School Administrative Unit 21

School Administrative Unit (SAU) 21

Safety Program

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Introduction and Purpose:

The purpose of the Safety and Loss Management Program is to bring workers and management together in a cooperative effort to promote workplace safety. Every employee has the right to a workplace free from occupational safety and health hazards. This Safety and Loss Management Program is designed to prevent accidents and illnesses to the employees. Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. Keeping your work environment free of obstructions and in compliance with Department of Labor or Department of Education standards is not a one-time annual event since audits and inspections can occur at any time. This program provides the framework and structure for safety concerns to be managed like any other function of the school district through planning, organization, leadership, control and communication.

This manual has been prepared in order to provide all SAU 21 personnel with a comprehensive set of written safety policies and procedures. These policies and procedures have been developed, and shall be followed, in an effort to minimize incidents in all departments. The material in this manual will be periodically reviewed and amended as needed. Every employee of SAU 21 shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein. Only through a joint commitment by Administration and Employees can workplace accidents or injuries be reduced or eliminated.

SAU 21 Statement of Commitment to Health and Safety:

SAU 21 values the welfare and safety of every employee and student. As per our mission statement, we are committed to providing a safe and healthy environment. In pledging its full support of the steps taken by the districts to establish and maintain a safe environment, the SAU recognizes the following:

- That the district will comply with all relevant safety and health laws and regulations and will regularly update policies and practices to align with new changes;
- That the prevention of accidents and the protection of all resources are guiding principles in this program;
- That decisions regarding safety are made with the same thoughtfulness and thoroughness as those decisions made concerning productivity or quality and that safe working conditions and methods must be a priority;
- That employees will follow all safety rules, take no unnecessary risks, and use all safety guards and equipment available to them; and,
- That feedback will always be welcomed and encouraged from all employees and will help to continually improve safety standards within the district.

It is understood that for this program to be successful, the district's employees, contractors, and vendors must demonstrate a sincere commitment to the enforcement of injury and illness prevention each day. The district believes that an educated, dedicated, cooperative, and unified community lays the foundation for the effectiveness of this program and that by working together, the district will continuously build and sustain a safe and healthy culture. As an employee, contractor, or vendor of the district, you have a responsibility to the other employees, students, and general public to read, understand, and follow this safety program. Please be always alert in

detecting potential safety hazards and willing to take action to remedy them. Above all, exercise concern for others to help ensure everyone's safety, well-being, and productivity. Your efforts will make a difference!

Responsibilities:

All employees have responsibilities with regard to health and safety. Everyone shall be fully responsible for implementing the provisions of this process within their respective areas of responsibility. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

SAU Administration Team

Administration is ultimately responsible for the overall success of this program. Responsibilities include, but are not limited to:

- Ensuring staff awareness, understanding, and compliance with any and all health and safety standards as stated in the Safety Program and holding employees accountable for their actions and/or inactions in accordance with district policy
- Demonstrating overall support, direction, and commitment and actively participates in the process and enforcement of the Joint Loss Management Committee, Emergency Management Plan and the Crisis/Grief Management Plan.
- Communicating with all members of the organization in a clear and effective manner.
- Maintaining an awareness of any relevant health and safety management issues within buildings and on grounds and taking action to correct the situations or delegating the duty to a designated staff member to correct.
- Defining the responsibilities of employees and ensuring by appropriate monitoring that safe systems have been developed and implemented.
- Emphasizing and ensuring that the program is a joint effort among all parties as active participation by each individual is critical to the program's success.
- Supporting building administrators and SAU-wide directors and staff with decisions concerning issues of safety.
- Ensuring that required resources are available when necessary. Resources may include, but are not limited to, the following:
    - Funding for safety equipment, protective equipment, and training courses and materials.
    - Personnel such as outside experts, risk management consultants, and inter-departmental liaisons.
    - Time for appropriate review and response to inspection, recommendation, and incident review reports as well as participation in training programs.
- Provides training for members of the Joint Loss Management Committee in work-place hazard identification and accident/ injury investigations so that the committee can

adequately carry out its responsibilities.
- Responds, in writing, to recommendations made by the Joint Loss Management Committee.
- Educates staff on Emergency Management and Response Plans.
- Ensuring that any vendors and contractors follow appropriate safety and health standards.

