immediate supervisor.
   c) The supervisor should fax or email the form to the Risk Management Department and the Safety and Security Department, make a copy of the completed “Vehicle Accident Report” and then mail the original to the District Risk Manager.
   d) The “Vehicle Accident Report” Form (form included as Appendix D) is the form to be used to report all vehicle accidents involving District Owned/Leased Vehicles.

3. **Accident Reporting Kits – Non-District Vehicles**
   a) The “Vehicle Accident Report” is available on the District website under Employees, St. Louis Public Schools Safety and Reporting Forms.
   b) Keeping the “Vehicle Accident Report” form in the glove box will help record the important information about an accident and be a means for reporting the accident to the driver’s personal automobile insurance carrier and well as providing the report to the driver’s supervisor.
Section X

SAFETY & RISK MANAGEMENT PROGRAM TRAINING

SAFETY & RISK MANAGEMENT PROGRAM ORIENTATION
Workplace safety begins on the first day of initial employment. Each SLPS employee has access to a copy of this safety handbook, through his or her supervisor, for review and future reference. Employees will attend a workplace safety in-service, sign and remove the Safety & Risk Management Handbook signature page and give to Supervisor for submission to Human Resources.

JOB SPECIFIC TRAINING
Various job classifications will conduct additional training sessions. Supervisors will initially train employees on how to perform assigned job tasks safely. Supervisors will also:
1. Review with each employee the specific safety rules, policies, and procedures that are applicable
2. Maintenance/Custodial employees and all other employees who have the responsibility for the clean-up or handling of blood/bodily fluids should receive blood-borne pathogens training
3. Give employees verbal instructions and specific directions on how to do the work safely
4. Observe employees performing the work and if necessary, provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision
5. Provide all employees with safe operating instructions on seldom-used or new equipment before using the equipment
6. Review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures

PERIODIC RETRAINING OF EMPLOYEES
All SLPS employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the Safety and Risk Management Handbook.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

UNIVERSAL PRECAUTIONS
Universal precautions are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids.

Protocol for Universal Precautions
In response to the increase in hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control and Prevention (CDC) have recommended “universal blood and body-fluid precautions”. These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for care-providers and students. As it is currently not possible to identify all infected individuals, these precautions must be used with every individual, regardless of his/her medical diagnosis.
Universal precautions pertain to blood and body fluids containing blood, cerebrospinal fluid, synovial fluid, vaginal secretions, semen, and pericardial fluid. These precautions do not apply to other body products such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the materials. However, these other fluids and body wastes can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the care-giver should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of these measures will enhance protection of both the care-giver and the student.

**Hand Washing**

Proper hand washing is crucial to preventing the spread of infection. Texture jewelry on the hands or wrist (such as rings and stones) should be removed prior to washing and kept off until completion of the care procedure and hands are rewashed. Use of running water, lathering with soap and using friction to clean all surfaces of remaining jewelry and hands is key. Rinse well with running water and dry hands with paper towels. If soap and water are unavailable, wet towelettes or “hand-wipes” may be used.

Hands should be washed before physical contact with student and after the contact is completed. Hands should be washed after contact with any used equipment. If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately before touching anything else. Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers include disposable gloves, protective eye wear and gown. The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the care-giver as well as to control the spread of infectious agents from student to student. It is essential that appropriate barriers be used when contact with potentially infectious material is possible.

Gloves should be worn when direct care of the student may involve contact with blood and body fluids. For infection control, it is recommended that gloves be worn as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

1. Gloves should be worn when changing a diaper or catheterizing a student.
2. Gloves should be worn when changing dressings or sanitary napkins.
3. Gloves should be worn when providing mouth, nose or tracheal care.
4. Gloves should be worn if the care-giver has broken skin on the hands (even around the nails).
5. Gloves should be worn when cleaning up spills of blood (e.g. nosebleeds) or body fluids and wastes, and soiled supplies.

Gowns or aprons may be worn to protect the care-giver’s clothing if spattering of body fluids is possible. The apron or gown should be laundered or disposed of after each care session and
should not be reused. In addition, protective eye wear and masks should be worn if splashing of body fluids is likely to occur (such as mouth suctioning or a coughing student).

Chux or other waterproof barriers should be used to cover any work surface if drainage or splashing with blood or body fluids is possible. The barrier should be disposed of after each care session and should not be reused.

