



SCHOOL

SAFETY

POLICIES

School Safety Policies and Forms

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SUBJECT: HAZARD VULNERABILITY PLAN	POLICY #P-1001
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

No school employee shall be required to work in an unsafe situation or atmosphere.

CCA identifies areas of vulnerability relating to potential emergencies that may impact students, employees, or the facilities.

All employees shall comply with specific worker safety policies put forth by the Occupational Safety and Health Act.

PROCEDURE:

1. If conditions are felt to be unsafe, students and employees should leave the area, go to a safe location, and contact the following in their management order for further instructions.

First Line: Learning Center Supervisor, Nicole Owens

Second Line: Academy Administrator, Beth Hill

Third Line: Chief Executive Officer, Mark Hill

2. CCA employees and students should constantly survey areas that could be hazardous and report them to management. The following are considered potential emergencies: terrorism, bioterrorism, physical acts, hurricanes, earthquakes, tornadoes, hailstorms, bombs, etc.
3. Employees shall report hazards that could jeopardize the safety or well-being of employees and/or students on the Incident Report F-1001.
4. Additional information is available at www.fema.gov .

SUBJECT: STUDENT/EMPLOYEE EMERGENCY POLICY	POLICY #P-1002
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

There may be an occurrence where a student or employee has an emergency. CCA employees are not required to be CPR certified. It is CCA policy to use sound judgment in assisting the student or employee and abide by the following procedures.

PROCEDURE:

- If the person exhibits changes in his/her condition which are judged to be life-threatening the employee shall take the following steps:
 - Activate the emergency medical system (EMS) (911 in most areas)
- Qualified employees may take appropriate measures to maintain life, including:
 - Initiate basic first aid
 - Maintain an open airway
 - Initiate CPR
- Remain with the person until EMS arrives and/or until the person is transported to the hospital or other appropriate emergency assistance is obtained.
- CCA desires to uphold and respect student or employee rights. In case of a death a determination of death must be made by a coroner, Justice of the Peace, or attending physician. When an employee witnesses their expiration, the following procedures will be performed.
 - In the event a person expires and is a physician-unattended death, the employee shall contact local law enforcement.
 - Notify the Learning Center Supervisor, Academy Administrator, or Chief Executive Officer
 - Offer comfort and guidance to the person's family, as appropriate.
 - Document the activities on the Incident Report Form F-1001.

SUBJECT: CHILD ABUSE POLICY	POLICY #P-1003
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA is committed to promoting student safety and an environment that is free of abuse, neglect, or exploitation to the best of its ability for all students at our school.

CCA employees are obligated to report known or suspected abuse, neglect, or exploitation of students. Failure of employees to report the suspicion or knowledge of abuse, neglect or exploitation of a student is considered unacceptable conduct and may result in disciplinary action up to, and including, termination.

All employees shall be notified at the beginning of their employment about the Texas abuse, neglect, or exploitation Hotline telephone number which is 800-252-5400. The national abuse hotline number is 1-800-4-A-CHILD.

CCA shall offer Inservice training for employees on child abuse, neglect or exploitation detection and reporting at least on a yearly basis, and more often if necessary.

Definitions:

Child Abuse:

"Any act of omission or commission that endangers or impairs the child's physical or emotional health and development." Child abuse includes physical assault, nutritional neglect, drug abuse (poisoning or drugging), medical care neglect, sexual exploitation, safety neglect, corporeal punishment, and emotional assault.

Physical Abuse:

Any non-accidental physical injury to a child.

Sexual Abuse:

Child sexual abuse is any interaction between a child and an adult (or another child) in which the child is used for the sexual stimulation of the perpetrator or an observer. Sexual abuse can include both touching and non-touching behaviors. Non-touching behaviors can include voyeurism (trying to look at a child's naked body), exhibitionism, or exposing the child to pornography. Children of all ages, races, ethnicities, and economic backgrounds may experience sexual abuse. Child sexual abuse affects both girls and boys in all kinds of neighborhoods and communities.

Emotional Abuse:

Any attitude, behavior, or failure to act on the part of the caregiver that interferes with a child's mental health or social development.

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Neglect:

Failure to provide for the child's basic needs.

Physical Neglect:

Not providing for a child's physical needs.

Educational Neglect:

Failure to enroll a child of mandatory school age in school or to provide necessary special education.

Emotional/Psychological Neglect:

Lack of emotional support and love, etc.

