

SECTION E SAFETY POLICY

**(Approved by Governing Council on September 19, 2001 and amended 12/18/01,
06/27/02, 01/17/12)**

E.1 STATEMENT OF SAFETY POLICY

The PAPA policy is to take all practical steps to safeguard employees, students, and the public from accidents and to provide a safe, healthy work and educational environment.

E.2 COMPLIANCE WITH LAWS

It is the intent of PAPA to adopt and implement applicable provisions of the APS School Safety Manual, with changes as are appropriate to PAPA. The manual discusses general procedures and includes sections that are designed to comply with specific laws and regulations. In addition, PAPA has implemented its own Safe Schools Plan that includes a Crisis Response Team. The Crisis Response Team also acts as the School Safety Team.

A variety of governmental regulations apply to safety and health. These laws are changed and modified periodically. Designated personnel will be responsible for monitoring these laws and assuring PAPA's facilities and operations come into compliance.

OSHA laws for particular hazards require periodic instruction. The Executive Director will schedule time for training, orientation and safety topics.

PROCEDURE E.2-1 SAFETY GUIDELINES FOR SCHOOL SITE

- A) Drawing(s) clearly showing escape routes must be posted near the exit(s) of each room.
- B) Doors that are not exits, but may be mistaken for exits, must have a sign saying "Not a Fire Exit."
- C) The Executive Director or his/her designee is responsible for sounding the fire alarm. This procedure tests the alarm system also.
- D) Teachers, custodians and all other employees should have definite assigned responsibilities during a fire drill.
- E) Restrooms must be checked for stragglers.
- F) The last person to leave the room should close the door to the hall, if time allows.
- G) Employee(s) should be designated to turn off all fans, eliminate drafts and stand by to assist the Fire Department should there be a fire.
- H) The fire lanes must be clear and there must be access to the school.
- I) Students should exit in an orderly manner with the teacher following the class.
- J) Students should not carry clothing or books.
- K) Teachers should carry class attendance records or enrollment cards outside. Attendance should be checked to be sure no one is missing. Missing students should be reported to the Executive Director or designee immediately.
- L) Students should assemble at a safe distance from the building and wait for the "return to the building" signal. Classes should evacuate at least 50 feet from the building.
- M) The fire alarm must be unique in sound and audible in all parts of the buildings.

- N) Exit signs must be illuminated constantly.
- O) Exit doors must open out and be equipped with panic hardware.
- P) Doors should never be locked or blocked during school hours or during an assembly after school hours.
- Q) Papa shall prepare an individualized evacuation plan to address the needs of any disabled students. The Students with Disabilities Evacuation Plan should include the individualized plan for hearing impaired, wheelchair confined, or otherwise disabled students.
- R) No students should be left in a building during a drill or actual emergency. Students should not be allowed to return to a building to retrieve possessions.
- S) It is the Executive Director's duty to inspect all exit facilities in order to ensure that all stairways, doors and other exits are in proper condition.
- T) Substitute teachers should be informed of fire drill methods at the time of work assignment.
- U) The School Safety Team will conduct occasional fire drills with the lights out (Black-Out-Drills) in buildings containing rooms without exterior windows.
- V) The Executive Director or designee must notify the appropriate emergency responder if an emergency requires evacuation. All fires should be reported to the Fire Department. If dismissal is necessary, refer to the Emergency Dismissal procedure (Procedure E.1-15).
- W) The APS Fire and Disaster Emergency Plan is a working synopsis of laws and regulations. It also discusses various types of emergencies and response procedures which must be implemented at all schools, including PAPA. The PAPA Safety Team has adopted a site-specific plan, taking into consideration those elements of the APS Plan which are appropriate to PAPA.

