

## APPENDIX VI: FIRE AND LIFE SAFETY & WORKING CONDITIONS

*Preparing students to step forward with  
confidence and a vision of lifetime success*



SD School for the Blind  
and Visually Impaired

*Partners in educational success*



South Dakota School for the Deaf

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in black ink that reads "Mike Rush". The signature is written in a cursive, flowing style.

Mike Rush  
Executive Director and CEO

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In order to ensure the protection of our students, it is the South Dakota School for the Blind and Visually Impaired's and South Dakota School for the Deaf's policy that each potential employee whether they are permanent or temporary, full or part-time, paid or unpaid, or a volunteer, will undergo a background investigation conducted by the South Dakota Department of Criminal Investigation and FBI before employment or volunteering begins. Any individual found to have a crime involving moral turpitude, including the trafficking of narcotics, that might justify suspension or revocation of a teaching license pursuant to § 13-42-10, or otherwise reveals circumstances that reasonably suggest that the person should not be employed, will not be allowed to begin employment or volunteer. SDSBVI and SDSD may, without liability, withdraw its offer of employment without notice. The HR Director will provide a written notice to the individual with an explanation of why they are being denied employment. Since the individual is not a status employee, they are not entitled to the State of SD appeal process.

1. Upon the advice of the SD DCI, we are changing our policy. Background check on status employees will be completed every five years. Any employee found to have a crime involving moral turpitude, including trafficking of narcotics, that might justify suspension or revocation of a teaching license pursuant to § 13-42-10, or otherwise reveals circumstances that reasonably suggest that the employee should not be employed will receive a disciplinary action in the form of dismissal. Before the employee is disciplined, they will receive a written notice and an opportunity to present reason(s), either in person or in writing, why the proposed action should not be taken.

CSE – Refer to CSE Handbook on Disciplinary Action, Termination of State Employees, and Grievance Appeals.

Faculty – Refer to Faculty Handbook on Termination of State Employees and Steps for Processing a Formal Grievance

Exempt Employees – Refer to Non-Unit Faculty and Non-Faculty Handbook on Termination of State Employees and Grievance Appeals Procedure.

2. Background checks will not be accepted from outside agencies, including local school districts. Background checks will not be shared with outside agencies, including local school districts. Employees will not receive a copy of their background check.
3. Background information is housed in the Human Resources Office, and stored in a locked file cabinet. The information is not part of the employee's personnel file, and is not stored electronically. When an employee leaves employment, HR will shred the employee's background check. The HR Director, Business Manager, and Superintendent are the only authorized personnel to have access to the background information.
4. The HR Director will serve as the POC (Point of Contact) and the Business Manger as the LASO (Local Agency Security Officer) for SD DCI. SDCL Ch. 23-5 and SDCL Ch. 23-6 states that all criminal history records are confidential and any person who discloses this information, beyond the scope allowed, is guilty of a Class 2 misdemeanor. The LASO is responsible for overseeing guidelines, consequences, and liabilities that could occur from unauthorized use of criminal history records. If an incident would occur, the Security Incident Reporting Form needs to be completed and submitted to SD DCI.

## PERSONAL APPEARANCE

All staff, paid or unpaid, including volunteers are representatives of SDDS and SDSBVI, and role models to students. Personal appearance and hygiene is an important part of interactions with students, staff, and the public. Without unduly restricting individual tastes, SDDS and SDSBVI expects personal cleanliness, good grooming, and appropriate attire of its staff while on duty.

## 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.

To comply with the law (SDCL 26-8A-2, 26-8A-6 and 26-8A-8), it is the policy of the South Dakota School for the Blind and Visually Impaired that any school employee who suspects that a child under 18 years of age has been neglected or abused (including physical, sexual, or emotional abuse) by any person, including parent or other person (other than by accidental means), **MUST** make a written report to the Student Services Director, Superintendent, or designee. 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 the Sheriff's Department (SDCL 22-22-7.2, 22-46-1).