Legal Liability/ Persons Mandated to Report:

Childcare custodians, medical practitioners and nonmedical practitioners are protected from civil and criminal liability. This means that these persons may not be prosecuted or held personally liable, even if subsequent investigation determines that the reported abuse did not occur. Immunity from liability also extends to the taking of photographs and x-rays and dissemination of these photographs with the required reports. Persons not mandated to report are nevertheless encouraged to report suspected child abuse and neglect. Such persons who do report are protected from civil and criminal liability. However, making a false report constitutes a misdemeanor.

Criminal Liability:

It is a crime to fail to report suspected abuse of children to the appropriate authorities. A person mandated to report, who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, is guilty of a misdemeanor which is punishable by confinement in the county jail for a term not to exceed six (6) months or by a fine of not more than \$500, or both.

Civil Liability:

Failure to report suspected child abuse could also result in civil liability. A person who is mandated to report suspected abuse, but does not do so, could be held responsible for the cost of any damage to the child.

Signs and Symptoms of Physical Abuse:

Unexplained burns, cuts, bruises, or welts in the shape of an object, bite marks, problems in school, fear of adults, etc.

Signs and Symptoms of Emotional Abuse:

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Apathy, depression, hostility, lack of concentration, eating disorders, etc.

Signs and Symptoms of Sexual Abuse:

Inappropriate interest in or knowledge of sexual acts, avoiding any reference to sexuality, nightmares and bedwetting, drastic changes in appetite, fear of a particular person or family member, over-compliance, excessive aggression, eating disorders, self-injury, etc.

Signs and Symptoms of Neglect:

Unsuitable clothing for weather, being dirty or unbathed, extreme hunger, apparent lack of supervision, etc.

PROCEDURE/ CRISIS MANAGEMENT PLAN:

1. Child Abuse training for new employees and annual retraining is documented on the CCA Training and Competency Record F-1004.
2. The employee who suspects or has knowledge of child abuse, neglect, or exploitation, shall take the following steps:
 - a. Notify the Learning Center Supervisor, Academy Administrator or Chief Executive Officer
 - b. Complete the Suspected Child Abuse Report F-1002
 - c. Notify and send the completed report to the Learning Center Supervisor, Academy Administrator or Chief Executive Officer.
 - d. The Academy Administrator shall:
 - 1). Notify the attending physician and/or referral source
 - 2). Notify the appropriate county agency as soon as possible by telephone and follow-up with a written report
 - 3). Counsel any staff to aid in resolving any issues that may be affecting them
 - 4). Discuss with the victim and/or parents any available community resources to assist them in recovery
 - e. The Chief Executive Order makes the decision on how to respond to any media inquiries regarding abuse, keeping in mind privacy matters with the victim and/or parents and compile all reports necessary for performance improvement.

SUBJECT: PHOTOGRAPHING STUDENTS	POLICY #1004
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

It is CCA'S policy to take photographs and/or videotape students from time to time to assist educational, public relations, and charitable goals of the ministry.

Photography, filming or videotaping to be used internally by CCA for educational or operational purposes (i.e., performance improvement, education) requires consent of the student's authorized legal representative.

All photographs, films and/or videotape taken for external educational, research, scientific, public relations and/or charitable goals of CCA will be utilized only with the express permission and consent of the legally authorized representative for the purposed listed above.

PROCEDURE:

The parent or guardian shall sign the Photo and Name Release Letter F-1003 consent form for photography, videotaping, or releasing a student's name to the media.

SUBJECT: INFECTION CONTROL	POLICY #P-1005
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1
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	REVISED:

POLICY:

1. CCA shall take appropriate measures to prevent, identify and control infections. All students shall be treated with dignity and respect regardless of their infectious conditions.
2. While it is commonly understood that blood in its liquid state presents the potential threat of transmitting pathogens, research suggests that blood in a semiliquid state or even dried caked blood may present a potential exposure to bloodborne pathogens.
3. As part of the Center for Disease Control’s (CDC) Standard Precautions regulations, Standard Precautions of treating all body fluids as potentially infectious will be always observed.

PROCEDURE:

Students or employees who have a common communicable disease (cold, rhinitis, etc.) shall take the following precautions:

1. Avoid contact with other students and employees, if possible
2. Use good handwashing techniques:

Hand Hygiene - Adherence to hand hygiene techniques including washing hands with soap and water or use of an alcohol-based hand rub, reduces transmission of antimicrobial resistant organisms and overall infection rates. If hands are visibly dirty or contaminated with protein material or are visibly soiled with blood or other body fluids, wash hands with either a non-antimicrobial soap and water or an antimicrobial soap and water. If hands are not visibly soiled, use an alcohol-based hand rub for routinely decontaminating hands in all other clinical situations.

