



SD School for the Blind and Visually Impaired

APPENDIX VI: FIRE AND LIFE SAFETY & WORKING CONDITIONS

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BACKGROUND INVESTIGATIONS

In order to ensure the protection of our students, it is the South Dakota School for the Blind and Visually Impaired's policy that each new employee whether they are permanent or temporary, full or part-time, paid or unpaid, this includes volunteers, will undergo a background investigation conducted by the South Dakota Department of Criminal Investigation and/or FBI Check. Any person found to have a background involving crimes against persons will either not be offered a position at the SDSBVI or may be dismissed from it if the person has already commenced employment.

HEPATITIS B

Hepatitis B shots are offered to all new employees as an optional benefit. New employees who are interested must see the School Nurse, and those who decide not to participate must sign a waiver card.

CHILD ABUSE, REPORTING

Because of their regular contact with school age children, school employees are in an excellent position to identify abused or neglected children. Abuse of or cruelty to a minor is a felony under South Dakota Law.

To comply with the law (SDCL 26-8A-2, 26-8A-3, 26-8A-7, 26-8A-8. and 26-8A-14), it is the policy of the SDSBVI that any teacher or other school employee/volunteer who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person, including parent or other person (other than by accidental means), shall make a written report to the Student Services Director or Superintendent. The contacted person shall then immediately file a report with the Department of Social Services between 8:00 a.m. and 5:00 p.m. (telephone 626-2388) or the city police after hours (telephone 626-7000 or 911).

If the suspected abuse involves a student over the age of 18 but one who is a "disabled adult" (suffers from a condition of mental retardation or other physical dysfunctioning to the extent that the person is unable to protect himself or provide his own care), the same procedure is followed except the contacted person will notify either the Police or Sheriff's Department.

The person making the report to DSS or local law enforcement agency shall inform the school employee/volunteer who initiated the action within 24 hours that the report has been made. The employee/volunteer shall make the report directly to the proper authorities if the Student Services Director or Superintendent fails to do so. The report shall contain the following information: name, address and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

School employees, including administrators, shall not contact the child's family or other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected or to determine whether the child is in need of protection; only to report his/her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner. If possible, the Student Services Director should be present during this time.

Information or records concerning reports of suspected abuse or neglect are confidential, and the release to persons other than provided by law (SDCL 26-8A-10) is a Class I misdemeanor. Failure to make a report where abuse or neglect is suspected is subject to the same punishment.

The board and administrative staff will support any employee/volunteer making a report of suspected child abuse or neglect until, and unless, it is determined that the employee/volunteer was acting in bad faith in making the report. Anyone who participates in making a report in accordance with the law, and in good faith, is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proven to be unfounded (SDCL 26-8A-14).

Copies of this policy shall be distributed by the Administrative Assistant to all new employees when they begin employment. Copies of the applicable statutes are available in the Superintendent's Office.

SUSPECTED SELF-DESTRUCTIVE, SUICIDAL BEHAVIOR OR THREATENING BEHAVIOR

If any student informs you directly or indirectly of their actions or thoughts that imply potential self-destructive behavior, suicide or threat to others, you are to notify the Student Services Director or the Superintendent immediately. Do not judge or dismiss what a student says by how they may say it - REPORT IMMEDIATELY.

FIRST AID KITS

RESPOND First Aid Kits have been installed throughout the building in the following locations. The Nurses will keep the items in these kits replenished. If you notice an item is gone or running low in one of the kits, please notify the Nurses.

- Front Office
- ADL Room #235
- Shop #257
- Gym
- Garage
- Kitchen
- Lions Den
- Spicer Hall
- Herseth Hall
- Vehicles

There is a First Aid Kit in each vehicle. Please do not remove the kits from the vehicles or put them in the trunk.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The school has purchased an Automated External Defibrillator (AED) which is located in the East/West hallway between the door to the kitchen and the door to the garage.

SWIMMING

To ensure the safest possible conditions for our students while swimming, the following requirements have been established. If sufficient qualified adults are not available, the size of the group must be reduced or the activity canceled. Exceptions will not be made.

SWIMMING CLASS/PE

1. The groups will be kept small and one adult will work with each group.
2. At least one of the instructors must be WSI certified.
3. If the instructors feel additional help is needed, they may request it in advance from their supervisor.

