



2024 - 2025

**INJURY AND ILLNESS PREVENTION
PROGRAM**



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INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in Section 3203, Title 8, CCR (General Industry Safety Orders). See [S.B. 198](#) and [Section 3203, Title 8, CCR](#).

The Injury and Illness Prevention Program must:

- Be in writing
- Identify the person or persons with authority and responsibility for implementing the program.
- Provide a means for identifying job safety and health hazards.
- Establish routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Document training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- Provide a method for assuring compliance with safety requirements, including disciplinary action.
- Provide a method for conducting accident and exposure investigations.
- Describe a system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

INJURY AND ILLNESS PREVENTION PROGRAM

I. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks and shall develop strategies to prevent and/or mitigate environmental hazards. He/she shall consider the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff and students, including the impact on student achievement and attendance.

[\(Board Policy\) 3514](#)

B. Objectives of the Injury and Illness Prevention Program.

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program.

A copy of the district's written Injury and Illness Prevention Program shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) implemented at that site. A master copy of the districts' written Injury and Illness Prevention Program shall be kept by the **District Office and a copy in the school office at all school sites**. Electronic copies of the IIPP will be accessible to all staff.

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator (Title 8 California Code of Regulations, Sec. 3203(a)(1))

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program is (are) listed below:

NAME:	Jennifer Kloczko	John Himmel
TITLE:	Superintendent	Plant Manager
PHONE NUMBER:	530-626-3150	530-626-3150

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district and its school sites. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a written report directly to the Superintendent.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the district.

2. Superintendents, Assistant Superintendents

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities, and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state, and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to Jennifer Kloczko and John Himmel (530) 626-3150
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. Principals, Department Heads, Supervisors

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.

- b. All employees, full-time or part-time, permanent, or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect District loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded, and promptly reported to **Jennifer Kloczko and John Himmel (530) 626-3150**.
- h. Prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all District employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least quarterly for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.
- n. Chemical hazards are known to employees, safety data sheets are available, and employees are trained on the safe use of such chemicals.

4. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

[EMPLOYEE SAFETY Board Policy 4157](#)
[How to Report a Work Related Injury](#)
[Report of Employee Accident](#)
[Comprehensive Safety Plan Board Policy 0450](#)

II. HAZARD IDENTIFICATION, EVALUATION AND CONTROL (Title 8 CCR, Sec. 3203 (a)(4))

A. Inspections

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows: [FIT Tool](#)

District Facility	Frequency	Conducted by
SCHOOL SITES	Quarterly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian

SPECIAL HAZARD AREAS Science Labs, Maintenance Dept., Transportation Dept. Gymnasium, Athletic Field Cafeteria/Kitchens	Check Daily Quarterly Report	Plant Manager
AUDITORIUM	Check immediately prior to use. Quarterly report.	Custodian
AUTOMOTIVE EQUIPMENT (including tractors, mowers)	Check daily by operator. <i>Yearly Report by CA Highway Patrol for School Buses</i>	Vehicle Operator

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

- General housekeeping
- Storage and handling of hazardous materials
- Use of Personal Protective Equipment
- Proper guarding of equipment and machinery
- Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports should be filed in the Injury and Illness Prevention Program binder at each site and at the District Office. The original should be forwarded to the Maintenance Department with the appropriate work orders.

B. Employee Hazard Reporting Procedure.

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees

may also use the [Employee Hazard Reporting Form](#) to report hazards (anonymously if they so wish). The form should be submitted to the Maintenance Department.

C. Job Hazard Analysis

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within his/her jurisdiction. A JHA will focus on the job tasks as a way to identify hazards before they occur. The JHA will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

D. Hazard Evaluation and Control

All Inspection Reports should be forwarded to the Plant Manager with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to the District Office where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the district's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which, the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;

3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District, Administrator, or Plant Manager believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques
7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
8. Office Safety
9. Defensive Driving (if applicable)
10. Accident Investigation for Supervisors
11. Heat Illness Prevention Training
12. Other programs as necessary

D. Documentation of Training

Documentation of training shall be maintained in writing by completing the [Training Verification Form](#). A copy of each Training Verification Form shall be maintained in the Injury and Illness Prevention Program binder at the site and the original forwarded to the Program Administrator.

IV. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings will be conducted by department managers quarterly. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to require reinforcement.

These safety meetings will be documented using the [Safety Meeting Report Form](#).

B. Anonymous Notification Procedures

The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to the Plant Manager using the Employee Hazard Report Form. The Plant Manager shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters to the appropriate facilities and ensure their use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's [Wellness & Safety](#) newsletter to all employees in a timely manner. Sample issues will be maintained in the Injury and Illness Prevention Program binder at the District Office and at each site.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

F. Safety Committees

1. District Safety Committee

The District Safety Committee shall be appointed by the Safety Officers. It should include representatives from school sites, district departments and management to meet the district's needs.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist the Safety Officers in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid the Safety Officers in the review and analysis of accident reports.
- c. Make recommendations to the Safety Officers with regard to the elimination of safety hazards or unsafe practices.

- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist the Safety Officers in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist the Safety Officers in developing a budget for the implementation of the Injury and Illness Prevention Program.

The **Safety Committee** should meet quarterly, to develop safety programs and consider district safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, videos, pamphlets, accident data, and other safety and health information.

2. School and Departmental Safety Committees

School Safety Committees shall be chaired by the principal or an assistant principal of the school and should include representatives from each department (i.e., teachers, cafeteria, transportation, custodial/maintenance, etc.).

Service Department Safety Committees shall be chaired by the department director or supervisor and shall include at least three classified employees of that department.