3. Avoid excess talking, coughing, or sneezing while near students or employees.
4. Cover mouths with tissue or handkerchief when coughing or sneezing and sanitize hands immediately.
5. Dispose of used tissues promptly in a waste receptacle and sanitize hands immediately.
6. Following are some commonly used infection control definitions:

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ANTISEPTIC	Substance used to prevent infection; a diluted disinfectant to be used on animate objects.
BLOOD	Human whole blood, human blood components such as plasma or platelets and human blood products such as clotting factors. (These substances may be in either a liquid, semi-liquid, or dried state.)
BLOODBORNE PATHOGENS	Pathogenic microorganisms that are present in human blood and that can infect and cause disease in persons who are exposed to blood containing these pathogens.
CLEAN	Free from discernible dirt or soil; sanitary, incapable of spreading disease.
COMMUNICABLE DISEASE	A disease that can be passed from person to person.
CONCURRENT DISINFECTION	Cleaning to keep free of organisms while in isolation.
CONTAMINATION	The presence of organisms which may cause infectious conditions.
CROSS-CONTAMINATION	The act of carrying organisms from person to person, object to object, person to object or object to person.
DISINFECTANT	A chemical which kills bacteria.
DISINFECTION	The killing of organisms by chemical or physical means.
DRESSINGS	Covering, protection or support for diseased or injured parts.
ENGINEERING CONTROLS	Controls that isolate or remove a hazard from a workplace such as containers for disposal of contaminated sharps.

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EXPOSURE/EXPOSURE
INCIDENT

Contact with blood or other potentially infectious materials through the eye, mouth, other mucous membrane, nonintact skin or parental exposure, such as by blood spattering into the eyes, splashing into the mouth or a puncture by a blood-contaminated needle.

EXTENSIVE WOUND
INFECTION

Purulent drainage that cannot be covered and contained in a dressing.

FRICTION

Rubbing one object or surface against another.

INFECTION

An invasion of microorganisms into the body which could produce disease.

ISOLATION

To place a client apart from others to prevent the spread of infection.

NOSOCOMIAL

Infection acquired by student or employee while hospitalized or while receiving other healthcare services.

OCCUPATIONAL EXPOSURE

Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

SANITIZE

To cleanse in a method to remove agents of disease or infection.

SOURCE INDIVIDUAL

Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients, clients in facilities for the developmentally disabled, trauma victims, clients of drug and alcohol treatment facilities, residents of hospices and nursing homes, human remains and individuals who donate or sell blood or blood components.

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STERILIZE

To free from living microorganisms by heat or chemical action.

TERMINAL DISINFECTION

Additional measures which must be taken in caring for the client's room and belongings after he/she has ceased to be a source of infection.

STANDARD PRECAUTIONS

A method of infection control where all body fluids are treated as though they are potentially infectious. It includes, but is not limited to, measures such as handwashing and use of personal protective equipment.

WORK PRACTICE CONTROLS

Policies and/or procedures that reduce the likelihood of exposure to blood or potentially infectious materials by describing how tasks are performed.

SUBJECT: CPR AND FIRST AID	POLICY #P-1006
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA requires its employees to be trained in CPR and First Aid as new hires. Then, each year all employees will receive a refresher course. Certification is not required, and the information can be obtained from online courses.

In addition, students are given the opportunity to take the same course work to become more knowledgeable in emergency procedures.

PROCEDURES:

1. The Academy Administrator is responsible for identifying and approving the course work to be taken. Some coursework may be accessed through the Red Cross website and be taken as an online course at www.redcross.org.
2. CPR and First Aid training is documented initially and then annually on the CCA Training and Competency Record F-1004.

SUBJECT: SECURITY PLAN	POLICY #P-1007
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA seeks to identify and manage the school’s security risks achieving the lowest potential for adverse impact on security. It also seeks to promote the safety of students and employees, to minimize the potential for workplace violence, and to deter or deny the opportunity of crime occurring.

PROCEDURE:

1. CCA has implemented a security plan to protect the safety of students and employees. The plan is reviewed at least annually and updated as necessary.
2. All applicants for employment shall undergo a criminal history background check and/or a drug screening when required by law or at the discretion of the Academy Administrator prior to being offered employment with CCA.
3. Visitors are to enter and exit the CCA student building through the main door under the drive through only.
4. Security codes and locks are changed upon the discretion of the Academy Administrator or Chief Executive Officer when deemed necessary. 911 should be called and/or activation of the security alarm system keypad for all emergencies. All doors leading to the outside shall be locked at all times when not in use.
5. In case of emergencies, employee automobiles should be kept in good mechanical condition with sufficient fuel.
6. When employees arrive early or late at the premises, the immediate area should be surveyed to make sure there is no one around that might cause personal harm. Should employees feel at all uneasy, they should not exit the automobile. The employee should drive to a safe area and/or use their cell phone and call 911 and CCA management. Doors should always be kept locked when driving and when exiting the vehicle.
7. Student information is not to be divulged to anyone who does not have a “need to know”.
8. All potential or actual unsafe situations or safety risks are to be reported to the Learning Center Supervisor who will notify the Academy Administrator and Chief Executive Officer.