**Disposal of Waste**
All used or contaminated supplies (including gloves and other barriers) except for syringes, needles and other sharp implements should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag, which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of children or animals.

Needles, syringes and other sharp objects should be placed in a metal or other puncture-proof container immediately after use. To reduce the risk of an accidental needle stick or cut, needles should not be recapped, bent or removed from the syringe before disposal. Once it is full, the container should be sealed, double bagged and then disposed of (in the garbage away from the reach of children). Bodily wastes such as urine, vomitus or feces should be disposed of in the toilet.

**Clean Up**
Spills of blood and body fluids that are covered under universal precautions should be cleaned up immediately. The CDC method is as follows:

1. Wear gloves.
2. Mop up the spill with paper towels or other absorbent material.
3. Using a solution of one part household bleach (sodium hypochlorite) in ten parts of water, wash the area well.
4. Dispose of gloves, soiled towels and other waste in sealed double plastic bag in the garbage as outlined above.

Routine environmental clean-up facilities (such as the health room and bathrooms), does not require any modification unless contamination with blood or body fluids covered under universal precautions should occur. If so, the area should be decontaminated using the procedure outlined above. Regular cleaning on non-contaminated surfaces such as toilet seats and table tops can be done with the standard cleaning and removal of obvious soil. It is more effective than extraordinary attempts to disinfect or sterilize surfaces.

**Laundry**
Whenever possible, disposable barriers should be used, if contamination with body fluids or blood is possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. Wash with hot water and detergent for at least 25 minutes. Cool water washing is also acceptable if an appropriate detergent is used for the water temperature.
Accidental exposure to blood, body products or body fluids places the exposed individual at risk of infection. This risk varies depending on the type of body fluid (blood vs. respiratory vs. feces), the type of infection (salmonella vs. HIV) and the integrity of the skin that is contaminated.

**Pregnant Women**

Pregnant women are at no higher risk of infection than other care providers as long as appropriate precautions are observed. However, due to the possibility of in-utero transmission of viral infections such as cyto-megalovirus (CMF) or HIV, as well as the potential for adverse outcomes with these congenitally acquired infections, pregnant women should be especially careful to observe universal precautions.

References:  
[www.cdc.gov](http://www.cdc.gov)  
Boston Public Schools
APPENDIX A

Bomb Threat Record Form
BOMB THREAT RECORD FORM

Date: __________

Time Threat Detected/Received: __________

How the Threat was Transmitted/Found: __________

Person Receiving/Finding the Threat: ____________________________

1. Exact wording of threat: ___________________________________

2. Questions to ask if talking with the person making the threat:
   a. When is the bomb going to explode?
   b. Where is the bomb right now?
   c. What does the bomb look like?
   d. What kind of bomb is it?
   e. Did you place the bomb?
   f. Why did you do this?
   g. What is your name?
   h. What is your address and telephone number?

3. If the threat is received on a telephone, listen for background sounds (circle or note):
   Street noises       Factory machines
   Vehicles           Office machines
   Dishes             Animal noises
   Voices             Public address system
   Music              TV/radio

4. Sex of caller (circle):  Male    Female

5. Race of caller: _____________

6. Age of caller based on voice: _____________

7. Caller’s voice (circle)
   Calm                Nasal               Rasp
   Angry               Stutter             Deep
   Excited             Lisp                Soft
   Slow                Rapid               Loud
   Clearing Throat     Disguised           Cracking Voice
   Accent              Slurred             Familiar
APPENDIX B

Workers Compensation Form
# ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT

**Employee Report of Injury** (Typed and executed by Employee)

Fax Immediately to Human Resources @ 314-244-1808

<table>
<thead>
<tr>
<th>NAME LAST, FIRST, MIDDLE</th>
<th>DATE OF BIRTH</th>
<th>SS#</th>
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<tr>
<td>HOMEPHONE #:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CITY/STATE/ZIP CODE</td>
<td>ALTERNATE PHONE #:</td>
<td>WAS TIME LOST AT WORK?</td>
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<table>
<thead>
<tr>
<th>TIME WORK BEGAN</th>
<th>DATE OF ACCIDENT/INJURY</th>
<th>TIME OF OCCURRENCE</th>
<th>Location code of employee</th>
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**Building Location Where Incident Occurred (School Site):**

**Specific Area in the Building:**

**Please Describe in Detail How the Injury Occurred and What Caused the Injury to Happen:**

**Describe the Injury & Parts of Body Affected:**

**Name of Witnesses to Accident/Injury:**

1. 
2. 
3. 