RECREATIONAL SWIMMING

1. For non-swimmers, preschoolers, lower elementary and multi-handicapped children the following will apply:
 - A. The ratio of adults to swimmers in the water must be 1:1 at all times. Students will be assigned to a specific adult. The adult must be near and attending to the student at all times.
 - B. In addition, there must be sufficient staff out of the water to monitor any children who may be waiting their turn or who may need additional attention.
 - C. There must be a certified lifeguard out of the pool.
2. For swimmers who are of upper elementary age or above the following will apply:
 - A. There must be one lifeguard out of the water for each six swimmers.
 - B. There must be at least one other adult for each six swimmers.
 - C. To qualify to swim in the deep end of the pool, a student must be able to swim the American crawl, breaststroke or sidestroke a distance of 40 yards in a straight line, as tested by the lifeguard on duty.

WORKING CONDITIONS

SAFETY

The state of South Dakota, in order to ensure the safety of all state employees and students and to curb costs associated with losses due to accidents, has implemented a statewide Loss Control Program. The South Dakota School for the Blind and Visually Impaired, in response to this effort, has formed a Loss Control Committee comprised of the Business Manager, Physical Plant Manager and Staff Nurse. The Loss Control Committee will oversee all activities that relate to accident investigation, incident reporting and reports of unsafe conditions at the SDSBVI.

Employees will be required to report to the Business Manager all accidents, incidents or unsafe working conditions by filling out the REPORT OF ACCIDENT, INCIDENT OR UNSAFE CONDITION Forms which are available in the Business Office. These forms will be used to track the number of accidents, incidents or unsafe conditions in order to try to avoid their reoccurrence and thereby ensure a safer working environment for all of the SDSBVI employees and students. This form does not replace the employee's Workmen's Comp form.

RISK MANAGEMENT POLICIES

1. Wheelchair Student to Staff Ratio

The Office of Risk Management researched the ratios of other state agencies and found that Custer and Redfield use a ratio of no more than four (4) wheelchair students per staff member in their facilities and a ratio as low as one (1) wheelchair student per staff member for outings. It was noted that Custer and Redfield are dealing with severely disabled people who can't operate a wheelchair independently. It is the recommendation of the SDSBVI Risk Management Committee that these ratios should apply at the SDSBVI also.

2. Lifting Students and Objects

The Office of the Risk Management also researched the amount of weight other agencies deem safe for a staff member to lift. After reviewing Risk Management reports the SDSBVI Risk Management Committee recommends that a staff member may lift no more than forty (40) pounds safely when lifting a student and if the student weighs more than forty (40) pounds, the staff member shall make arrangements to have help in the lifting of the student. This should not only protect the staff member from injury but also safeguard the student from the possibility of being dropped during the lift and sustaining an injury. The use of back belts for lifting is strongly recommended.

The SDSBVI Risk Management Committee also recommends that no staff member may lift more than seventy-five (75) pounds safely when lifting an object other than a student. The Committee understands that certain staff may not safely lift even a seventy-five (75) pound object and; therefore, it should be left to the good judgment of the individual staff member as to how much they may safely lift. Staff members lifting objects weighing more than seventy-five (75) pounds shall make arrangements to have help in lifting the object.

3. Hoyer Lift

The SDSBVI Risk Management Committee recommends that a Hoyer Lift be used for lifting when it is felt that using a two-person lift is not safe. Prior to using the Hoyer, people need to be trained on the general operating guidelines and also child specific ones as outlined by the physical therapist. The maximum weight to be put in the Hoyer is 250 pounds.

4. Protective Equipment

Protective equipment, including goggles and hearing protectors, must be worn whenever staff members or students are engaged in activities requiring protection.

5. Electrical Cords

The SDSBVI Risk Management Committee recommends that for the safety of staff and students that no electrical cords will be allowed to stretch across the walkway. During the inspection such cords were found in the dorm area and library. Please inspect your individual areas and report any such cords to maintenance so that other power arrangements may be made.

6. Classroom Doors

The SDSBVI Risk Management Committee recommends that upon leaving an unoccupied classroom each staff member will close the door. This will stop the spread of smoke and fire from the classroom to the hallways and other areas of the school in the case of an emergency.

7. Small Appliances

All small appliances should be disconnected when not in use. The SDSBVI Risk Management Committee recommends that the toaster in the Staff Lounge be unplugged when not in use in order to avoid a fire risk.

PUBLIC ENTITY POOL FOR LIABILITY FUND (PEPL)

The Public Entity Pool for Liability Fund (PEPL) is a state-funded self-insurance pool established to provide liability coverage for state employees. In the event you injure or damage property of a third party while performing duties for the state; the PEPL Fund will defend you. There are limits and exclusions to this coverage, however. The PEPL Fund will only pay for damages when a state employee is liable. State employees will not be covered for willful and wanton misconduct, including but not limited to reckless disregard for the safety of others and intentional disregard of a duty under laws, rules, policies or regulations governing the employee. Additionally, the coverage limit is set at \$1,000,000 per occurrence. Direct any questions you may have regarding this coverage to SDSBVI's Risk Manager.