Building Administrative and Supervisory Personnel

Building administrators and supervisors are leaders in their respective environments and play a critical role in the success of the program. In having authority, they share the responsibility for implementing the following:

- Ensures that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- Taking immediate action to correct any unsafe condition or action and ensuring that all staff and students are well-informed of safety, sanitation, and emergency procedures.
- Ensures that all employees within their area of responsibility also understands all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- Exhibits leadership, provides guidance and sets the tone for safe behavior.
- Educates employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- Is actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their teams', as well as accidents, incidents, and near-misses which occur.
- Regularly meets with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- In conjunction with the Joint Loss Management Committee, schedules and/or conducts workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- Educates staff on Emergency Management and Response Plans.
- Ensures that subcontractors follow all appropriate safety and health standards
- Providing professional development opportunities and training in safety procedures as necessary.

Employees

Employees have a responsibility to understand and observe all personnel and work rules, policies, and procedures in order to create and maintain a safe working environment for themselves, their colleagues, their students, and the general public. Employees are responsible for the following:

- Exhibiting safe behaviors at all times and complying with this Safety Program by following the policies, procedures, and regulations of the SAU relating to safety and health.
- Being alert for unsafe acts and conditions. Alerting Administration of suspicious visitors.
- Reviewing accidents or near misses, when assigned, to discover the cause and take corrective action to ensure that any safety issue either noticed or brought to their attention is dealt with in a timely and professional manner to prevent recurrence.
- Reporting any matter deemed hazardous or unsanitary to the attention of either administration or maintenance by following the accident reporting or maintenance work ticket procedures, whichever is applicable.
- Using safety equipment and personal protective equipment as required by the SAU.
- Only operating machines and equipment on which the employee has been trained and given responsibility to operate.
- Being knowledgeable in all emergency response protocols.
- Be mindful of and keep all medication out of reach of others.

SAFETY & HEALTH COMMITTEES:

SAU 21 is committed to the continuous health and safety of its students, employees, and the public. The SAU understands that for this to occur, diligent monitoring and updating of safety protocols must be an ongoing process. To better facilitate this process, the SAU has instituted the following committees:

Joint Loss Management Committee

Each district Joint Loss Management Committee (JLMC) meets on a quarterly basis throughout the year, bringing employees and management together in a non-adversarial, cooperative effort to promote workplace safety. The JLMC has the potential to significantly improve workplace safety and productivity; reduce workplace accidents and injuries; enhance employee relations, morale and health; and provide significant financial savings in Workers' Compensation claims.

The JLMC committee is made up of the following equal management and employee members who advocate for employee and workplace safety. It is the belief of the JLMC that through collaboration among employees who represent all buildings as well as different areas of employment (teachers, student services, paraprofessionals, office staff, custodial staff, district staff, nutrition services staff, and administrators), the committee's work can lead to fewer accidents and health issues within the district and offer significant financial savings to taxpayers.

The following covers the roles and responsibilities of the JLMC:

- The chairperson of the committee shall be designated by the membership of the committee and shall rotate between those in an employee and management role periodically.

- The committee has a Clerk who is designated by the committee. The Clerk is responsible for taking minutes during the quarterly meetings and distributing them to the other members of the committee. These minutes are also posted on the district website, and are available upon request.
- The JLMC consists of of management and employee representatives. Representatives shall be posted on the district website.
- All injury/incident reports are reviewed by this team.
- The JLMC will conduct periodic facilities audits and report any findings, with suggested control measures, to the person most able to take action on the recommendations. Inspections conducted include, but are not limited to: annual town fire and health inspection, quarterly fire systems equipment inspections conducted by an outside contractor, semi-annual fire suppression equipment inspections, semi-annual food safety inspections, and annual building and grounds safety inspections.
- Members will discuss items such as new and ongoing safety concerns, new rules or regulations that have come into effect, accidents and near misses and the preventative measures that could have been taken to avoid them.
- The JLMC may request support from the School Board and/or Superintendent to approve resources needed for safety-related initiatives within the district.