The person making the report to DSS or local law enforcement agency shall inform the school employee who initiated the action within 24 hours that the report has been made. The employees 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, date and place of birth, 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. A school administrator or nurse needs to 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 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.

### 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 the Business Manager (Risk Manager).

### AMERICANS WITH DISABILITIES ACT (ADA)

The SDSBVI and SDSD 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

Please refer to Board of Regents Policy 1:19 ([www.sdbor.edu](http://www.sdbor.edu)) for additional information.

It is SDSBVI's and SDSD's policy to take affirmative action to implement and assure employment opportunities for qualified employees and all applicants for employment without regard to sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, sexual orientation, age, disability, genetic information or veteran status, on any other status that may become protected under law against discrimination or on any other grounds. . 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 sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, sexual orientation, age, disability, genetic information or veteran status, or on any other status that may become protected under law against discrimination except where sex is a bone fide occupational requirement, or where a specific disability constitutes a bona fide occupational disqualification;
- 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 sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, sexual orientation, age, disability, genetic information or veteran status, or on any other status that may become protected under law against discrimination.

To accomplish the above aims, specific accountabilities have been established for carrying out the 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.

## HARASSMENT, INCLUDING SEXUAL HARASSMENT

Refer to South Dakota Board of Regents Policy 1:17 – 1:17.1 and 1:18 ([www.sdbor.edu](http://www.sdbor.edu)) for additional information.

It is the policy of the SDSBVI and SDSD to promote a safe learning and working environment for its staff and students.

The South Dakota Board of Regents, SDSBVI, and SDSD have a particular concern with conduct that subjects staff and students to harassment, as herein defined, on the basis of sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, sexual orientation, age, disability, genetic information or veteran status, on any other status that may be come protected under law against discrimination or on any other grounds. Such conduct cannot be tolerated. The SD BOR forbids harassing conduct, and those members of the institutional community who have indulged in it shall be subject to discipline pursuant to SD BOR Policy 1:18. Report any violations to Janel Ludwig, Title IX Coordinator ([ludwigj@SDSBVI.northern.edu](mailto:ludwigj@SDSBVI.northern.edu) – Phone 605-626-2580).

It is SDSBVI and SDSD goal to provide yearly in-service education/training about sexual harassment, sexual violence and/or intimidation for employees and students. New staff will receive information during the orientation process.

Sexual harassment may be established by showing that an individual has been subject to unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature. Sexual harassment may also be established by showing participation in the creation of an intimidating, hostile, or demeaning environment.

### **Steps for Complainant:**

- It shall be each complainant's duties to report any sexual harassment or sexual violence to the Title IX/EEO Coordinator immediately. Janel Ludwig ([ludwigj@sdsbvi.northern.edu](mailto:ludwigj@sdsbvi.northern.edu) PH: 605-626-2580) is the administrator and Deb Mitchell ([mitcheld@sdsbvi.northern.edu](mailto:mitcheld@sdsbvi.northern.edu) PH: 605-626-2580) is the deputy administrator. This includes any harassment by staff or students. For students and their families, please refer to the Student/Parent Handbook. (All reports will be taken seriously.)
- Complete the Complaint of Discrimination/Harassment Form located by the Business Office/HR Office and the Student Services Director's Office.
- Note:
  - All information will remain in the strictest confidence.
  - Employee(s) who brings forth a complaint or who participates in the investigation will not be subject to harassment, interference, intimidation, or retaliation.
  - All employees and students shall be encouraged to report any act of sexual harassment or sexual violence.
  - Should an employee or supervisor be notified by another staff member or a student of suspected sexual harassment or sexual violence they shall immediately notify the Title IX/EEO Coordinator.

### **Duties of the of Title IX/EEO Coordinator:**

- Upon receipt of the Complaint of Discrimination/Harassment form, the Title IX/EEO Coordinator will meet with the individual to discuss the incident, and to assess whether the conduct that prompted the report might involve prohibited harassment. Investigation is completed soon as practicable. When necessary, the individual will be asked to complete an Incident Form (yellow).