School and Department Safety Committees shall:

- a. Establish written safety regulations for the particular needs of the respective school or department within the framework of District Policy, Administrative Regulations, and Title 8, California Code of Regulations.
- b. Conduct safety inspections utilizing school or department employees, as required.
- c. Assist in the accomplishment of inspections in coordination with the District Safety Committee or Program Administrator in response to an accident or unsafe condition complaint.
- d. Submit to the Safety Officers all reports relative to accidents or safety problems.
- e. Post and distribute safety materials provided by the Safety Officers.
- f. Provide safety in-service training and orientation to employees and pupils.

The School and/or Departmental Safety Committee should meet quarterly to develop safety programs and consider school/departmental safety needs.

3. Responsibilities of Committee Chairperson and Secretary

Each committee should elect a chairperson and a secretary.

It should be the responsibility of the chairperson to:

- Schedule all meetings
- Prepare an agenda for all meetings
- Conduct all meetings
- Follow up on committee recommendations

It should be the responsibility of the secretary to:

- Notify all members of meetings and transmit agendas
- Keep minutes of all meetings
- Convey a copy of meeting minutes to the Safety Officers

V. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is FACT FINDING, NOT FAULT FINDING.

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the [Accident Investigation Report Form](#).

C. Responsibility for Accident Investigation

The Principal/Manager/Supervisor shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures for Investigation of Accidents

The following facts should be gathered by the accident investigator:

1. WHO was involved? Include injured employees and witnesses.
2. WHAT happened? Describe what took place and include any equipment/machinery/tools which were involved.

3. WHEN did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?

4. WHERE did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. WHY the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?

6. HOW could this accident have been prevented? Determine whether the accident was PREVENTABLE OR NONPREVENTABLE. List the reasons why the accident was PREVENTABLE or NONPREVENTABLE.

Finally, describe:

7. WHAT action has been taken to prevent similar accidents from occurring in the future?

VI. DISTRICT SAFETY RULES

A. General Safety Rules - [Workplace Safety and Health Practices](#)

For the protection and safety of all employees, the Gold Oak Union School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules will be mandatory. Documentation will be made when the rules are distributed to new employees and posted at each school site where appropriate.

1. All accidents and injuries must be reported to the supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until proper operation instruction has been received.
3. Horseplay, throwing things, running in aisles and stairways, distracting employees at work, and unnecessary shouting are prohibited.
4. All spilled oil, grease, water and other liquids, must be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by the workers performing the work.
6. Any defective tool or equipment must be immediately reported to the Plant Manager.
7. Failure by an employee to comply with the safety rules will be grounds for corrective discipline.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

B. Materials Handling

1. Attempting to lift or push an object which is too heavy must be avoided. The supervisor must be contacted when help is needed to move a heavy object.
2. Hand trucks will be pulled in transit except when going down an incline or placing a load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skids, or other containers will be removed or made flush.
6. All materials will be stacked and stored in proper areas.
7. Materials will not be stored in aisles. Aisles must be kept clear at all times

C. Protective Equipment

1. Safety glasses will be worn when eye protection is required, i.e., where posted. Sunglasses will not be allowed in shop areas.
2. It is the employee's responsibility to insure protection for feet. The employer is to have appropriate footwear to prevent potential injury.

D. Machine Operating

1. Use of a machine or piece of equipment will be restricted to employee(s) who have been trained, qualified and authorized for operation.
2. Immediate notification must be given to the supervisor for any unsafe equipment which is missing protective guards or has improperly positioned protective guards.
3. Power machinery will be kept free of unnecessary tools, rags and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Work pieces and cutters will be secured before setting the machine in motion.
6. Correct speed and feed will be used when operating equipment.
7. Rings, jewelry, watches, gloves, neckties, long sleeves, long hair or loose clothing will not be worn when near or when operating machinery.
8. Tampering with or removal of safety guards is prohibited.

E. Housekeeping

The foundation for a safe, healthful and pleasant place to work is good housekeeping.

1. Materials and equipment will be kept out of aisles.
2. Materials will not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Tools and other equipment will be returned to their proper storage area after use.
4. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
5. Trash and scrap will be thrown in proper waste containers.
6. Good housekeeping practices will be exercised within each employee's work area.
7. Chewing and spitting of tobacco, peanut shells, and sunflower seeds or throwing of cigarette butts, etc., on the floor is prohibited.

F. Chemicals

1. Chemicals meeting the definition of "Hazardous Material," as defined by the OSHA Safety and Health Regulations, will not be purchased and/or brought into a site for usage without:
 - a. a. Material Safety Data Sheet (Form OSHA-20) or equivalent information on file.
 - b. Express consent or approval of the designated district Safety Coordinator.
2. No chemicals meeting the definition of "Hazardous Material," as defined by the OSHA Safety and Health Regulations, will be used without strict adherence to the Data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Materials Safety Data Sheet (Form OSHA-20).
3. All containers will be labeled as to their contents

VII. EMERGENCIES

A. Emergency Action Plan

Refer to the Gold Oak USD Crisis Response and Emergency Management Procedure Manual

B. Earthquake Procedures

Refer to the Gold Oak USD Crisis Response and Emergency Management Procedure Manual

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

1. All fires must be reported immediately. Fire emergency number will be called and location of fire given.
2. All employees must know the location of the fire extinguisher(s), fire blankets and stretchers.

3. Tampering with fire extinguisher(s) is forbidden.
4. Fire extinguisher(s), sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored.
6. All employees will comply with posted "No Smoking" areas.
7. Person who is reporting the fire must stay on telephone line until released by the fire department personnel.

VIII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program

Will be discussed at a later date.

B. Disciplinary System

A disciplinary system has been established according to Federal, State, District policies and regulations and is in accordance with employee contract provisions