PROCEDURE E.2-2 SAFETY TEAM AND ACCOUNTABILITIES

The School Safety Team shall be chosen by the school faculty in collaboration with the Executive Director at the beginning of each school year. Responsibilities and membership of the Team shall be detailed in the Safe Schools Plan. PAPA may expand the School Safety Team to include parents, local law enforcement and emergency response personnel and other interested persons. The responsibilities of the School Safety Team shall include:

- Development of a long-range health and safety plan consistent with applicable State Board of Education rules, regulations and standards, including recognized school safety and OSHA directives.
- Assignment of authority and responsibility to employees who are the key individuals in the success of the safety program.
- Outlining the responsibilities of employees and students in the accident prevention scheme.
- Assignment of authority and responsibility to employees for safety training. All employees and students should be trained in all aspects of safety procedures and policies of PAPA, and should be trained to perform their duties in the safest and most efficient manner.
- Preparation of emergency response plans for emergencies such as Fire, Chemical Spill, Injury, Bomb Threat or Threat of Violence. The School Safety Team shall involve local emergency response agencies in such contingency planning.
- Development of the Safe Schools Plan, which shall include more detailed, site specific procedures for addressing general policies and procedures reflected in the Governing

Council's policies and procedures.

PROCEDURE E.2-3 FIRE PREVENTION PLAN

A. Frequency of Fire Drills

1. There will be one (1) drill per week during the first month of school and one (1) per month for the following months.
2. An obstructed drill should be conducted every six (6) months. One or more exits are blocked prior to the drill. Students should not know in advance that an obstructed drill will occur.
3. There should be at least one (1) drill during each year when students are in the cafeterias or in the hallways during changes of classes. If the school contains an auditorium, there should be a fire drill during the use of that facility.

B. Fire Drill Records

1. Document completion of all fire drills including date, time, rooms evacuated and time from initiation of drill to verification of building evacuation. The most recent three years of fire drill records should be maintained on site for review and older records permanently archived.
2. Any fire safety equipment found to be inoperable during fire drills must be documented and repaired immediately.

C. Fire Marshal Inspection

The laws governing each jurisdiction apply to the specific location. The 1991 Life Safety Code and the Uniform Fire Code are the current reference for all jurisdictions. The inspectors will report to the Executive Director's office, and the Executive Director or the designee will conduct the inspection around the campus.

If violations are found at the school, the Executive Director or designee will sign a violation form. A copy of the report will be available as required. After the time allowed by the inspector, the campus is subject to a re-inspection to determine if the situation has been corrected.

PROCEDURE E.2-4 OSHA INJURY REPORTS AND RECORD KEEPING

OSHA standard 29 CFR 1904 requires an employer to keep and maintain records of accidents. Record keeping may also assist in determining high-risk areas and the effectiveness of the accident prevention program. This duty must be assigned to a knowledgeable person before the start of operations.

PROCEDURE E.2-5 ON-THE-JOB EMPLOYEE INJURIES

A. General Reporting Requirements

The employee chosen to perform OSHA record keeping will complete the First Report of Accident form (NM WCA FORM E1.2) required by the Labor and Industrial Commission of New Mexico as soon as possible after the accident. By state law, an employee must declare

the job-related injury within 15 calendar days of the injury, or knowledge of the injury, in order to receive compensation benefits. If these procedures are not followed, the claim for benefits may be denied. Employees are encouraged to use the Notice of Injury form to report the injury (or suspected injury) in order to protect their rights. An employee may use the form if he/she has a strain or non-traumatic injury that they feel may worsen. PAPA will keep these forms in a centralized location.

B. Procedures for Handling Employee Injuries Requiring Emergency Medical Attention

1. Those not injured should:
Render first aid.
Call 911 if necessary.
2. If you are injured and able to drive yourself or be driven by another employee:
Go to the nearest emergency room.
Advise the caregiver that you are an employee with a work-related injury.
3. Under all circumstances, notify the PAPA office and Executive Director as soon as possible after receiving care to get the Workers' Compensation paperwork started.