JLMC Committee Representation:

Member	School/Role	Admin/Employee
Associate Superintendent for Finance and Operations	SAU/Admin	Admin
Principal	School/Admin	Admin
Assistant Principal	School/Admin	Admin
Director of Special Services	School/Admin	Admin
Facilities Director	School/Admin	Admin
Nurse	School/ Employee	Employee
Administrative Assistant	School/ Employee	Employee
Teacher	School/Employee	Employee
Special Ed Teacher	School/Employee	Employee
Educational Associate	School/Employee	Employee
Guidance Counselor	School/Employee	Employee
Athletic Director	School/Employee	Employee
School Board Representative	District Board Member	Board Member

SAU Safety & Security Task Force

With recent national events that include intruder violence, student violence, natural disasters, and pandemics, emergency response preparation and planning is becoming more important for schools. As an answer to these difficult situations, the district has established an Emergency Management Plan along with an SAU Safety & Security Task Force. The committee is chaired by the Assistant Superintendent for Curriculum, Instruction, and Assessment and members from each community's police and fire.

SAFETY RULES & REGULATIONS:

All employees are required to adhere to the following statutes, rules and regulations set forth by the New Hampshire Department of Labor:

- Lab 1400 Rules, Administrative Rules for Safety and Health
- Lab 600 Rules, Safety Programs
- RSA 277, Safety & Health of Employees
- RSA 277A, Employees Right to Know
- RSA 281-A: 64, Safety Provision
- RSA 155-A, State Building Codes

All of the above can be found at the New Hampshire Department of Labor website at: http://www.nh.gov/labor

General Health and Safety Guidelines

- Demonstrate and promote good housekeeping and healthful practices in your work area.
    - E.g. keep all electrical cords out of walkways or cover them when unavoidable.
- Properly correct any unsafe or unhealthful acts or conditions when feasible and report those that require assistance immediately.
- Know locations of nearby fire extinguishers, fire alarms, and safety equipment and keep a clear access of at least 36" around these areas at all times.
- When in doubt, exercise caution and ask for assistance.
    - E.g. avoid lifting anything you are concerned is too heavy for you to manage on your own and always seek help for lifting anything that weighs more than 50 pounds.

- Use proper equipment only.
    - E.g. avoid substituting boxes, crates, unstable seats, or tables in place of ladders and step stools.
- Do not attempt to operate anything you are not trained to do. Maintain a high degree of professionalism to reduce the risk of negatively effecting a change in other's health, safety, and welfare.
    - E.g. never distract someone in a potentially hazardous situation.
- Report any possession, use, suspected use, or sale of drugs or alcohol to a building administrator immediately.

Specialized Safety Guidelines

In addition to the general health and safety guidelines for all employees and students, the district has identified the following specialized guidelines for qualified staff, custodial staff, and licensed contracted personnel and vendors in the areas of Housekeeping, Electrical Safety, Machine Guarding, Power Tool Safety, Portable Ladder Safety, and Food Safety:

Housekeeping

- Safety containers and locations shall be used for all hazardous materials such as chemicals and flammable materials. All containers and locations must be clearly labeled.
- Stacked materials should be done safely and should not block aisles or access points inside or outside the building.
- Temporary facilities/arrangements must be removed as soon as the need for them no longer exists. The removal of litter and debris from closets, hallways, and storage areas will be maintained.

Electrical Safety

- Only licensed and authorized personnel are permitted to work on electrical equipment and enter electrical rooms.
- Whenever possible, electricity will be turned off when work is underway. To ensure that electrical power is off, use an accurate and working voltmeter or other device and check the appropriate circuit for power.
- When working on energized circuits, use tools with insulated grips that are in safe condition.
- Any wires left hanging from conduits must be made physically safe (e.g. locked out and tagged, bundled, taped).

Machine Guarding

- Only qualified and authorized personnel or supervised students are permitted to work on equipment with parts moving at high speeds.
- Properly placed and secured safety guarding is required at points of operation, in-going nip points, and rotating parts on all line shafts, in shafts, couplings, pulleys, and belts revolving at high speeds.
- Safety guards are to be removed for maintenance purposes only and must be replaced before equipment is reenergized.

Power Tool Safety

- Only qualified and authorized personnel or supervised students are permitted to work on or with power tools.
- All portable tools must be grounded or double insulated and be properly inspected prior to use.
- All portable tools must be appropriately operated, maintained, and kept safe from water, oil, chemicals, heat, or sharp objects that could potentially damage them and make them unsafe for use.
- Power must be disconnected before making any tool adjustments and proper guards or shields must always be in place.
- Use appropriate floor covers for temporary placement of cords in walkways.
- Never use an extension cord that has the ground lug removed.