If the Title IX/EEO Coordinator concludes that the conduct may involve prohibited harassment, the coordinator will initiate proceedings under that chapter. Written report will be made to the Superintendent. Report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations. Appropriate action will be taken against the harasser based of the rules and regulations of the State of South Dakota and the South Dakota Board of Regents. Such actions may include, but not limited to, warning, suspension, termination, etc.

- If the Title IX/EEO Coordinator concludes that the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

- If the Title IX/EEO Coordinator concludes that the conduct, though unwelcome, did not involve prohibited harassment, the coordinator will inform the person of the resources that the institution may be able to provide to assist the person to resolve concerns with the individual whose conduct prompted the report or otherwise to assist the person to become familiar with strategies that may assist in avoiding or responding to such conduct.

If the reported conduct, while not yet harassment was targeted at a specific person or persons, was abusive, and served no bona fide academic purpose, the Title IX/EEO Coordinator will contact the individual whose conduct prompted the report to discuss the conduct and its relation to federal and state law and to the SD BOR and institutional policies.

Before initiating the contact, the Title IX/EEO Coordinator will inform the person who made the report that the contact will be made and will explain that the institution will stress the prohibition against retaliation and will avoid making an express disclosure of confidential information.

If the reported conduct was not targeted at a specific person or persons, the Title IX/EEO Coordinator will discuss with the person who made the report, options to contact the individual whose conduct prompted the report, with or without the assistance of person who made the report, to discuss the implications of the conduct. The institutional, where appropriate, Title IX/EEO Coordinator will also contact the institutional official responsible for the individual whose conduct prompted the report.

The Title IX/EEO Coordinator will determine whether the circumstances require that the institution contact the individual whose conduct prompted the report or whether other action may be necessary to assure that the individual understands the obligation to avoid harassment and how certain forms of conduct may interfere with the ability of others to participate fully in institutional employments and programs.

All shall cooperate to implement this policy effectively and maintain a safe working environment and school setting. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. Severe threats or assaults that require immediate attention shall be reported to policy by calling 911.

## SMOKING

Smoking is prohibited in the facilities and on the grounds. 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.**

## DRUG-FREE WORKPLACE

A copy of the South Dakota Drug-Free Workplace Policy Manual is provided to all employees 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 are 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 Civil Service Act employee, as a non-faculty employee who is exempt from the Civil 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.

## DISRUPTION OF WORKPLACE SETTING

Please refer to Board of Regents Policy Manual section #1 ([www.sdbor.edu](http://www.sdbor.edu)) for additional information.

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.

## BREASTFEEDING POLICY

The SDSBVI and SDSD are 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. The school 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 and SDSD.

## 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 either school must refrain from wearing perfume, cologne, aftershave, and scented lotions and discontinue use of air fresheners (plug-ins, sprays, solids, etc.) 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.

## FIREARMS PROHIBITION

In accordance with state and federal laws, no firearms are allowed on either SDSBVI or SDS D campus or in any school vehicle. Exceptions include law enforcement, specific supervised training sessions, and unloaded weapons at color guard ceremonies. (SDCL 13-32-7)

## EMERGENCY PROCEDURES

In an effort to improve system wide communication, the South Dakota Board of Regents (SDBOR) has implemented Everbridge. Everbridge is designed to notify SDBOR employees of emergencies through email, phone, and text messages. All employees are required to register. Messages may be sent locally through administration or from SDBOR staff. Technical questions about registration may be directed to the Business Manager.

## **SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

### **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.

### **FIRST AID KITS**

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 by the Infirmary.

### **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.

## **RISK MANAGEMENT POLICIES**

### **SDSBVI and SDSD**

#### **1. LIFTING STUDENTS AND OBJECTS**

The Office of the Risk Management researched the amount of weight other agencies deem safe for a staff member to lift. 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.