AMERICANS WITH DISABILITIES ACT (ADA)

The South Dakota School for the Blind and Visually Impaired complies with the Americans With Disabilities Act (ADA), which makes it unlawful for employers to discriminate against individuals with disabilities in regard to hiring, firing, compensation, training, advancement, and all other conditions of employment. The enforcement of the Act falls into the bailiwick of the Equal Employment Opportunity Commission (EEOC); and in step with the 1991 Civil Rights Act, employees have a right to a jury trial and punitive and compensatory damages, after a finding of intentional discrimination.

If you need accommodations, please contact your supervisor or the Superintendent.

AFFIRMATIVE ACTION POLICY

South Dakota School for the Blind and Visually Impaired's policy is to take affirmative action to implement and assure employment opportunities for qualified employees and all applicants for employment without regard to race, color, creed, religion, national origin ancestry, citizenship, gender, sexual orientation, age or disability. This commitment includes, but is not limited to, the following matters:

- 1) We recruit, hire, train and promote persons in all job titles without regard to race, color, creed, religion, national origin ancestry, citizenship, gender, sexual orientation, age or disability except where sex is a bone fide occupational requirement, or where a specific disability constitutes a bona fide occupational disqualifications;
- 2) We will base decisions on employment matters so as to further principles of equal employment opportunity;

- 3) We will ensure that promotion decisions on employment opportunity, imposing only valid requirements for promotional opportunity;
- 4) We will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, school sponsored training, education tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, age, national origin, disability or veteran status.

To accomplish the above aims, specific accountabilities have been established for carrying out the South Dakota School for the Blind and Visually Impaired affirmative action policy and programs. Each administrator and supervisor is expected to review his or her present and future personnel policies and practices to ensure that equal employment opportunity is being actively implemented and that no employees or applicants for employment suffer from any form of discrimination. Each administrator and supervisor will be held accountable for using good faith efforts to achieve the goals and timetables set forth in his or her area.

SEXUAL HARASSMENT

BOR employees and BOR students are protected against sexual harassment in the workplace and it is a grievable offense. BOR Policy Manual 1:17 (www.sdbor.edu)

Duties of Employees

1. It shall be each employee's duties to report any sexual harassment to one of the Title IX Coordinators immediately. Deb Mitchell and R.Lee Ginsbach are the coordinators.
2. This includes any harassment by faculty, staff or students.
3. Please use the SDBOR Harassment/Discrimination Complaint Form.
4. Please use the present Incident, Accident, and Hazard form we use for risk management.
5. All information will remain in the strictest confidence.
6. All employees shall be encouraged to report any act of sexual harassment.
7. Should an employee or supervisor be notified by a student or other staff member of suspected sexual harassment, they shall immediately notify the Title IX Coordinator.

SEXUAL HARASSMENT POLICY – STATE OF SOUTH DAKOTA

It is the policy of the State of South Dakota that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of the state's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct, which could be viewed as sexual harassment.

Sexual harassment includes:

- Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature an explicit or implicit condition of any employee's continued employment.
- Making submission or rejection of such conduct the basis for employment decisions or modifying terms or conditions of employment affecting the employee.
- Creating an intimidating, hostile or offensive working environment by such conduct, irrespective of one's intent, if such conduct had the purpose or effect of interfering with one's work environment.

An employee who has a complaint of sexual harassment in the workplace should first follow the informal complaint procedure. If not satisfactorily resolved, he or she may continue with the formal complaint procedure.

If a supervisor or Affirmative Action Officer knows of any incident of sexual harassment, they shall immediately take appropriate remedial action. If the alleged harassment involves any type of threat of physical harm to the victim, the alleged harasser may be suspended with pay. During the suspension the affirmative action officer will conduct an investigation. If the investigation supports the charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

WORKPLACE SAFETY POLICY

It is the policy of the State of South Dakota to promote a safe environment for its employees. The State is committed to working with our employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior that affect the working environment will not be tolerated. All reports of such incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, expressions or any other behavior that communicates a direct or indirect threat of physical harm or damage to state or personal property, either on duty or off-duty. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. All employees shall cooperate to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by any state employee on or off state premises, report it immediately to your supervisor or Human Resources Director. Severe threats or assaults that require immediate attention shall be reported to police by calling 911.