**Was the Injury Reported Immediately to Supervisor?**

**If No, Explain Failure to Give Notice:**

**Name of the Person You First Reported Injury to and Date of Report:**

**Employee Refused the Offer of Medical Attention:**

**If Yes, reason for refusal:**

**How was Employee Transported to Physician/Clinic:**

**Date Received 1st Medical Treatment:**

**Who Accompanied:**

**To Clinic/Physician:**

**Name of the Clinic (Hospital or Physician visited):**

**Location:**

**My Signature Indicates That I Fully Understand That Any Falsification of Any Entry May Subject Me to Disciplinary Action, Including Termination of My Employment With the St. Louis Public Schools.**

**Employee Signature:**

**Date:**

**Authorization to Release Medical Records to Be Completed by the Employee**

**I HEREBY AUTHORIZE TO**

**(Employee Signature)**

**(Clinic/Hospital)**

**You Are Herby Authorized to Release any Information Acquired in the Course of My Treatment to My Employer and CMSI. Please Forward Immediately A Workers’ Compensation Report. A Copy of This Authorization and Your Itemized Billing Statement To:**

**CCMSI, 131 S. 11th Street, St. Louis, MO 63102**

**314-231-4904**

**All Billing and Specialty Referrals are Handled by CCMSI.**

**Initial Medical Treatment Authorization to Be Completed by Supervisor**

**You Are Herby Authorized to Render Necessary Medical Treatment to the Above Name Employee of the St. Louis Public Schools. This Authorization Is Limited to the First Visit Only. Follow Up Visits Must Be Authorized by SLPS or CMSI and Must Be Scheduled Before or After Work Hours.**

**Supervisor Signature:**

**Date:**

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Page 1 of 6

10.21.2010

St. Louis Public Schools

Safety & Risk Management Handbook
**ST LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT**

**INJURED BODY PART CHART (Typed and executed by Employee)**

<table>
<thead>
<tr>
<th>Injured Employee’s Name:</th>
<th>Date of Injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE COMPLETING REPORT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please mark the suspected area(s) of injury:

Name of body part(s) listed: ______

EMPLOYEE SIGNATURE: ________________________________

Page 2 of 6
**ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT**

**Accident Investigation Report** (Typed and executed by Supervisor or designee)

<table>
<thead>
<tr>
<th>Injured Employee's Name:</th>
<th>Date of Injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPervisor NAME:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>SUPERVISORS TITLE:</td>
<td>DATE COMPLETING REPORT:</td>
</tr>
</tbody>
</table>

**PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN. TO BE COMPLETED BY SUPERVISOR (IF NOT PRESENT DESCRIBE WHAT WAS REPORTED TO YOU).**

Describe how the injury occurred:

What if any events or conditions caused the accident: (i.e. wet floor, fight, standing on unstable surface, etc.)

Corrective action or plan to prevent recurrence:

<table>
<thead>
<tr>
<th>SUPERVISOR SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**TO BE COMPLETED BY HUMAN RESOURCES ONLY:**

<table>
<thead>
<tr>
<th>H R</th>
<th>WEEKLY WAGES:</th>
<th>HR CONTACT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE RECEIVED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WC1-2 Revised 04/09  Fax Immediately to Human Resources @ 314-244-1808
ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT
WITNESS STATEMENT (Typed and executed by Witness)

<table>
<thead>
<tr>
<th>Injured Employee's Name:</th>
<th>Date of Injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITNESS NAME:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>TITLE:</td>
<td>DATE COMPLETING REPORT:</td>
</tr>
</tbody>
</table>

Please describe in detail how the injury occurred and what caused the injury to happen.

Describe how the injury occurred:

What if any events or conditions caused the accident: (i.e. wet floor, trip, standing on unstable surface, etc.)

Corrective action or plan to prevent recurrence:

WITNESS SIGNATURE: ____________________________

Fax Immediately to Human Resources @ 314-244-1808
Please print additional witness statement if necessary.
FAX copy Immediately to Human Resources – 314-244-1808
WORKERS’ COMPENSATION REPORTING:

GENERAL INSTRUCTIONS

INJURED EMPLOYEE:

Step 1: The employee is required to report any injury sustained during working hours or while on authorized St. Louis Public Schools business to his/her immediate supervisor on the day the injury occurs and within 24 hours of the occurrence of the accident/injury.