No staff member may lift more than seventy-five (75) pounds safely when lifting an object other than a student. 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.

#### **2. ELECTRICAL CORDS**

No electrical cords will be allowed to stretch across the walkway. Please inspect your individual areas and report any such cords to maintenance so that other power arrangements may be made.

#### **3. COFFEEPOTS/ELECTRICAL APPLIANCES/CANDLES**

Due to electrical limitations in office environments, individual microwave ovens, toasters, and other appliances are not permitted in an individual's cubicle/office space. The use of small appliances such as "office" coffeepots, microwaves, refrigerators, and toasters is allowed provided electrical circuits are available, but they must be located in common areas. **For safety reasons, candle warmers, and candles are expressly prohibited in State Office space.**

#### **4. SPACE HEATERS**

Space heaters which are provided by the school, in a limited number, and meet very specific State Risk Management guidelines will be allowed in staff work areas. They need to be requested and set up by Maintenance Staff, directly plugged into a wall outlet (no extension cords or power strips), and need to be unplugged every night. Failure to follow these procedures will result in immediate removal of this space heater by Maintenance Staff.

#### **5. PROTECTIVE EQUIPMENT**

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

#### **6. INCIDENT REPORTS**

Incident reports will be written when an accident or an incident occur that results in injury, is hazardous, or unsafe. The event needs to be reported and distributed the same day, before staff leave for the day. The original incident report (yellow form) needs to be given to the Risk Manager. A copy needs to be given to the Superintendent and the employee's direct supervisor. If the incident involves an injury to a student, the nurse will also get a copy.

If there are concerns regarding the potential of unsafe situations or conditions within the school, those need to be communicated directly to the Risk Manager either verbally or via email. The Risk Manager will follow up appropriately. At no time will an employee be reprimanded for voicing their concerns or bringing forward an incident report or potentially unsafe condition to the Risk Manager.

When an incident occurs where an employee is injured, not only does an incident report need to be completed but also a workman's compensation form if deemed necessary. An incident report DOES NOT take the place of a workman's compensation form and is not accepted by the State in place of the workman's compensation form.

## **SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

### **1. SPA USE POLICY**

Student use of and SDSBVI staff supervision of the spa located in the SDSBVI multisensory room shall be governed by the following:

- A. The SDSBVI maintenance staff shall be responsible for the ongoing maintenance of the spa, including, but not necessarily limited to:
  - 1) water cleanliness, disinfectant, temperature, general maintenance
  - 2) any concerns should be immediately reported to the maintenance department
- B. When not in use, the protective cover and four locking straps must be in place, and the door to the multisensory room closed.
- C. When in use by a student or students, the activity or therapy shall be directly monitored by an assigned SDSBVI faculty/staff member.
  - 1) If the student has not learned or mastered the techniques for safe self-floating (as determined by the SDSBVI PE instructor or therapy provider), the student will wear an approved life jacket or floatation device.
  - 2) The faculty/staff member/therapy provider will be immediately adjacent to the spa to facilitate continuous visual contact for supervision while the student is in the spa OR
  - 3) The faculty/staff member/therapy provider will be IN the spa with the student during the therapy or activity.
- D. When a student/staff member is getting into/out of the spa the lifting/transfer policies of the SDSBVI shall apply.

### **2. 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.

### **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. 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.

## 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.

## 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.

## 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 Director 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 member's 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 (ROOM 269) AND TECHNOLOGY SPECIALIST'S OFFICE, MUSIC ROOM (ROOM 255), AND SHOP (ROOM 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), AND TRANSITION 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, AND HUMAN RESOURCES DIRECTOR'S OFFICE)

Exit through door on the south and proceed south to sidewalk which parallels 17<sup>th</sup> 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 (ROOMS 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.