SMOKING

Smoking is prohibited in the facilities and on the grounds of the SDSBVI. Smoking in state vehicles and on state equipment is prohibited. Our Health Curriculum includes information on the harmful effects of smoking. We serve as examples to our students and must consider the effect of a mixed message. In addition, smoking is restricted because of the potential harm to students both from fire danger and inhalation of second-hand smoke. **You may not smoke when you are with students.**

STATE OF SOUTH DAKOTA - OFFICE OF GOVERNOR - EXECUTIVE ORDER 92-10

I do hereby order and direct that:

Section 1. Smoking be prohibited in all buildings or portions thereof owned, leased or occupied by the Executive Branch of the state of South Dakota and in vehicles owned by the state.

Section 2. Within an agency, only the residential portions of the facilities operated by these agencies may be exempt from the executive order. Those departments shall develop a policy specific to such facilities that is in keeping with the intent of this executive order. These policies shall be submitted to the Bureau of Personnel for approval by October 1, 1992.

Section 3. An outdoor designated smoking area may be established by the agency head in their respective buildings. State agencies sharing a work site should work together to establish the outdoor designated area.

Section 4. The agency head is responsible for monitoring and controlling the smoke-free environment.

Section 5. Signs shall be posted at all entrance and exit ways of state-owned, leased or occupied buildings stating the building is smoke-free and smoking is prohibited. Standard signs shall be obtained from the Bureau of Administration.

Section 6. The Department of Health shall coordinate and make available quit-smoking classes or self-help materials to employees desiring to break the smoking habit. A minimum of one hour of work time per week for a maximum of eight weeks shall be granted to any employee attending a quit-smoking class approved by the Department of Health.

Section 7. Violation of this executive order may result in corrective and/or disciplinary action.

Be it further ordered, that such policy be in effect, with the appropriate signs posted, no later than November 19, 1992, and it shall apply to all state employees, clients, visitors and other persons using the facilities.

DRUG-FREE WORKPLACE

A copy of the South Dakota Drug-Free Workplace Policy Manual is provided to all employees at the SDSBVI at the beginning of employment. It is the policy of the state of South Dakota to provide a drug-free environment within its workforce. The physiologically and/or psychologically addictive qualities of certain substances is recognized, and in that light, it is the policy of the state that if an employee is addicted to a substance, the state will encourage that person to obtain treatment.

Any employee who is convicted of a criminal drug statute occurring in the workplace or who admits in a court of law to the commission of such a criminal drug law violation, whether such admission results in a conviction, may be subject to appropriate disciplinary action, up to and including termination.

By Executive Order a drug-free workplace is established for all state agencies in South Dakota. It prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance.

- A. The state of South Dakota, on behalf of each agency which is a grantee, certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the grantee's workplace is prohibited and specifying the actions that will be taken against employees for violation of this prohibition.
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number of each affected grant.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The Governor's office is located at 500 E. Capitol, Pierre, South Dakota 57501. The addresses of all other workplaces maintained by the grantee are provided on an accompanying list.

The South Dakota Board of Regents strictly prohibits the unlawful possession, use or distribution of alcohol, marijuana or controlled substances by its students or employees while on property controlled by the Board of Regents or while participating in any capacity in activities or employments sponsored by it. All state laws related to controlled substances apply.

No possession, use or distribution of alcohol, marijuana or controlled substances is permitted on premises controlled by the Board of Regents; except:

1. when needed in conjunction with approved research activities;
2. when alcohol is possessed, used or distributed in a lawful manner inside a dwelling occupied by an employee who, as a condition of employment, is required to maintain a residence on premises controlled by the Board of Regents;
3. when alcohol is possessed, used or distributed in a lawful manner on premises controlled by the Board of Regents which have been designated by the institutional president as places where such possession, use and distribution may be permitted, subject to such conditions as the institutional president may also prescribe, provided that a notice of such designation and conditions have been filed previously with the executive director; or
4. when the possession, use or distribution of the controlled substance is incidental treatment by a licensed health care professional authorized to prescribe such substances.

Section 3:8, Article 10.3 of the Regents Policy Manual sets forth additional policies governing student possession, use or distribution of alcohol, marijuana or controlled substances. Section 4:27 of the Regents Policy Manual and Executive order 91-17 set forth additional policies governing employee possession, use or distribution of alcohol, marijuana or controlled substances.

Persons who violate the provisions of SDCL 15.1.2 will be disciplined.