C. For Non-Emergency Injuries:

1. Report injury to the Executive Director or designee and fill out Notice of Accident form.
2. Depending upon the nature of your injuries, you may be advised to seek medical treatment. PAPA may direct that you use a particular doctor for non-emergency care for the first 60 days of care (following emergency care), so check with the Executive Director or designee before seeking non-emergency medical care.
3. At the clinic, advise the caregiver that you are an employee with a work-related injury.
4. Notify PAPA staff as soon as possible after receiving care to get Worker' Compensation paperwork started

D. Worker's Compensation for On the Job Injuries.

1. General Information:

PAPA's worker's compensation insurance will pay authorized medical expenses that result from a work-related injury, provided that the employee obtains services from the doctor or other medical care provider(s) authorized by PAPA and/or its workers' compensation insurer to provide medical care for job-related injuries or illnesses.

If an employee loses more than seven working days, the employee is entitled to receive up to two-thirds of his or her regular pay up to a maximum determined by the New Mexico Department of Labor. This is called indemnity pay. The employee will start receiving indemnity pay within 14 days of the E1.2 form being filed (not necessarily the injury), which form is filled out by the PAPA office. If hospitalized, the employee may make an appropriate report by telephone to the PAPA office. The first seven calendar days lost are not compensated (under New Mexico Workers Compensation laws), unless the employee is disabled for more than four weeks from the date of the injury. The employee may use accrued sick leave (or Short Term Disability, if applicable) to make up the difference between

indemnity pay and regular pay.

2. Notification process:

The employee must notify the Executive Director in writing within 15 days or the employee may lose Workers' Compensation benefits. The employee must fill out a Notice of Accident form, have his or her supervisor sign it, turn the original in to the PAPA office, and keep a copy. The Executive Director or designee has copies of the Notice of Accident form available for employees. If the employee later needs medical attention for this accident, the employee will be covered under Workers' Compensation for up to 12 months as long as the employee notified the Executive Director in writing within 15 days of the accident.

3. Non-compensable Injuries

Injuries due to intoxication, willfulness or intention of the worker are non-compensable under worker's compensation laws.

4. False Claims

Any employee who knowingly files a false claim can be criminally prosecuted.

PROCEDURE E.2-6 STUDENT EMERGENCY MEDICAL CARE

A. Assessment of Need and Notice to Parents.

In the event of student injury or illness, priority must be given to the immediate care of the student, and the following actions will be taken (these actions also apply to suspected drug or alcohol overdose):

1. The school nurse (or designated first aid provider) if available, should evaluate the student's condition and provide first aid as necessary.
2. If the school nurse (or designated first aid provider) is not available, the health assistant or person designated by the Executive Director will provide first aid. First aid guidelines in the New Mexico School Health Manual will be followed by PAPA.
3. Every attempt should be made to notify the parents or guardian. PAPA shall keep the Student Emergency Information forms on file at the main PAPA office.

B. Medical Emergency Care and Procedures.

In any situation requiring medical care beyond minor first aid:

1. The Emergency Medical Service or paramedics, telephone 911, will be called immediately for such conditions as profuse bleeding, cessation or obstruction of breathing, deep shock, head injury with deep unconsciousness, electric shock, and heart attack or any other life threatening condition.
2. Parents are responsible for ambulance and emergency room fees.
3. Students can be transported by car if the medical condition is not life threatening, yet beyond simple first aid treatment. The vehicle owner must carry insurance in compliance with New Mexico state law.
4. Any emergency requiring medical care emergency services, or resulting from an accident, should be reported to the Executive Director and PAPA office on the Student Accident Report form. The report should be submitted in the event a medical referral is necessary or there are unusual circumstances surrounding the incident.

5. The Student Accident Report form should be submitted to the PAPA office, and a copy placed in the student's cumulative record. If applicable, a copy of the Student Accident Report should be attached to the Major Incident Report form and distributed to any required APS and/or State Department of Education offices.
6. A student requiring additional medical care should not be sent home until a parent or guardian has been contacted and the student can be personally supervised by a responsible adult.
7. Staff must document all care, calls and parental contacts associated with student medical care.
8. It is the responsibility of the Executive Director to collect and analyze the data from student accident reports so that safety hazards can be identified and corrected.