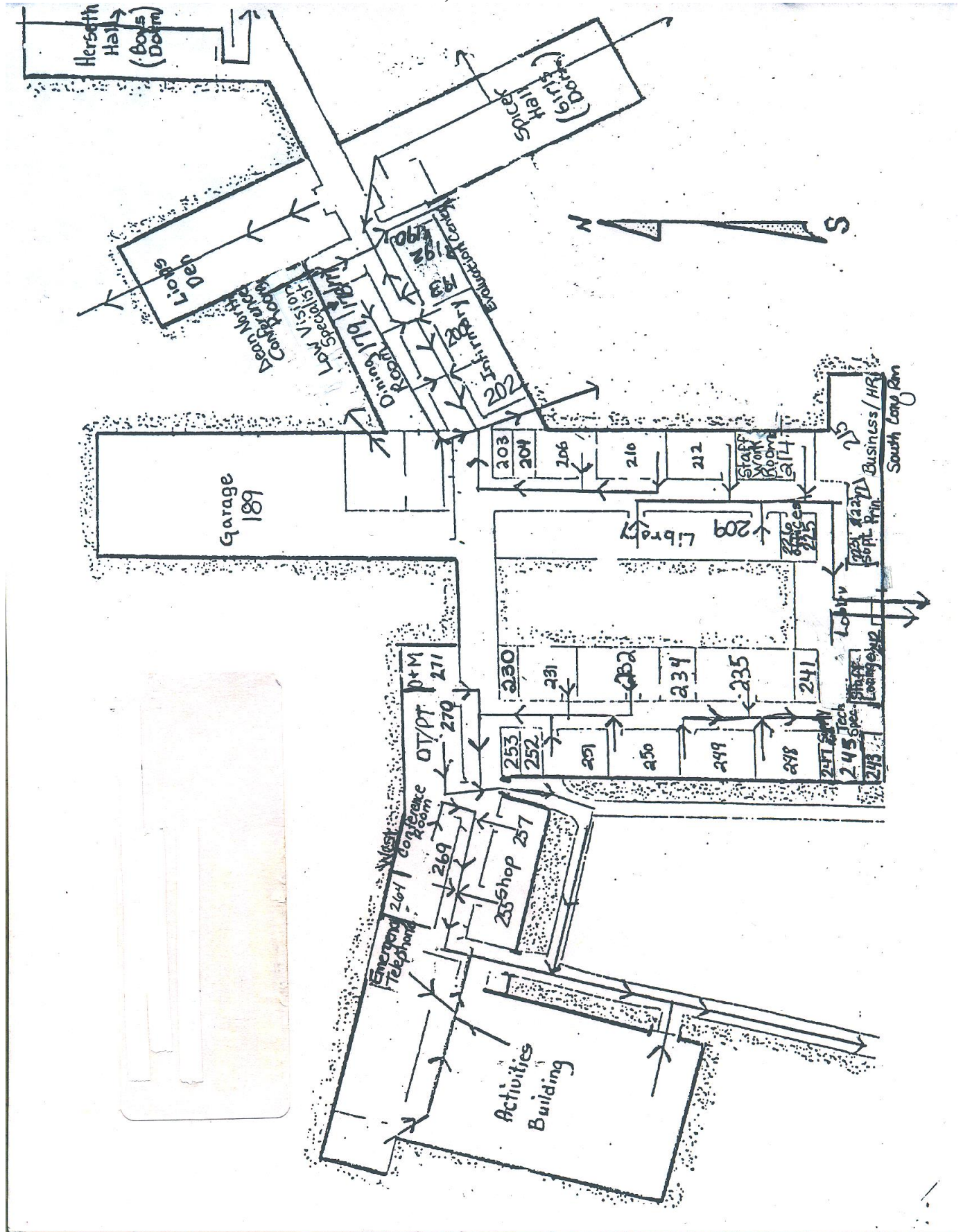
20. DORMITORIES

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.