Step 2: The employee must complete the form WC1-2, St. Louis Public Schools Employee/Supervisor Injury Report, and submit the form to the supervisor for signature. If medical treatment is required, the employee must obtain the supervisor’s signature for authorization of medical treatment. The employee must make a copy of the report for the site records and then take the original WC1-2 with him/her to the authorized medical provider, either Concentra or BarnesCare. See attached list of MEDICAL CENTER LOCATIONS.

Step 3: Immediately following the visit to an authorized doctor, the employee must provide his/her supervisor with the Doctor’s Visit Summary Report from BarnesCare or the Work Status Report from Concentra, either in person or by fax. The report should indicate that the employee was evaluated and a determination was made to either return to work for Regular Duty, return to work for Limited Duty with Restrictions, or Unable to Work.

Step 4: Any medical charges incurred anywhere other than BarnesCare or Concentra will not be covered under Workers’ Compensation and should be submitted to your group medical insurance carrier. The only exception to this rule shall be the rare occasion when injury requires emergency treatment as deemed necessary in the best judgment of the supervisor at the site of the injury.

PRINCIPAL/SUPERVISOR:

Step 1: Provide the injured employee with an Employee/Supervisor Injury Report/Medical Treatment Authorization Form (WC1-2). The employee will complete the majority of the form, all of page 2 of the form, which is his/her account of the accident/injury.

Step 2: Principal/supervisor will complete authorize treatment by signing the bottom of page 1, which authorizes the employee to obtain medical treatment at either a BarnesCare or Concentra Medical Center. Additionally, the Supervisor shall complete and sign page 3 of the form which is the supervisor’s account of the accident/injury. The supervisor is not required to have firsthand knowledge of the incident. When the Supervisor does not have firsthand knowledge of the incident, the report shall indicate what was “alleged” to have happened.

Step 3: Fax the completed WC1-2 immediately to the Human Resources Division at 314-244-1808.

Step 4: Retain a copy of the WC1-2 in a separate workers’ compensation file at the respective location.

Step 5: Code absences accordingly.

HUMAN RESOURCES DIVISION:

Step 1: When the Doctor’s Visit Summary Report indicates Unable to Work, the Human Resources Division will place the employee on “Inactive Service – Workers Compensation Without Pay” until the employee is released for duty. The first three (3) regularly scheduled work days following the last day worked are not payable under the Missouri Workers’ Compensation law, unless the employee will be absent more than 14 consecutive days, at which time the first three days will be payable under workers’ compensation.

Step 2: Human Resources Division will maintain the inactive service status until receipt of the physician’s statement indicating that the employee is released for regular duty or limited duty with restrictions.

Step 3: For any Doctor’s Summary Report indicating “Limited Duty with Restrictions”, Human Resources Division will work with the appropriate site administrator to evaluate limited duty opportunities and determine the appropriate course of action. Each report will be evaluated on a case by case basis.

Questions: For questions concerning this form contact Debra Whitley at 314-345-2210 or Charles Burton at 314-345-2251.
MEDICAL CENTER LOCATIONS