PROCEDURE E.2-7 EMERGENCY HAZARD REPORTING

Examples of emergency situations include gas leaks, fires, structural failure, blocked plumbing, loss of electrical power, broken glass in doors and windows or any other situation that presents immediate danger to persons, has the potential for appreciable financial loss or otherwise seriously hampers the educational program. In the event of a hazard that threatens the well being of staff, students or visitors, the Executive Director or designee shall take the following actions:

- A. When there is a situation that requires immediate response to protect the safety of staff, students, or visitors the Executive Director or designee will call the emergency response phone number: 911.
- B. Indicate if the situation has caused an injury, an accident, or has the potential to cause a serious injury.
- C. The Executive Director or designee should take preventive action to minimize danger. The Executive Director or designee should warn the staff and students of the hazard and may have to set up special supervision until it can be corrected. Rooms may have to be closed or barricades placed around a dangerous area.
- D. The Executive Director should monitor accident reports at the school location to determine if uncontrolled situations are leading to accidents. The Executive Director might use the School Safety Team to identify potential hazards.

PROCEDURE E.2-8 LABORATORY SAFETY REQUIREMENTS

THE FOLLOWING SECTION ONLY APPLICABLE IF SCHOOL HAS SCIENCE LABS CONTAINING HAZARDOUS CHEMICALS

School laboratories containing any quantity of hazardous chemicals must comply with OSHA standard 1910.1450 "Occupational Exposure to Hazardous Chemicals in Laboratories."

A. Scope and Application of the Standard

The OSHA standard does not apply to uses of hazardous chemicals which do not meet the definition of laboratory use, and in such cases, PAPA must comply with the relevant standard even though use occurs in a laboratory. The OSHA standard does not apply for laboratory use of hazardous chemicals that provide no potential for employee exposure such as procedures using chemically impregnated test media and commercially prepared test kits.

B. Employee Exposure Determination

PAPA must measure the employee's exposure periodically to any substance regulated by a standard which requires monitoring if there is reason to believe that exposure levels for that substance routinely exceed the action level (or in the absence of an action level, the OSHA "permissible exposure level"). PAPA must notify the employee of the results within 15 working days after receipt of the monitoring results.

C. Chemical Hygiene Plan

Where hazardous chemicals are used in a laboratory covered by this standard, PAPA must develop and carry out the provisions of a written Chemical Hygiene Plan (CHP). The CHP must include the necessary work practices, procedures and policies to ensure that employees and students are protected from all potentially hazardous chemicals in use in their work area. The plan must be available to employees, to employee representatives, and to the Assistant Secretary for Occupational Safety and Health.

D. Employee and Student Training and Information

PAPA must provide employees and students with information and training to ensure that they are aware of the hazards of the chemicals present in their work area. This information must be provided at the time of an employee's or student's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations.

1. Employees and students must be informed of:

- the contents of this standard and its appendices must be made available to them;
- the location and availability of PAPA's Chemical Hygiene Plan;
- the permissible exposure limits for OSHA
- signs and symptoms associated with exposures to hazardous chemicals used in the laboratory; and
- the location and availability of known reference material on the hazards, safe handling, storage and disposal of hazardous chemicals found in the laboratory including, but not limited to Material Safety Data Sheets (MSDS) received from chemical suppliers.

2. Employee training must include:

- methods and observations that may be used to detect the presence or release of a hazardous chemical;
- the physical and health hazards of chemicals in the work area;
- the measures they can take to protect themselves from these hazards, including specific procedures PAPA has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used; and the applicable details of PAPA's written Chemical Hygiene Plan.