**FIRE ESCAPE MAP**

**SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED  
ABERDEEN, SOUTH DAKOTA**



## **SOUTH DAKOTA SCHOOL FOR THE DEAF**

It is the responsibility of all staff members to review and understand all emergency action plans in order to prevent undo injuries to staff members and visitors at SDSD.

Whether an actual weather emergency, or annual drill, treat all alarms as though it is the real thing. ALWAYS, ALWAYS error on the side of safety when unsure.

### FIRE ALARM PROCEDURES (Emergency Action Plan #1)

SDSD will conduct at least one fire alarm drill each year. Staff members who are Deaf and Hard of Hearing will be notified through a text, email, or cell phone in advance.

In the event of an alarm immediately stop what you are doing. Calmly find the nearest exit and exit the building. All exits are clearly marked. For the locations of all exits, and evacuation procedures please observe the posted charts located throughout the facility.

All staff shall gather at the corner of the garages, near the garbage coral regardless of the location they exited the building. Remain a safe and prudent distance from the building while in route to the designated rallying point. Response vehicles such as fire trucks will be responding to the alarms so use extreme caution in the parking lot area.

Use the “buddy” system to ensure all staff members are accounted for. The senior ranking person shall take control of the group and become the spokesperson. If someone is missing DO NOT reenter the building. The spokesperson shall immediately report it to the on-scene commander (usually the Fire Department is the designated commander). Give them as much information as possible regarding the last known location of the missing person. Do not leave the area until further instructions have been given or the person in charge advises differently. Do not reenter the building until the all clear signal has been given by the on-scene commander, or person in charge of any fire drill.

Do not speak to the press. The Superintendent of SDSD is the designated PR person for the school and will release any and all information to the press as needed. Refer any questions/comments to them.

### SEVERE WEATHER (SUMMER) PROCEDURES (Emergency Action Plan #2)

SDSD will conduct a tornado drill at least once each year.

A weather radio will be constantly monitored by the Senior Secretary located near the front entrance of the Berry Wright facility. Additionally, a radio is located in the basement near the Physical Plant Director’s office.

Upon hearing notification of locally severe weather which requires actions by SDSD staff (tornado, etc.) the Senior Secretary will make an announcement over the intercom instructing all personnel to take immediate shelter. Additionally, the Senior Secretary will, upon completion of the intercom announcement, notify all personnel in the administrative area. They shall also notify the SDSU Secretary via landline or physical notification.

Once the Senior Secretary makes this announcement, make sure you check your area, including any areas such as bathrooms, storage rooms, etc. where people might be located. For the locations of all tornado shelter areas please observe the posted charts located throughout the facility.

Immediately stop what you are doing and proceed directly to the lower level of the Berry Wright facility, sit quietly in the hallway until give further instructions either via intercom or by the Hall Header. If other than a tornado (flood, etc.), follow the instructions given by the Senior Secretary.

Once personnel are gathered in the designated shelter areas the senior person will be in charge of the group. Use the “buddy” system and make sure all personnel are accounted for. Remain in the designated area until the all clear signal has been given or the senior person advises otherwise.

### SEVERE WEATHER (WINTER) PROCEDURES (Emergency Action Plan #3)

Please refer to “Emergency Closing 4:40” in BOR Policy Manual (<http://www.sdbor.edu/policy/4-Personnel/documents/4-40.pdf>). Information is also available in the General Handbook under “School Closing (Administrative Leave) and in the Civil Service Handbook under “FLSA Employees – Closing of School”. If you have any questions or concerns, please contact your Supervisor, the Superintendent, or the Human Resources Director.

### BOMB THREAT PROCEDURES (Emergency Action Plan #4)

The state of South Dakota Policy ES-96-1 addresses bomb threat procedures as outlined by Bureau of Administration. SDSD will implement applicable portions of this policy. It will be identified as SDSD Emergency Action Plan #4.