1. Each campus shall adopt and publish detailed procedures and regulations to govern student infractions of this policy and related policies. Minimum Regental standards may be found in Section 3:8 Article 10.3.
2. Disciplinary procedures for employees vary according to the individual's status as a Career Service Act employee, as a non-faculty employee who is exempt from the Career Service Act, as a faculty member who is excluded from the bargaining unit or as a faculty member who is within the bargaining unit. Disciplinary measures shall be imposed pursuant to those procedures that are appropriate to the employee's classification.
3. Employees whose unlawful possession, use or distribution of alcohol, marijuana or controlled substances violates this policy may be subject to those disciplinary measures set out in section 5.4.2(B); except that, absent extraordinary circumstances, a second infraction will be deemed just cause for termination.
4. Where the infraction of Section 15.1.2 constitutes a felony offense under South Dakota or federal law, the essential facts of the infraction will be referred to law enforcement authorities. Referral of a matter to law enforcement authorities will not require suspension of disciplinary proceedings nor delay imposition of discipline.

LATEX FREE ENVIRONMENT

Due to the increasing number of people being diagnosed with a latex allergy, the SDSBVI has adopted a policy designating the school will be a latex free environment. In accordance to this policy, no latex balloons or gloves will be allowed into the building. Foil balloons will be allowed.

FRAGRANCE FREE WORK AREA

There are many people who experience unpleasant physical effects from scented products, such as perfumes and colognes. Different products do affect people in different ways. The common factor is the reaction, whatever the type, is disabling. In accordance with the ADA, the South Dakota School for the Blind and Visually Impaired is implementing the following policy: All individuals working at the South Dakota School for the Blind and Visually Impaired must refrain from wearing perfume, cologne, aftershave, and scented lotions and discontinue use of air fresheners (plug-ins, sprays or solids) in order to promote a fragrance free work area. Air fresheners will still be allowed in the dormitories. Revisions to this policy will be made as needed.

DISRUPTION OF WORKPLACE SETTING (BOP 4:41)

As part of the South Dakota Board of Regents educational mission, the Regental system sponsors many recruiting activities and welcomes young children and families to many special events. However, in consideration of safety and in order to create an environment most conducive to learning and efficient to work activities, children, family, pets (other than service animals), and other non-work related individuals are prohibited from routinely being brought to the workplace. This policy applies to all employees and persons who visit or participate in classes, programs, events, or other activities who may wish to bring dependent children, family, pets, or others to the workplace. This policy does not apply to approved institutional programs that involve children, including designated research programs with child subjects, youth camps hosted at any Regental institutions, childcare services offered in childcare facilities, or an occasional brief visit. In addition, this policy will not apply to school sponsored activities or special events that are designed to promote interaction between the community, our staff members, their families, and our students.

CHILDREN IN THE WORKPLACE

Children of the SDSBVI staff members shall not be present at the school for extended periods of time or on a regular basis. While it is recognized that on rare occasions, children of staff members may visit the school for short periods of time it shall not be the practice of any staff member to allow their children to reside in their classroom, office, or any other areas of the school. Should an emergency or unforeseen circumstance arise a staff member must seek the approval of the immediate supervisor, or in their absence, the Superintendent before a child is brought to the school for an extended period of time. This policy will be in affect both before school and after school hours, and regardless of whether school is in or out of session. While at the school the child will be directly supervised by the staff member and not allowed to roam the building.

This policy will not apply to school sponsored activities or special events that are designed to promote interaction between the community, our staff members, their families, and our students.

BREASTFEEDING POLICY

The South Dakota School for the Blind and Visually Impaired is committed to family values and issues as well as personal preferences regarding parenting. This policy provides appropriate and reasonable accommodations for women wishing to either express milk or breastfeed after they return to work. SDSBVI will provide appropriate space and flextime for women choosing to express milk. Women choosing to breastfeed at home or at their daycare many negotiate flextime with their supervisor. The Director of Human Resources will encourage the employee to communicate with her supervisor regarding accommodations. If the employee wants assistance in addressing this issue with her supervisor, the Director of Human Resources will work with the employee to address the situation. If the supervisor cannot appropriately accommodate the employee, she can contact the Director of Human Resources who will initiate a request to the Superintendent if the supervisor cannot identify appropriate space.

CANDLES

Candles are not allowed at SDSBVI.

CRISIS POLICY

THE PRIMARY CONCERN IS ALWAYS THE SAFETY OF THE STUDENTS AND STAFF!

The first 30 minutes of a crisis is crucial in determining people's perceptions of the situation and how it is to be handled. Emphasis needs to be on deciding what actions are necessary, both immediate and long term, and how information about the crisis will be shared. Crisis team members have been identified.

The response is based on the specific type of situation, either natural or man-made, following the Crisis Reaction Process (see #3 of the Crisis Management Checklist) and the specific needs of each individual situation.