SUBJECT: EMERGENCY MANAGEMENT PLAN	POLICY #P-1008
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA 's emergency management plan is to provide for a program that ensures effective preparation, response, and recovery to disasters or emergencies affecting students and employees.

PROCEDURE:

The Chief Executive Officer is responsible for developing, implementing, and monitoring all aspects of the emergency management program.

1. DEFINITION:

Emergency: A natural or human-made event that:

Significantly disrupts the school environment, i.e., damage to the school’s building(s) and grounds due to severe winds, storms, or earthquakes

Significantly disrupts services, i.e., loss of utilities (such as power, water, or telephones) due to flood, civil disturbances, accidents or emergencies at the school or the community it serves

Results in sudden, significantly changed, or increased demands for the school’s services, i.e., bioterrorist attack, building collapse or plane crash in the company’s community

2. GOALS:

The goals of the emergency management plan include the following:

Identifying procedures to prepare for and respond to potential disasters or emergencies

Providing education to employees on the elements of the emergency management program

Establishing and implementing procedures in response to an assortment of disasters and emergencies

Identifying special needs that students may have in case medical supplies might be needed in case of prolonged emergencies such as insulin for diabetics, allergic reactions, etc.

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3. PLAN:

The plan will be initiated when it has been determined that a disaster or emergency has occurred or has the potential for occurring.

When CCA is notified of an emergency, the person receiving notification will immediately notify the Chief Executive Officer or his designee, in the event of his/her absence, of the situation, whether it be an internal or external emergency. The CEO or his/her designee will evaluate the emergency to determine whether the emergency management plan will be activated. If the plan is to be activated, the CEO or his/her designee will notify employees.

The recovery phase will be initiated after a Damage Assessment has been conducted once the emergency is over. The recovery phase of the plan will be initiated by the CEO or his/her designee.

Disasters come in many forms, the common thread being that they are events, beyond our control, which may interrupt service or impair our ability to perform our normal deliveries. In our local area, "disasters" can include tornadoes, severe electrical storms, rain/flooding, heavy snow and/or ice, bioterrorism, and hazardous chemical accidents. All disasters must be responded to based on the nature of the disaster and the extent of damage or interruption of service. Typically, problems inherent in disasters for our customers and our ability to service our patients fall into two categories:

1. Interruption of electrical service.
2. Blocked roads and inability to deliver to patients.

The Winter Freeze Preparedness Plan is initiated when temperatures drop below 20 degrees for more than a 24-hour period. The CEO communicates to the rest of the employees when the plan is to be enacted. Following are the procedures:

1. The main shut off valve to the property is in the ground with a box covering near the street by the mailbox. The valve is to be turned off in case of ruptured pipes or electricity and loss of heat to the buildings occur.
2. The CEO will designate employees to ensure bathrooms and sinks have dripping faucets to help prevent lines from freezing.
3. The CEO will inspect and notify employees when the freeze event is no longer in affect.

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Finally, employees should be aware of CCA's plan. All employees are responsible for knowing their role in a disaster and are responsible for responding in the event of a disaster. Should normal communication be impossible because of some disaster, all employees should meet at CCA. If employees cannot get to the office, the directors' home at 1875 CR 1917 in Linden Texas is designated a "back up" meeting place.

The CEO is responsible for maintaining back up files to any computerized information so the school can continue to function if the primary location is destroyed, damaged heavily, or cannot be reached.

Alternate communication methods in the event of a failure will be cell phones and/or email.

The performance and effectiveness of the emergency management program shall be reviewed by the CEO and make changes in the policies if needed. Any changes in the plan will be communicated to all employees.

SUBJECT: BOMB INCIDENT PLAN	POLICY #P-1009
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1
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	REVISED:

POLICY:

The school facilities shall be maintained in a safe and secure manner. In addition, all CCA employees are instructed in bomb incident procedures during orientation.