Portable Ladder Safety

- Prior to using a portable ladder, an employee shall inspect the joints between the steps and side rails to make sure they are tight, the hardware fittings to make sure they are firmly attached, and the steps to make sure there are no bends or cracks.
- When necessary, an employee shall also inspect all pulleys, locks, and wheels to make sure they are lubricated, check for frays in ropes to identify those that need to be replaced, and ensure that movable parts operate without binding or undue play. Check ladder for load capacity before use.
- Check for overhead power lines and maintain a safe distance from them.
- Set up self-supporting and non-self-supporting ladders on a sound base. Do not place any ladders on boxes, barrels, or other unstable bases.
- Non self-supporting ladders should be situated at a 4:1 pitch to prevent slipping.
- Any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.
- Remove any defective or unsafe ladder from service and affix a “Dangerous - Do Not Use” sign to it.

Food Safety

- Based on the guidelines issued by the United States Department of Agriculture (USDA), employees are responsible for executing the sanitation standards for the safe handling and preparation of school meals set forth in SAU 21’s Food Safety Program.
- All food service employees shall obtain a certificate of completion for an approved sanitation course within their first year of employment.
- Food safety inspections will be conducted twice a year, dependent on DHHS’ available inspectors, with results posted in a visible location, on the district’s website and released to members of the public upon request

Hazardous Materials and Situations Guidelines

In conjunction with the health and safety guidelines, employees must be knowledgeable of and trained in the recognition and safe handling of any hazardous materials and situations that they may come in contact with as a result of their employment with the district. The district has specified the following areas to be addressed: Hazardous Materials, Allergic Reactions, Hazardous Energy Sources, Blood Borne Pathogens, Hearing Conservation, Respiratory Protection and Indoor Air Quality, Personal Protective Equipment, and Fire Safety.

Hazardous Materials

All buildings possess a Safety Data Sheet (formerly MSDS forms) Hazmat binder that includes a list of hazardous materials along with Safety Data Sheets (SDS) for each hazardous product in the building. When a hazardous product is received, the supplier also sends the accompanying SDS to the district. SDS copies are placed in each school's SDS HAZMAT binder that is kept in the Main office and a copy is also kept in the appropriate department binder, custodial, science, nutrition services, etc. SDS copies are also placed in the district's Facilities binder. All employees must follow the set policies for storage and use of hazardous materials and know the location(s) and content of the SDS documents. Please refer to the New Hampshire Right-ToKnow-Law (RSA 277A).

- Proper storage locations of hazardous materials such as combustibles, waste, and rubbish must be established, labeled, and utilized properly. Hazardous materials are not to be accumulated in work or storage areas and will be disposed of promptly.
- Chemical spills should be handled in accordance with the Safety Data Sheet (SDS) requirements.

Allergic Reactions

All employees will immediately call the school nurse if a person shows signs of an allergic reaction. In severe cases, employees should call 911 if the allergic reaction is life threatening or when the school nurse or an administrator is unavailable. In order to recognize and react to allergic reactions resulting from bee stings, food, and other substances, employees will be trained at the beginning of each year and as needed, on a case by case basis.

Hazardous Energy Sources

The district has safety protocols in place to ensure that equipment is isolated from all potentially hazardous energy sources before employees, contractors, or vendors perform any service or maintenance on them. The locking out of potentially hazardous energy sources requires that energy control devices such as disconnect switches, bus switches, valves or circuit breakers be locked out and tagged in the off position to ensure equipment is in a zero energy state. All employees must follow lockout/tagout steps before anyone works in or on moving equipment or process systems. Employees designated by the building principals should follow these steps prior to working with equipment that has potentially hazardous energy outputs:

- Notify the site maintenance department to gain permission to service equipment.
- Notify affected employees that lockout/tagout of equipment will be in effect.

- Identify the energy sources (mechanical, electrical, pneumatic, hydraulic, chemical, steam, etc.).
- Ensure the equipment is shut down in the normal stop procedure.
- Disable all power sources.
- Relieve any stored energy/potential energy by blocking, disconnecting, or restraining it.
- Verify that equipment is in zero energy state by testing the equipment's start controls.
- Make a final check of the equipment and notify all affected employees that the equipment is cleared for normal operation.

Blood Borne Pathogens

All employees will be trained in a blood borne pathogen program that includes the proper handling and disposal of needles and sharp objects, used bandages and gauze, linens, rubber gloves, and other emergency items should their position expose them to blood or any other potentially infectious material. All blood and body fluids shall be treated as if known to be infectious and will be treated with universal precautions where there is potential for direct and indirect contact. Employees responding to an emergency or situation shall wear single use disposable gloves, wash their hands after removal of gloves, and wear eye protection when necessary.