WORKER’S COMPENSATION AUTHORIZED MEDICAL FACILITIES

<table>
<thead>
<tr>
<th>SSM WORK HEALTH</th>
<th>CONCENTRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSM Work Health</td>
<td>Concentra Midtown</td>
</tr>
<tr>
<td>2321 B McCaulsland Ave.</td>
<td>6726 Manchester</td>
</tr>
<tr>
<td>St. Louis, MO 63143</td>
<td>St. Louis, MO 63139</td>
</tr>
<tr>
<td>(314) 645-9085</td>
<td>(314) 647-0081</td>
</tr>
<tr>
<td>Fax: (314) 645-1559</td>
<td>Fax: (314) 647-5485</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. - 5:00 p.m.</td>
<td>Hours: M-F, 8 a.m. - 8 p.m.</td>
</tr>
<tr>
<td>SSM Work Health #1</td>
<td>Concentra Westport</td>
</tr>
<tr>
<td>Village Center, Suite A,</td>
<td>32 Progress Parkway</td>
</tr>
<tr>
<td>Hazelwood, MO 63042</td>
<td>Maryland Heights, MO 63043</td>
</tr>
<tr>
<td>(314) 731-WORK (9675)</td>
<td>(314) 434-8174</td>
</tr>
<tr>
<td>Fax: (314) 731-2522</td>
<td>Fax: (314) 434-8706</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. - 5 p.m.</td>
<td>Hours: M-F, 8 a.m. - 8 p.m.</td>
</tr>
<tr>
<td>SSM Work Health</td>
<td>Concentra North Broadway</td>
</tr>
<tr>
<td>300 St. Peters Centre Blvd., Suite 150</td>
<td>8340 North Broadway St.</td>
</tr>
<tr>
<td>St. Peters, MO 63175</td>
<td>St. Louis, MO 63147</td>
</tr>
<tr>
<td>(636) 928-WORK (9675)</td>
<td>(314) 385-9563</td>
</tr>
<tr>
<td>Fax: (636) 928-9011</td>
<td>Fax: (314) 385-9350</td>
</tr>
<tr>
<td>Hours: M-F, 8 a.m. - 5 p.m.</td>
<td>Hours: M-F, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Diane Lewis:</td>
<td>Concentra Soulard</td>
</tr>
<tr>
<td>CCSI Work Comp Rep</td>
<td>1617 South Third Street</td>
</tr>
<tr>
<td>314-418-6537</td>
<td>St. Louis, MO 63147</td>
</tr>
<tr>
<td></td>
<td>(314) 421-2557</td>
</tr>
<tr>
<td></td>
<td>Fax: (314) 421-2046</td>
</tr>
<tr>
<td></td>
<td>Hours: M-F, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>Concentra Fenton</td>
</tr>
<tr>
<td></td>
<td>1709 Gilman Lane</td>
</tr>
<tr>
<td></td>
<td>Peoria, MO 63025</td>
</tr>
<tr>
<td></td>
<td>(636) 349-6250</td>
</tr>
<tr>
<td></td>
<td>Fax: (636) 349-6041</td>
</tr>
<tr>
<td></td>
<td>Hours: M-F, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>24 HOURS EMERGENCY SERVICE (Only if an Emergency)</td>
<td></td>
</tr>
<tr>
<td>St. Mary’s Hospital</td>
<td>Concentra Airport</td>
</tr>
<tr>
<td>6420 Clayton Rd.</td>
<td>463 Lynn Haven Lane</td>
</tr>
<tr>
<td>St. Louis, MO 63117</td>
<td>Hazelwood, MO 63042</td>
</tr>
<tr>
<td>(314) 768-0260</td>
<td>(314) 731-048</td>
</tr>
<tr>
<td></td>
<td>Fax: (314) 731-0495</td>
</tr>
<tr>
<td></td>
<td>Hours: M-F, 7:30 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Saint Louis University Hospital</td>
<td>3635 Vista at Grand</td>
</tr>
<tr>
<td>3435 Vista at Grand</td>
<td>St. Louis, MO 63110</td>
</tr>
<tr>
<td>(314) 577-8777</td>
<td>(314) 577-8777</td>
</tr>
</tbody>
</table>
APPENDIX C

Security Incident Report Form
SAFETY AND SECURITY
801 NORTH 11TH STREET
ST. LOUIS, MO 63101-1015

INCIDENT REPORT
(to be filed within 24 hours)

NAME OF SCHOOL: | AREA: | DATE OF REPORT:

| ACCIDENTAL INJURY | ROBBERY | HALL |
| ACCIDENTAL INJURY | ROBBERY | SCHOOL YARD |
| ASSAULT | SEX OFFENSE | OTHER: |
| ASSAULT | SEX OFFENSE | HALL |
| BURGLARY | STEALING | ROOM # |
| BURGLARY | STEALING | GYMNASIUM |
| DRUGS/ALCOHOL | TRESPASSING | CAFETERIA |
| DRUGS/ALCOHOL | TRESPASSING | RESTROOM |
| FIGHTING | WEAPONS | |
| FIGHTING | WEAPONS | |
| MISSING | OTHER | |
| MISSING | OTHER | |
| PEACE DISTURBANCE | BUS INCIDENT | |
| PEACE DISTURBANCE | BUS INCIDENT | |

DATE OF INCIDENT: | TIME OF INCIDENT: | PM | AM |

Individuals Involved

| VICTIM 1’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 1’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 1’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 1’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 2’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 2’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 2’s NAME: | D.O.B. | RACE: | SEX: |
| VICTIM 2’s NAME: | D.O.B. | RACE: | SEX: |