PROCEDURE:

1. When a bomb threat is received, the employee receiving the call is to remain calm and
 - a. begins evacuation procedures ensuring that all students have exited the facilities
 - 1) doors on rooms with windows should be closed; all other doors left open
 - 2) evacuate 300 ft. away from the building
 - 3) if the bomb location is unknown then do not enter the building until police have finished their search and given the ok to re-enter the building
 - 4) if a suspicious package or device is located, the command center is to be notified immediately and the entire premises are to be evacuated immediately by all employees.
 - b. alerts the Learning Center Supervisor, who then alerts the Chief Executive Officer
 - c. completes the Bomb Threat Report F-1005
2. The Chief Executive Officer's office is the designated command center in the event of a bomb threat.
3. The local law enforcement agency is contacted by the Learning Center Supervisor or Chief Executive Officer and is provided with all the available information. If both are unavailable, then the person receiving the call, or a designee will notify law enforcement.
4. Employee priority is to get the students a safe distance from the school. During evacuation, employees should carefully scan the following areas to look for anything suspicious to report to authorities. Areas that should receive particular attention are:

Ceiling areas Restrooms Crawl space in rest rooms Electrical fixtures

Utility and housekeeping closets Mechanical rooms Storage areas, including files

Indoor trash storage areas Electrical panel areas

SUBJECT: NATURAL DISASTER MANAGEMENT PLAN	POLICY #P-1010
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 2
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POLICY:

CCA employees are informed of the Natural Disaster Management Plan during orientation.

PROCEDURE:

1. Student information is kept current and updated on an ongoing basis and includes contact numbers in the event of an emergency.
2. Computer student and employee data is backed-up hourly on the server. The backed-up information is also available off-site.
3. Fire and tornado drills are practiced at least once a year. All employees will have the opportunity to evaluate the adequacy of the plan.
4. WHEN A POTENTIAL DISASTER IS ANTICIPATED:
 - a. The Learning Supervisor, School Administrator, and Chief Executive Officer closely monitor media communications and evaluate all potential disaster situations.
 - b. If dangers are identified, then other employees will be informed.
5. PREPARATIONS FOR AN IMPENDING NATURAL DISASTER:
 - a. At the time of WARNING or EVACUATION status, management will activate the Emergency Management Plan. If a warning occurs when the school is closed, employees are to contact management prior to reporting to work.
 - b. If telephone service is interrupted, and contact is not possible, employees are to remain at home until warning has expired.
6. DURING A DISASTER:
 - a. The Red Cross and Civil Defense assume responsibility for the sick and disabled during a disaster.
 - b. There will be full cooperation with the public safety officials. CCA will respond to requests for help from police, fire fighting, civil defense and relief organizations.

SUBJECT: NATURAL DISASTER MANAGEMENT PLAN	POLICY #P-1010
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7. POST DISASTER:

- a. Employees are to report to management by telephone or in person as soon as possible after the acute emergency has passed.
- b. School will not resume until the appropriate authorities have announced that the warning has expired and/or it is safe to resume normal business activities.
- c. Management will report any individuals not accounted for within 48 hours to the appropriate authorities.

SUBJECT: TERRORISM RESPONSE PLAN	POLICY #P-1011
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA employees are instructed in the school terrorism response plan during orientation.

PROCEDURE:

1. In the event a bomb threat is received, the company Bomb Incident Plan, P-1009, is to be followed.
2. In the event of a building explosion:
 - a. Leave the building as quickly and calmly as possible through the fire exits.
 - b. If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk.
 - c. Following the Explosion:
 - 1) If you are trapped in debris use a flashlight if available.
 - 2) Remain where you are so you don't kick up dust. Cover your mouth with a handkerchief or clothing.
 - 3) Tap on a pipe or wall so that rescuers will be able to locate you. Use a whistle if available. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
 - 4) Once outside, do NOT attempt to rescue people who are inside a collapsed building. Trained emergency personnel will perform the rescues.
3. If there is a fire:
 - a. Stay low to the floor and exit the building as quickly as possible.
 - b. Cover nose and mouth with a wet cloth.
 - c. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door. Seek an alternate escape route.

SUBJECT: TERRORISM RESPONSE PLAN	POLICY #P-1011
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d. Heavy smoke and poisonous gases collect first along the ceiling so you should always stay below the smoke.

4. If chemical or biological agents are present:

a. Definitions:

Chemical agents: poisonous gases, liquids or solids that have toxic effects on people, animals, or plants

Biological agents are organisms or toxins that have illness-producing effects on people, livestock, and crops

b. In the event of a chemical or biological agent attack, company employees are to strictly follow the instructions of government authorities regarding whether to seek shelter immediately or to evacuate immediately and where to seek medical attention.

SUBJECT: FIRE SAFETY PLAN	POLICY #P-1012
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

CCA provides a structured fire response plan to protect students and employees from harm.