Copies of the crisis manual are located in various parts of the school and address:

Natural disaster

Earthquake

Flood

Man-made crisis

Explosion

Chemical accident

Weapons/hostage situation

The SDSBVI Handbook gives specific information about the most likely situations: (1) tornado/severe weather, (2) fire, and (3) bomb threat. The procedures will also need to be followed if any other emergency may occur.

To help ensure people's safety, the SDSBVI has emergency lighting in case of a power outage and there are weather radios in the dormitories and the front office. The Crisis Management Team (see #1 of the Crisis Management Checklist) will immediately be contacted and assume responsibility for all decisions made and actions taken.

The SDSBVI has established many ties with the community of Aberdeen and those resources will be utilized as much as possible. If evacuation is necessary, arrangements have been made to use the Barnett Center of Northern State University. If the needs are for more than shelter, either NSU's President or Physical Plant Manager will need to be contacted.

The Aberdeen Fire Department is involved in ongoing safety reviews and has all relevant information on file. The Fire Chief emergency packet is currently stored on campus in the Front Lobby. A key to the building is in the Fire Department "lock box" at the main entrance.

Emergency information includes:

1. school map which provides a layout and dorm room assignments
2. floor plan map showing fire extinguishers, all utilities and valve shut offs, etc.
3. student list with home phone numbers
4. copies of student and staff schedules
5. staff members home phone numbers
6. keys, including one for the Barnett Center
7. Crisis Management Checklist

After the immediate needs of the situation have been dealt with, people will need to be notified. Any information provided to the media will be given **ONLY** by the Superintendent or Principal and someone will be designated to notify concerned parties, i.e. staff members and/or their families and parents of the students.

After the immediate needs of the trauma have been dealt with, assistance will be provided to cope with the psychological effects, both for staff and students. Local therapists and counselors will be contacted to assist the student services director.

BOMB THREAT POLICY

1. Upon receiving a bomb threat, notify the Superintendent. She will immediately call local authorities and use the fire alarm to evacuate the building.

In the absence of the Superintendent the normal "chain of command" is used with the Principal or Business Manager in that order.

2. Upon receipt of a bomb threat, the person receiving the call will make every attempt to:
 - A. Prolong the conversation - **DO NOT HANG UP THE TELEPHONE!** (Use another phone to call the authorities.)
 - B. Identify background noise and any distinguishing voice characteristics.
 - C. Ask the caller for a description of the bomb, where it is, and when it is due to explode. (See details in Crisis Management Checklist.)

TORNADOES

The bell system will be used for both “watches” and “warnings”.

BELL SEQUENCE FOR TORNADO DRILLS/ACTUAL

Watch - One Short Ring and One Long Ring

Warning - Three Short Rings

All Clear - One Long Ring

When there is threatening weather, radios should be kept "ON" and turned to a local station for emergency information. Weather radios are located in the office, garage, and dorms as a quick alert system to let us know when “watches” and “warnings” have been issued. The weather radios often go off before the city sirens.

When there is a “watch” for Brown County, please do not take the students off campus. If there is a “warning,” keep the students indoors.

The elementary and secondary hallways (away from windows and doors) are the best locations. You do not need to take books to cover students' heads. They will not offer much protection and would simply add to flying debris. (However, you may take some books to read to the kids while they wait if you think it will help keep them calm.)

NOTE: We will no longer use the east/west hallway as a "protected area". There is too much glass and the long hall would act as a wind tunnel. Go to the elementary or secondary hallway, whichever is nearest your location.

If a warning sounds when students are in the dorms, both the girls and boys should go to the Snack Room in Spicer Hall, as it doesn't have windows. Do not stay anywhere in Herseth Hall. Close the fire doors as you move to Spicer.

If a warning sounds when in the Lions Den area, go to the Snack Room in Spicer Hall. Do not anywhere in the Lions Den.

Do not stay in the Gym, Classrooms or Dining Room/Kitchen. Close classroom doors as you leave. Be able to account for all students in your class.

- If you are in the Gym and don't have time to get to the secondary hallway, go into the girl's Locker Room.
- If you are in the Kitchen/Dining Room and don't have time to get to the elementary hallway, go into the interior hallway by the guest room and confinement room.
- If you are in any of the dorms during the day, go to the Spicer snack room.

FIRE REGULATIONS

Fire alarms and fire fighting equipment are used for the protection of human life and property. Use of this equipment for other purpose is against the law. Explosives and fireworks are prohibited. Storage rooms are always to be orderly, especially rooms which have electrical equipment within them. For information on evacuation plans in the event of fire and for further information see the separate EMERGENCY EVACUATION ROUTES.

BELL SEQUENCE FOR FIRE DRILLS/ACTUAL

Fire/Fire Drill - Fire Alarm

All Clear - One Long Ring

FIRE DRILLS - SDCL 13-25-10.