The intent of this action plan is to provide direction in a time of crisis. It will assist the contacted individual in taking the necessary steps in getting the affected employees to safety as soon as possible, and to contact the appropriate administrative and security agencies, providing them with the most detailed information possible regarding the bomb threat.

Employees should review this plan regularly and be familiar with its contents. The document is the official policy and procedure to be followed in the event that a bomb threat is received. This document is self-explanatory; however, persons within the office should be made aware of its location.

**|BOMB THREAT PROCEDURE AND REPORT** - The fire alarm may only be used when imminent danger is present (20 minutes or less). Notify law enforcement (911) and inform them that that there is no fire, you have received a bomb threat. This will keep fire personnel from entering the building. If 20 minutes or more have elapsed, immediately contact the senior staff member of your agency. Evacuation should be assumed rather than questioned. The senior staff member shall notify all personnel in the threatened building, and then evacuate. As soon as possible notify the Superintendent and give them an update. The rallying point is near the garbage corral unless otherwise advised by responding officials.

When receiving a bomb threat (or learning of a threat from another source) the staff member receiving the call or information should immediately complete the checklist:

The following procedures will be used in the event of a bomb threat:

1. The person answering the phone should keep the person talking on the phone as long as possible and try to write down exactly what the person is saying.
2. When the person has hung up, dial 9-9-911 on the same line as the call came in on. Note the time the call came in so the phone company can trace the call.
3. The Office will contact the police and fire department upon receiving a bomb threat.
4. The Office will make an announcement indicating the problem. A staff meeting will be held to discuss the situation.

### INTRUDER/WORKPLACE VIOLENCE PROCEDURES (Emergency Action Plan #5)

It is the responsibility of all staff members to review and understand all emergency action plans/policies in order to prevent undue injuries to staff members and visitors at SDSD.

**MINIMIZING WORKPLACE VIOLENCE** - The State of South Dakota and SDSD seek to provide a work environment that minimizes workplace violence or other security risks. Violence in the workplace poses a threat to the safety of employees and the public and affects productivity. All employees are responsible for minimizing workplace violence. This policy establishes procedures that minimize the threat of violence in the workplace, without restricting appropriate public access to SDSD employees and facilities, and provides guidelines for responding promptly and effectively to workplace violence.

SDSD will not tolerate acts and behaviors that are likely to result in workplace violence and which may include but are not limited to abusive language, hitting or shoving, threats of bodily harm, threats or violence arising out of sexual or racial harassment, brandishing of an object which may be used as a weapon, insubordination, the sending of threatening, harassing or abusive e-mail/text and faxes, using the workplace to violate protective orders, and stalking.

Employees are prohibited from possessing firearms or other weapons on SDSD property.

Managers and supervisors have a responsibility to ensure that behaviors and actions that are likely to result in workplace violence are dealt with promptly, firmly and fairly. Disciplinary actions for violations will be consistent with SDSD and the State of South Dakota policies and procedures.

### **WHAT IS WORKPLACE VIOLENCE**

**Workplace Violence** – Any intentional act that inflicts, attempts to inflict, or threatens to inflict bodily hurt on another person or that inflicts, attempts to inflict, or threatens to inflict, damage to property, whether committed by a SDSD employee or by anyone else and which occurs in a State of South Dakota workplace or site location in which SDSD employees are conducting business, including SDSD.

**Workplace** – All SDSD property and any other locations where SDSD employees are performing their work.

## **REPORTING WORKPLACE VIOLENCE**

**Reporting Workplace Violence** – All employees shall promptly report workplace violence to the Police Department and then to their supervisors/managers. In emergency situations, employees may report workplace violence to supervisory or managerial level employees other than their own supervisors. Employees shall promptly report to their supervisors situations that they believe could lead to workplace violence, including but not limited to protective orders or other “no-contact” orders.

**Employees’ Responsibilities When Workplace Violence Occurs** – Employees shall respond promptly to workplace violence in accordance with their department’s procedures which are laid out in this document.