PROCEDURE:

1. All employees are informed about the fire safety plan at orientation.
2. The building is equipped with general purpose portable fire extinguishers, wireless signal connected battery-operated smoke alarms, and illuminated battery backup powered exit signs as well as an ADT alarm system with a 3-day battery backup power source. The extinguishers can be safely used on any type of fire and are located throughout the buildings.
3. CCA shall conduct drills at least annually to assure that employees and students are competent in safety and evacuation procedures. In addition, fire extinguishers and smoke alarms are tested annually to assure proper working order. The drill shall be documented on the Fire and Tornado Drills Report F-1006.
4. It is each employee's responsibility to know the location of the extinguishers and fire exits.
5. In case of a Fire Emergency:
 - a. Call 911
 - b. Clear employees from the immediate area.
 - c. Attempt to put out the fire with nearest fire extinguisher, if feasible. Do not jeopardize safety to fight fire.
 - d. Close, but do not lock, all doors leading to the fire area to contain the fire.
 - e. The Learning Center Supervisor or the Chief Executive Officer, upon receipt of the alert, shall perform the following procedures:
 - 1) Supervise the evacuation of employees
 - 2) Check rest rooms and training rooms
 - 3) Assist disabled persons with evacuation
 - f. Personnel shall follow safety guidelines as follows:

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- 1) Do not panic; listen for instructions and exit quietly.
- 2) Evacuate the building when instructed to do so, using the exits.
- 3) Touch doors before opening. Do not open hot doors. Do not break windows.
- 4) If an individual cannot exit the area, stuff a rug, coat, etc., under the door and over air vents to prevent entry of smoke. Stay low.
- 5) Do not assist firefighting personnel unless asked to do so.
- 6) Do not attempt to salvage items or to retrieve coats, purses, etc.
- 7) After exiting, the staff should secure a head count.
- 8) Do not leave the refuge area or return to the building until instructed to do so.

SUBJECT: COVID POLICY	POLICY #P-1013
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

As a result of the outbreak of COVID-19, CCA desires to implement and maintain healthy operations for its students, parents and families, employees, and the local community. This policy is subject to change when our local, county, state, federal governments issue executive orders.

PROCEDURE:

1. The COVID-19 CCA coordinator is the Chief Executive Officer, Mark Hill. He may be reached on his cell phone at 903-244-1070.
2. CCA desires to follow the guidelines that are being disseminated from the federal, state, county, and local governments. It is understood that the guidelines undergo changes as more information becomes available. It will be the coordinator's primary responsibility to monitor for updates and make any changes necessary to this policy to help maintain healthy operations. However, it is also each employee's responsibility to also monitor and adhere to the guidelines when disseminated.
3. The federal government has assigned the Center for Disease Control (CDC) with the responsibility for disseminating information. The governor's office in the state of Texas has the responsibility to decide what additional precautions the state may need to take.
4. If any employee wishes to wear a face covering it remains their choice. COVID vaccinations are neither encouraged or discouraged and remains everyone's choice to do so.
5. Social distancing is no longer required. However, employees are to use a commonsense approach to precautions when working closely with other students and employees.
6. The offices are equipped with an air conditioning system that uses adequate ventilation. The systems also use ultraviolet lights to kill microorganisms.
7. If supplies are available, CCA will provide products needed in the office environment to support respiratory etiquette. We will provide tissues, no-touch disposal receptacles, soap and water, and hand sanitizer of at least 60% alcohol. Handshaking and other methods of greeting remain at the employee's discretion.
8. CCA will routinely clean and disinfect touched surfaces in the workplace such as keyboards, telephones, doorknobs, handrails, refrigerator and microwave doors, etc.
9. CCA discourages students and employees from using other phones, desks, and equipment, when possible. If necessary, then all students and employees must be proactive in cleaning and disinfecting them before and after use.

SUBJECT: COVID POLICY	POLICY #P-1013
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 2 OF: 2
APPROVED BY:	EFFECTIVE: 040123 REVISED:

10. CCA's coordinator or designee can meet privately with students and employees to discuss any concerns they may have.
11. We will continue with our policy of locking our offices located at 702 Holly in Atlanta. This is not only a good health precaution but is a good safety measure.

SUBJECT: ACTIVE SHOOTER RESPONSE POLICY	POLICY #P-1014
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: 040123 REVISED:

POLICY:

It is the policy of CCA to provide an Active Shooter Response Policy to alert employees and students that an active shooter appears to be actively engaged in killing or attempting to kill people on school property.