Evacuation Drills. It is the responsibility of each school board to have evacuation drills in each school under their jurisdiction. There shall be at least two fire exit drills each semester of the school year in schools through Grade 12. During such drills all personnel and all pupils shall completely leave the building and move to a safe distance. All employees at the SDSBVI shall be thoroughly instructed in respect to duties under these evacuation drills. Each superintendent of schools or official in charge shall maintain a record of the dates and evacuation times of the evacuation drills conducted on the form provided by the Department of Public Safety. This record shall be available for inspection by a representative of the Secretary of the Department of Public Safety upon request.

The appointed representative of the Secretary of the Department of Public Safety or the local fire chief or his designee may conduct evacuation drills at any school or institutions, both public and private, in order to test the effectiveness of the warning system and the evacuation plan.

Study the fire evacuation plan for each room in which you will be teaching so you can automatically direct the pupils. A copy of the fire escape map must be posted in each classroom.

Except in severe weather, students and staff should leave the building and be removed at least 50 feet from the building. When the weather does not permit, stop at the exit door. Absolute silence should be maintained by everyone while responding to the fire alarm so that any necessary change in exits can be directed. If time allows, close all windows and doors and shut off the lights.

FIRE DRILL PROCEDURES

The following procedures will be a part of our normal fire drill plan:

1. Above all, remain calm. Your behavior will influence the students' reaction. Leave the building quickly but do not allow students to run or push.
2. Be sure all doors and windows are closed. This includes the dining room doors and "unused" rooms.
3. Close all fire doors.
4. The first two people to the exit should hold the doors.
5. Teachers and Houseparents must check rooms and restrooms to be sure no one is left behind.
6. Walk to a safe distance from the building (50 feet).
7. At night if it is cool, take blankets from the beds as you go but do not stop to get coats etc.
8. "Buddy System" in the dorms should be continued. Be sure to explain to the younger students what is happening.
9. At night it is a good idea to grab a flashlight if one is handy.
10. The first consideration is to get all the students and staff members out of the building. We have drills to prepare us for the event of an emergency. Please treat them seriously and help the students to feel confident in their abilities to respond appropriately.
11. Do not return to the building until so advised.
12. In the event students cannot return to the building, shelter has been arranged with Northern State University. Do not leave the school grounds before reporting on and verifying student head count.

NIGHT TIME

1. Three (3) meeting places have been designated and all students should report to these locations...regardless of which door they use to exit the building.
 - A. Boys' dorm gathers on the sidewalk by State Street.
 - B. Girls' dorm gathers on the sidewalk by State Street.
 - C. Lion's Den should gather north of the dorm wing.
2. Get your students out the designated exit doors and do a head count to make sure you have everyone out. Once Herseth Hall is cleared, the Herseth staff goes to Spicer Hall, shutting the fire doors by the Dormitory Supervisor's Office and again between Spicer Hall and Lions Den. Then go to any other dorm that houses a student who requires special assistance, as directed by the Dormitory Supervisor. Do not allow students to go back into the building, even to help. The key to a positive and safe fire drill is hustle, hustle, hustle!
3. If there is a student in the apartment, it is your duty to knock on the door and then go in. Students have reported that they do not hear the alarms.

DAY TIME

1. During the daytime the following additional gathering places will be used.
 - A. Across from the main entrance on the grass median.
 - B. At the south end of the front parking lot.
 - C. In the "Courtyard" between the girls' dorm and classroom wing.
2. Each location is responsible, once the students are safely out of the building, for counting heads and determining if anyone who is normally there is missing.
 - A. Each area then is to report that information to the group located at the front entrance. Let them know how many students you have and can account for...and who is missing and not accounted for.

EMERGENCY EVACUATION ROUTES

1. ACTIVITIES BUILDING, CONCESSION STAND, WEST CONFERENCE ROOM / MUSIC ROOM (ROOM 269) AND SHOP (ROOMS 255 and 257)

All staff and students should use the primary exit between the concession stand and the shop and proceed south to the sidewalk parallel to 17th Avenue.

Secondary exits are those doors which are located in the west and southeast parts of the building. In the event secondary exits are used, staff and students should still assemble on the sidewalk which parallels 17th Avenue.

2. OCCUPATIONAL AND PHYSICAL THERAPY CLASSROOM (ROOM 270)

Cross main hallway and leave building at exit between shop and high school wing. Turn right and parallel shop to Activities Building exit. Turn left and proceed south to sidewalk which parallels 17th Avenue.