Police Involvement

| POLICE CALLED: | YES | NO |
| POLICE CALLED: | YES | NO |
| EVIDENCE SEIZED: | YES | NO |
| EVIDENCE SEIZED: | YES | NO |
| COMPLAINT #: | | |
| COMPLAINT #: | | |
| POLICE STORAGE: | YES | NO |
| POLICE STORAGE: | YES | NO |
| WEAPON: | | |
| WEAPON: | | |
| DRUGS: | | |
| DRUGS: | | |
| QUANTITY: | | |
| QUANTITY: | | |

Weapon Used by Security: YES | NO | TYPE: |
Weapon Used by Others: YES | NO | TYPE: |

Injuries: YES | NO | |
Type of Surface (Tile, concrete, asphalt, carpeting), If applicable
Surface Conditions (moisture, steps, holes in surface, etc.), If applicable
Weather Conditions, If applicable

Medical Treatment: (Attach Medical-Clinic Log, If Treated by School Nurse)

| TREATMENT AT SCENE BY SCHOOL NURSE | TREATMENT AT SCENE BY EMS |
| TREATED BY PERSONAL PHYSICIAN | TRANSPORTED TO HOSPITAL |
| REFUSED MEDICAL ATTENTION | HOSPITAL NAME: |
APPENDIX D

Vehicle Accident Report Form
What To Do In Case of An Accident

**STOP.**

Turn off ignition. Do not smoke.

**CALL.**

1. Notify the police. It is unlawful to leave the accident without permission. Cooperate with the authorities.
2. Notify SLPS Safety and Security. (314) 865-2020

**AVOID.**

Do not accept responsibility for the accident or discuss the accident except with the police officer, the SLPS Safety and Security officer, your direct supervisor, or the Risk Management Department.

**PROTECT.**

Guard the scene from further damage.

**ASSIST.**

Render only what first aid you are qualified to give. Don’t move injured persons unless absolutely necessary. For serious injury, call 911.

**OBTAIN.**

Get all the necessary information for an accurate report and complete the Vehicle Accident Report forms before leaving the scene, if not injured.

**REPORT.**

Notify SLPS Risk Management Representative within 24 hours of the accident and provide a copy of the Vehicle Accident Report to both Safety and Security and the Risk Management Department.
Vehicle Accident Report (Page 1 of 3)

Date of Accident | Day of Week | Time | AM/PM | Location | Location Code
---|---|---|---|---|---

Name of SLP8 Driver | Name of Other Driver

Address (Include City/State/Zip) | Address (Include City/State/Zip)

Phone | Relation to SLP8 | Job Title | Phone | Owner’s Name (if not Driver)

Drivers Licence # | VIN Number | Drivers Licence # | Insurance Company

Vehicle Number | Licence Plate Number | VIN Number | Vehicle Number | Licence Plate #

Year | Make | Model | Year | Make | Model

Accident Location: Street Name/Number | City | State

Description of Accident (use extra pages if necessary)

At intersection with:

IMPORTANT

Please fill in diagram printed at right, showing position of automobile and injured person (or other vehicle with which driver’s vehicle collided) with direction in which both were proceeding.

Police Report | Yes | No

Investigating Police Officer’s Name | Police Department Name

Safety Officer Report | Yes | No

Investigating SLP8 Officer’s Name

Witnesses

Name | Phone | Address (Include City/State/Zip)

Name | Phone | Address (Include City/State/Zip)
## Vehicle Accident Report (Page 2 of 3)

Check all items that describe conditions at time of accident:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Road Defects</th>
<th>Road Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Involved</td>
<td>Roadway defects</td>
<td>Level</td>
</tr>
<tr>
<td>Vehicle - in traffic</td>
<td>Holes/bumps/rips</td>
<td>Hill</td>
</tr>
<tr>
<td>Vehicle - parked</td>
<td>Loose material on surface</td>
<td>Hillcrest</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>Roadway construction</td>
<td>Straight</td>
</tr>
<tr>
<td>Pedestrian</td>
<td>Low shoulder</td>
<td>Curve</td>
</tr>
<tr>
<td>Train</td>
<td>Soft shoulder</td>
<td>One way</td>
</tr>
<tr>
<td>Bicyclist</td>
<td>No shoulder</td>
<td>Number of lanes</td>
</tr>
<tr>
<td>Fixed Object</td>
<td>Advance warning of defect</td>
<td>Driver was travelling</td>
</tr>
<tr>
<td>Other</td>
<td>No defect</td>
<td>Uphill</td>
</tr>
</tbody>
</table>