Hearing Conservation

In accordance with DOL's Lab 1403.30 Noise Exposure rules, protection against the effects of occupational noise shall be provided should the sound levels exceed permissible noise exposure limits. Reasonable engineering or administrative controls shall be utilized to limit exposure and if controls fail to reduce noise to an allowable limit, personal protective equipment shall be provided and used to reduce noise.

Indoor Air Quality and Respiratory Protection

The district will ensure that all areas within district buildings will be clean and free from harmful particulate, fungi, or bacterial matter. When deemed necessary, an employee or student will be provided with a respirator or disposable dust mask on the basis of the hazard to protect the health of the employee and student. Employees and students will be instructed in the use and maintenance of selected respirators.

Fire Safety Protection

Evacuation procedures pertaining to each room and all other school areas must be posted conspicuously. NFPA 101 requires an Emergency Egress and Relocation Drill (Fire Drill) be conducted once a month while school is in session, with one drill being held within the first 30 days of school. The NH State Fire Code amends this to allow the drills to be suspended during the winter months after at least four drills have been held. In addition, no more than two of the fire drills can be replaced by drills that test emergency response to other hazards when the local fire department and NH Office of Emergency Management are involved in their planning. In addition, it is required that all occupants participate in the drill. This includes not only all the students, but office and kitchen staff as well as the administration. (101:14/15.7, Saf-C 6008.04) School buildings hosting summer activities with students present shall conduct monthly

evacuation drills. An evacuation drill report should be completed by building administration and forwarded to the SAU to be kept on file after the drill.

In the event a fire alarm is activated, administrators, employees, and students are expected to follow building evacuation procedures. Administrators will immediately notify the Fire Department and will check the building to ensure everyone is out. Employees will check daily attendance lists and count students to determine that all students are out of the building and report findings to the administration.

Periodic inspections of boilers and fire extinguishers for proper operation will also occur. The observance of no smoking rules will be consistently enforced.

Personal Protective Equipment

The district is responsible for assessing hazards and requiring and providing appropriate personal protective equipment such as respiratory protection, face shields, eye protection, work gloves, stripping shoes, and/or aprons when deemed necessary. Employee orientation meetings and handbooks/guides are required to include information pertaining to the location and use of such equipment required. Where employees furnish their own personal protective equipment, the district shall be responsible to assure its adequacy.

The district is responsible for the regular inspection and maintenance of eye wash stations and safety showers.

WORKPLACE VIOLENCE:

The district is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual unless such action is necessary to prevent serious bodily injury or harm (in compliance with use of force statutes). Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation.

This policy covers any violent or potentially violent behavior that occurs in the workplace or at district sponsored functions.

All district employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the district, its employees, or its property will

be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

SAU 21 prohibits the possession of weapons on its property at all times, including our parking lots or district vehicles. Additionally, while on duty, employees may not carry a weapon of any type (to exclude chemical "pepper" sprays—which must be kept out of student access at all times). Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns and other electronic defense weapons, tear gas, and other aerosol self-defense spray weapons. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense. Please see policies JICI-Weapons on School Property and KFA-Public Conduct on School Property.

SAU 21 reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on district property based on reasonable suspicion the inspection will find items that are in violation of the law, district rules or policies. All lockers, storage areas, file cabinets, desks and workstations belong to SAU 21 and employees have no expectation of privacy in those areas. SAU 21 may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all personal property and other items that are in violation of district rules or policies.

ACCIDENT REPORTING:

In the event of an accident on school grounds or at school-sponsored events, the school district employee who witnessed or first responded to the accident must fill out an accident form within 24 hours of the accident. All forms must be filed with the Principal and sent to the SAU office.

Any accident requiring the attention of a physician or emergency care must be reported to the Superintendent within 24 hours after the accident, for notification to the insurance carrier, and analysis for loss control.

TRAINING REQUIREMENTS:

As a condition of employment, all school district employees are subject to certain required training sessions. Many trainings are required by law and a failure to participate in these mandated training poses both a risk to the individual employee as well as the district. Annually, the Superintendent and the Administration team will notify employees of district training sessions in which they are requested to participate, and such participation will be considered to be a professional obligation for all positions in the district. Should an employee be unable to participate in a required training due to extenuating circumstances, it is the employee's responsibility to notify his/her direct supervisor and to work with the district to complete the

training session at another time. A failure to participate in required training sessions is subject to employee discipline per district policy and could constitute grounds for dismissal.