3. ORIENTATION AND MOBILITY SPECIALISTS' OFFICE (ROOM 271)

Exit room to hallway, turn right through double doors and turn left to leave building at exit located between shop and high school wing. Turn right and parallel shop to Activities Building exit. Turn left and proceed south to sidewalk which parallels 17th Avenue.

4. ROOMS 250 AND 251

Exit rooms to center hallway to high school wing, turn left to intersecting main hallway, turn left through double doors and left again to leave building at exit located between shop and high school wing. Turn right and parallel shop to Activities Building exit. Turn left and proceed south to sidewalk which parallels 17th Avenue.

5. ROOMS 230, 231 AND 232

Exit rooms to center hallway of high school wing, turn right to intersecting main hallway, turn left through double doors and left again to leave building at exit located between shop and high school wing. Turn right and parallel shop to Activities Building exit. Turn left and proceed south to sidewalk which parallels 17th Avenue.

6. SPEECH/LANGUAGE (ROOM 248) AND ROOM 249

Exit rooms to center hallway of high school wing, turn right to Lobby hall, turn left to front Lobby and leave building through front door. Proceed south to sidewalk which parallels 17th Avenue.

7. ROOM 234 AND ADL UNIT (ROOM 235)

Exit rooms to center hallway of high school wing, turn left to Lobby hall, left again to front Lobby and leave building through front door. Proceed south to sidewalk which parallels 17th Avenue.

8. LOUNGE (ROOM 242), INSTRUCTIONAL ASSISTANTS' OFFICE (ROOM 243), TECHNOLOGY SPECIALIST'S OFFICE (ROOM 245)

Exit through main Lobby doors and proceed south to sidewalk which parallels 17th Avenue.

9. PRINCIPAL'S OFFICE (ROOM 222), SUPERINTENDENT'S OFFICE (ROOM 223), ADMINISTRATIVE ASSISTANT'S OFFICE, (ROOM 225), EDUCATIONAL SECRETARY'S OFFICE (ROOM 226) AND LOBBY AREA

Exit through main Lobby doors and proceed south to sidewalk which parallels 17th Avenue.

10. ROOM 221 (SOUTH CONFERENCE ROOM, BUSINESS MANAGER'S OFFICE, HUMAN RESOURCES DIRECTOR'S OFFICE)

Exit through door on the south and proceed south to sidewalk which parallels 17th Avenue.

11. LIBRARY (ROOM 209)

Exit either door to center hallway of grade school wing, turn right to Lobby hall, turn right to front lobby and leave building through front door. Proceed south to the sidewalk which parallels 17th Avenue.

12. ROOM 212 and ROOM 214 (STAFF WORKROOMS)

Exit rooms to center hallway of grade school wing, turn left to Lobby hall, right to front Lobby and leave building through front door. Proceed south to sidewalk which parallels 17th Avenue.

13. ROOMS 206 AND 210

Exit rooms to center hallway of grade school wing, turn right to intersecting main hallway, turn right again and leave building through exit located between grade school wing and Infirmary. Proceed until no less than 50 feet from building and preferably until you can assemble on sidewalk which parallels 17th Avenue.

14. KITCHEN AREA

All kitchen and dining room staff are to accompany students out of the Dining Room. The primary escape route shall be through the two doors leading from the Dining Room to the main hallway, then right to the exit nearest (west) the Infirmary. This exit leads to the lawn south of the Infirmary. Alternate routes to the parking lot to the north and out the south kitchen door are to be considered secondary routes to be used only in case of necessity.

15. LOW VISION SPECIALIST'S OFFICE (ROOM 178)

Exit to main hallway, turn left and proceed to exit located between Spicer Hall and Evaluation Center. Assemble on sidewalk which parallels 17th Avenue.

16. GARAGE (ROOM 189)

Exit from the garage through any large or small door.

17. INFIRMARY (ROOM 200 AND 202)

Primary exit is the door between the Infirmary and the grade school wing. The nurse on duty is responsible for seeing that students go to shelter as soon as possible.

18. LION'S DEN

Use the main exit to the north. If that exit is not accessible, use:

- a. Exit on the west to the parking lot or
- b. The exit nearest the dorm wing to the south side of the School building.

19. PLAY THERAPY (ROOM 193), EVALUATION CENTER (ROOMS 190, 192 AND 193), AND DEAN NORTH CONFERENCE ROOM (ROOM 177)

Use exit directly to the south near Spicer Hall.

20. DORMITORIES

Spicer Hall: Primary exits are through the east and south doors; secondary exit shall be through the door in the hall between the Evaluation Center and Spicer Hall and shall be used only if the two primary exits are not available.

Herseth Hall: Use south, east and north exits. Houseparents are responsible for seeing that all children go to safety.