Driver's Action Prior to Accident:

<table>
<thead>
<tr>
<th>Traffic Control Device</th>
<th>Condition of Road Surface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stopping/Go signal</td>
<td>Dry</td>
</tr>
<tr>
<td>Stop sign</td>
<td>Wet</td>
</tr>
<tr>
<td>Yield sign</td>
<td>Snow</td>
</tr>
<tr>
<td>Officer/flagman</td>
<td>Ice</td>
</tr>
<tr>
<td>Railroad crossing lights</td>
<td>Muddy</td>
</tr>
<tr>
<td>Railroad crossing gates</td>
<td>Oily</td>
</tr>
<tr>
<td>Audible signal</td>
<td>Traffic Smooth</td>
</tr>
<tr>
<td>None</td>
<td>Other</td>
</tr>
</tbody>
</table>

Lighting:

<table>
<thead>
<tr>
<th>Lighting</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daylight</td>
<td>Speed Limit</td>
</tr>
<tr>
<td>Dawn</td>
<td>Driver was familiar with road</td>
</tr>
<tr>
<td>Artificial Lighting</td>
<td>Driver was familiar with vehicle</td>
</tr>
<tr>
<td>Dark</td>
<td>Photos taken of accident scene</td>
</tr>
<tr>
<td>Night</td>
<td>Photos attached</td>
</tr>
</tbody>
</table>

Weather:

<table>
<thead>
<tr>
<th>Weather</th>
<th>Vehicle Defects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>No defects</td>
</tr>
<tr>
<td>Snow</td>
<td>Brakes</td>
</tr>
<tr>
<td>Sleet</td>
<td>Steering</td>
</tr>
<tr>
<td>Rain</td>
<td>Lights</td>
</tr>
<tr>
<td>Fog</td>
<td>Windsheid</td>
</tr>
<tr>
<td>Hail</td>
<td>Mirrors</td>
</tr>
<tr>
<td>Other</td>
<td>Tires</td>
</tr>
</tbody>
</table>

Pedestrian Action Prior to Accident:

<table>
<thead>
<tr>
<th>Visibility</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>Speed Limit</td>
</tr>
<tr>
<td>Rain</td>
<td>Driver was familiar with road</td>
</tr>
<tr>
<td>Snow</td>
<td>Driver was familiar with vehicle</td>
</tr>
<tr>
<td>Sleet</td>
<td>Photos taken of accident scene</td>
</tr>
</tbody>
</table>

Obstruction:

<table>
<thead>
<tr>
<th>Obstruction</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oncoming headlights</td>
<td>Speed Limit</td>
</tr>
<tr>
<td>Starlight</td>
<td>Driver was familiar with road</td>
</tr>
<tr>
<td>Other</td>
<td>Driver was familiar with vehicle</td>
</tr>
</tbody>
</table>

Sunglasses:

<table>
<thead>
<tr>
<th>Sunglasses</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescription glasses</td>
<td>Speed Limit</td>
</tr>
</tbody>
</table>
**Vehicle Accident Report (Page 3 of 3)**

**Driver's Notes**

Complete this form before leaving the scene of the accident. Please transfer information to accident reports enclosed in this kit.

### Damage To Vehicles of Others

<table>
<thead>
<tr>
<th>Name of Other Driver</th>
<th>Make of Car</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>License Plate #</td>
<td>Insurance Company</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Age</td>
<td>Owner (If not driver)</td>
</tr>
<tr>
<td>Drivers License #</td>
<td></td>
<td>Address</td>
</tr>
</tbody>
</table>

### Damage To Property of Others

<table>
<thead>
<tr>
<th>Owner</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Injured Persons

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reported Note:** Accidents must always be reported to SLPS Risk Management Department within 24 hours. However, notify supervisor immediately if accident results in bodily injury or property damage to other than driving employee.

**SEND WRITTEN REPORT TO:**

- **SLPS Security Office**
  - Phone: (314) 365-2390
  - Fax: (314) 365-5140

- **Risk Management Department**
  - Phone: (314) 345-2507
  - Fax: (314) 345-2545