For purposes of this policy, an active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on school property. In most cases, active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional harm to victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

PROCEDURE:

1. All CCA employees carry a panic button while on duty at school. Employees put on their panic button immediately upon arrival and remove it when leaving the school property. This would normally be from about 7:30a-3:30p which includes pre-class and post-class time.
2. All CCA employees are trained in First Aid and CPR by using the Red Cross First Aid/CPR/AED Training DVD. Refresher's training is completed as needed.
3. There is a Standard First Aid kit located in each of CCA's classrooms.
4. CCA employees are given the option to carry a firearm (concealed handgun). Employees who choose to carry a firearm are given written permission on the Firearm Roster F-1007. Information regarding the brand, caliber, and number of rounds carried by the employee is documented on the form. The F-1007 will be made available to law enforcement upon their arrival in case of an active shooter alert.
5. The first employee to identify that there is either a possible active shooter or active shooter situation presses their panic button and if time and safety permits, calls 911 and reports the following:
 - a. Description of suspect and possible location
 - b. Physical description and number of shooters
 - c. Number and types of weapons if known

SUBJECT: ACTIVE SHOOTER RESPONSE POLICY	POLICY #P-1014
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 2 OF: 3
APPROVED BY:	EFFECTIVE: 040123 REVISED:

- d. The shooter's direction of travel
 - e. Location and condition of any victims
6. CCA designates the Learning Center Supervisor and the Chief Executive Officer or anyone they designate as the ones that will call 911 and relay the above information.
7. In response to an active shooter event, there will be three potential courses of action:

a. EVACUATE

If there is a SAFE accessible escape path, employees and students should attempt to evacuate school property following these recommendations:

- 1) Have an escape route and plan in mind
- 2) Leave your belongings behind
- 3) Help students and others escape
- 4) Prevent individuals from entering an area where the active shooter may be
- 5) Keep your hands visible as you exit the building
- 6) Follow the instructions of any police officers
- 7) Do not attempt to move wounded people unless you are otherwise trained to do so and can do so safely
- 8) Call 911 when you are safe

b. HIDE

- 1) If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- 2) The hiding place should be inconspicuous and out of the active shooter's view.
- 3) Find physical protection if shots are fired in your direction such as locating a room where you can lock the door, turn the lights off, silence cell

SUBJECT: ACTIVE SHOOTER RESPONSE POLICY	POLICY #P-1014
SCHOOL: CHAMPIONS CHRISTIAN ACADEMY	PAGE: 3 OF: 3
APPROVED BY:	EFFECTIVE: 040123 REVISED:

phones, and block the door with any furniture or equipment available. You should stay as low as possible while remaining quiet and motionless.

c. SELF-DEFENSE

- 1) If it is not possible to evacuate or hide, then consider self-defense.
- 2) Call 911 and alert police to the active shooter's location. If you cannot speak, leave the line open and allow the 911 dispatcher to listen.
- 3) Act against the active shooter when you believe your life is in imminent danger and attempt to disrupt and/or incapacitate the active shooter as follows:
 - a) Acting as aggressively as possible against him/her
 - b) Throwing items and improvising weapons
 - c) Yelling
 - d) Commit yourself to defensive physical actions and most importantly believe you will survive!
- 4) How you should react when law enforcement arrives:
 - a) Remain calm
 - b) Follow officers' instructions
 - c) Immediately raise hands and spread fingers
 - d) Keep hands visible at all times
 - e) Avoid making quick movements toward officers such as attempting to hold on to them for safety
 - f) Avoid pointing, screaming and/or yelling
 - g) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

INCIDENT REPORT

Confidential Information - Do Not Photocopy or Distribute

Student/Employee Involved: _____ DOB: _____ Sex: _____

Address: _____ Phone: _____

Date of Occurrence: _____ Time of Occurrence: _____

Describe the event, effects, outcome, and potential risk issue.

Describe corrective actions taken:

Physician notified? Yes No NA

Name of Physician: _____ Phone: _____

Address: _____ City/State/Zip: _____

Orders Received: _____

Individual Completing Report:

Name: _____ Title: _____

Signature: _____ Date: _____

School Administrator's Report:

Name: _____ Title: _____

Signature: _____ Date: _____

SUSPECTED CHILD ABUSE REPORT

REPORTING PARTY
Name/Title: _____
Address: _____ _____
Phone: _____ Date of Report: _____
Signature of Reporting Party: _____
REPORT SENT TO
<input type="checkbox"/> Dept. of HHS <input type="checkbox"/> Police Department <input type="checkbox"/> Sheriff's Office <input type="checkbox"/> County Welfare <input type="checkbox"/> County Probation
Agency: _____
Address: _____ _____
Phone: _____
Official Contacted: _____ Date/Time: _____
INVOLVED PARTIES - VICTIM
Name (Last, First, Middle): _____ DOB: _____ Sex: _____ Race: _____
Address: _____
Present Location of Victim: _____ Phone: _____
INVOLVED PARTIES - OTHERS
Check all applicable boxes:
<input type="checkbox"/> Spouse (<input type="checkbox"/> Current <input type="checkbox"/> Former) <input type="checkbox"/> Partner (<input type="checkbox"/> Current <input type="checkbox"/> Former) <input type="checkbox"/> Parents <input type="checkbox"/> Siblings <input type="checkbox"/> Children
<input type="checkbox"/> Other: _____
Name (Last, First, Middle): _____ DOB: _____ Sex: _____ Race: _____
Address: _____
Home Phone: _____ Business Phone: _____
INCIDENT INFORMATION
(If necessary, attach extra sheet or other form and check this box <input type="checkbox"/>)
Date and Time of Incident: _____ Place of Incident: _____
Check One: <input type="checkbox"/> Reported <input type="checkbox"/> Observed
Location where the incident occurred: _____
Address and Phone # if incident occurred outside the home: _____ _____
Type of Abuse (check all applicable boxes): <input type="checkbox"/> Physical <input type="checkbox"/> Mental <input type="checkbox"/> Sexual <input type="checkbox"/> Financial/Economic <input type="checkbox"/> Other: _____
Summary of what the abused person said happened:
Summary of objective observations:
Document any known history of similar incidents for this individual:



TO: Parent/Guardian

FROM: Superintendent Beth Hill

SUBJECT: Photograph/Name Release for School Website/Facebook/Local Newspaper

Champions Christian Academy is striving to maintain a high level of security for your child(ren) regarding our school website/Facebook/Local Newspaper.

The following is a request for your permission to use your child's photo and/or full name. Please complete the appropriate blank(s), sign and have your child return it to the designated staff member at his/her school.

Student's Name: _____

(No personal information such as home address or phone numbers will be displayed online or in newsprint.)

NAME RELEASE:

I give permission for my child's full name to be featured on:

CCA websites Facebook Local Newspapers

No. I do not give permission for my child's full name to be featured on:

CCA websites Facebook Local Newspapers

PHOTO RELEASE:

I give permission for my child's photo or illustrating materials to be featured on:

CCA websites Facebook Local Newspapers

No. I do not give permission for my child's photo or illustrating materials to be featured on:

CCA websites Facebook Local Newspapers

Parent/Guardian Signature

Date

BOMB THREAT REPORT

Name of Person Receiving Call: _____ Title: _____

Date: _____ Time: _____ Phone #: _____ Ext: _____

As best you can, write the exact words of the caller:

Questions to ask caller: Ask caller to repeat message.

Where is the bomb? _____

When will it explode? _____

What kind of bomb is it? _____

What does it look like? _____

Will it hurt anyone? _____

Who are you? _____

Why did you do this? _____

Where are you calling from? _____

Description of the caller's voice: Male Female Age: _____

Was voice familiar? Yes No If so, whose? _____

Voice: Raspy High Pitched Pleasant Intoxicated Soft Deep Loud High

Speech: Fast Slow Nasal Stutter Distinct Slurred Distorted Muffled
 Lisp Intoxicated Other: _____

Language: Good Foul Poor Other

Accent: Local Racial Regional Foreign** Sure Unsure Joking Other

**Explain: _____

Manner: Calm Angry Serious Incoherent Righteous Deliberate
 Nervous Emotional Rational Irrational Laughing Tense

Background Noise: Voices Music Trains Office Machines Factory Machines
 Street Traffic Animals Airplanes Quiet Other: _____

Phone Connection: Clear Pay Phone Static Long Distance

Other: _____

Time of Call: _____ Time Hung-up: _____

Remarks: _____

FIRE/TORNADO DRILLS REPORT

Check one of the following: Fire Drill _____ Tornado Drill _____

Date: _____ Time: _____

Reason for Drill (annual report or problem suspected): _____

Number of Employees at Scene: _____ Number of Observers: _____

	Yes	No
Fire procedure followed calmly, smoothly and efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
Employees well aware of fire safety rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Alarm Company notified?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Dept. notified?	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Detectors tested?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers located?	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedure discussed?	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE REVIEW

How did employees participating in drill view the outcome?

CRITIQUE

Did employees recognize their areas of responsibility?

FOLLOW-UP

Actions taken:

What opportunities for improvement were identified?

Staff Member Conducting Drill: _____