EMERGENCY EVACUATION AND RESPONSE PLANS:

The district's system of emergency preparedness shall ensure that the health and safety of students and employees are safeguarded and that students and employees alike are trained to respond sensibly to emergency situations. Policies and procedures are developed for the prevention of, intervention in, and immediate response to crisis situations. Cooperation with local and state emergency organizations is critical to the process. The district and individual schools provide continuous assessment of the policies and procedures that are in place to effectively handle crisis situations.

The district has developed an approved Emergency Management Plan clearly outlining procedures and drills to follow when there is a school emergency. These plans establish command posts pending the arrival of fire and police emergency personnel. All emergency evacuation and response plans use consistent terminology and procedures throughout the district. Ongoing reassessment will be conducted in collaboration with local, state, and federal organizations to assess the effectiveness of the plans and provide improvement as needed.

COMMUNICATIONS:

Employees of SAU 21 are encouraged to take active roles in supporting the health and safety initiatives of the district. Employees are advised to provide suggestions on ways to improve current safety procedures as well as report any unsafe conditions and/or equipment to building administration or appropriate personnel. Suggestions will be passed along to the school safety committees or the JLMC where suggestions can be implemented through the recommendation process. Especially motivated employees should also consider actively participating in school safety committees or on the JLMC. The district takes pride in keeping employees informed about news, procedures, and initiatives pertaining to safety and health issues. The district will provide all employees with a copy of the Safety Program, post information such as the notification and minutes of safety meetings, display safety and health signs and posters, and offer reminders for training sessions in a variety of areas.

The following list of agencies or associations can be useful resources concerning the safety and health of district employees, students, and the visiting public:

- New Hampshire Department of Labor: http://www.nh.gov/labor/
- Safety and Health Council of Northern New England: http://www.shcnne.org
- United States Environmental Protection Agency: http://www.epa.gov

STUDENT VIOLENCE PREVENTION AND MANAGEMENT:

<u>Student Behavior De-Escalation Training:</u>

Nonviolent Crisis Prevention & Intervention Training (CPI) focuses on prevention and provides staff with proven strategies for safely reducing anxious, hostile, or violent behavior at the earliest possible stage. SAU21 Districts have 4 trained CPI (Crisis Prevention Institute) Instructors, including Superintendent Meredith Nadeau. Most paraprofessionals and Special Education staff are trained in CPI verbal de-escalation techniques. In addition, any staff member who works with

students who have the potential for physical aggression receive full CPI training which includes proper protocols and techniques for student restraint.

Behavior Intervention Team - Seacoast Care Team

SAU21 partners with the National Association for Behavioral Intervention and Threat Assessment (NaBITA) to support a joint Behavior Intervention Team (BIT) between all SAU21 districts as well as SAU90. The purpose of the BIT, known as the Seacoast Care Team, is to prevent self-harm and harm to others. Members are trained and certified through the NaBITA organization and adhere to the NaBITA Standards for confidentiality and protocols.

The SCT is a multi-disciplinary group whose purpose is to support its target audience (students, employees, faculty, staff, community, workplace) via an established protocol designed to help detect early indicators of the potential for disruptive conduct, self-harm, and the risk of violence to others.

Through referrals, the team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. When SCT receives reports of concerning behavior, the team conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification, and response.

Behavioral Health Team

The districts of SAU21 convene a Behavioral Health Team consisting of school counselors, social workers, school psychologists, and other personnel charged with outreach to the community. This team of school stakeholders with expertise in mental wellness is focused on the social and emotional health of our students. Facilitated by the Assistant Superintendent for Student Services, this team meets regularly and relies on data-based decision making to support student mental health, promote student and staff well-being, and address individual student strengths and needs. Opportunities for professional growth, shared resources, and collaborative problem-solving are prioritized. The goal of this team is to promote healthy and positive school climates that allow our students to thrive ensuring they are more likely to come to school ready to learn, actively engage in school activities, maintain supportive and caring connections with adults and young people, use appropriate problem-solving skills, demonstrate non-aggressive behaviors, and add to positive school outcomes.