E. Medical Consultation and Examinations

All employees who work with hazardous chemicals must be given the opportunity to receive medical attention, including any follow-up examinations that the examining licensed physician determines to be necessary. Under certain circumstances, medical examinations

and consultants must be provided without cost to the employee, without loss of pay and at a reasonable time and place. PAPA must provide certain information to the physician, including the identity of the hazardous chemicals, a description of the conditions under which the exposure occurred, and a description of the signs and symptoms of exposure that the employee is experiencing.

F. Hazard Labeling

Labels on incoming containers of hazardous chemicals must not be removed or defaced. MSDSs on incoming hazardous chemicals must be retained and made available to lab employees.

G. Respirator Use

Where the use of respirators is necessary to maintain exposure below permissible exposure limits, PAPA must provide, at no cost to the employee, the proper respirator equipment.

H. Record Keeping

PAPA must establish and maintain for each employee an accurate record of any measurements taken to monitor employee exposure and any medical consultation and examination including tests or written opinions.

PROCEDURE E.2-9 ACCIDENT ANALYSIS

The PAPA Safe Schools Plan shall contain accident investigation procedures so that every accident may be investigated promptly and efficiently so that the cause may be determined.

PROCEDURE E.2-10 INSPECTIONS

The PAPA Safe Schools Plan shall state who is responsible for self-inspections in each building, what to look for, methods of evaluation and frequency of inspections.

PROCEDURE E.2-11 HAZARD IDENTIFICATION

The PAPA Safe Schools Plan will provide the Executive Director with a tool for continuous monitoring and early detection of hazards.

PROCEDURE E.2-12 HAZARDOUS MATERIALS

Employees are required to receive instruction about chemicals that they may use. New employees receive orientation. The Material Safety Data Sheets for chemicals used on site should be filed and maintained by a competent person assigned to that task. MSDS's must be available to employees, police and medical care providers on an as-needed basis.

PAPA should not have chemicals in sufficient quantity or toxicity that would endanger students. Schools also should have spill kits located in science laboratories and workrooms to

handle problems locally.

PAPA should contact a licensed disposal company to dispose of science laboratory, photo laboratory and auto shop chemicals. The Executive Director or designee should contact a licensed recycler to dispose of waste oil.

The Science Safety Manual should be used as the standard for chemical use and handling in science laboratories.

APS Risk Management gathers, stores and inventories hazardous waste. Risk Management completes EPA required paper work, arranges for disposal, and pays to have chemicals disposed. Current EPA fines are \$20,000 a day for willful violations. All APS departments, schools and Facilities Planning and Operations Departments must contact Risk Management for proper disposal of hazardous waste. PAPA should utilize this option for waste disposal, if possible.

The Executive Director shall determine the most expeditious and cost-effective plan for addressing potential chemical or other hazardous material problems at PAPA. This may involve working with the APS Safety office (842-3767) and/or other local government agencies or commercial service providers. Any chemical exposure that may endanger or may have endangered the health and safety of any staff member, student, or visitor should be reported to the Executive Director or designee, who will take appropriate action.

Affected staff members will be referred to an Emergency Medical Clinic (as designated by the Executive Director and consistent with PAPA's insurance program) for evaluation. Individuals complaining of headache, nausea, eye irritation, dizziness, burning, etc. should be referred for first aid and/or medical care as appropriate. All "tight building", "sick building syndrome," and similar air quality complaints should be referred to the Executive Director, who will take appropriate action.

PROCEDURE E.2-13 PESTICIDE USE

A. General Requirements Regarding Use

PAPA shall comply with applicable State Board of Education regulations (set forth at 6.30.2.10E(4), NMAC). Without limiting the generality of the foregoing, no pesticide or pest control device may be used on school property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture, and all applications administered must be applied by certified and licensed personnel. Pesticides (excluding outdoor herbicides) will only be applied on or on the outside of school buildings when a pest is present and will not be applied on a regular or "calendar" basis unless it is to treat an infestation and is part of a pest management system being implemented to address a particular target pest. Pesticides that are applied in a liquid, aerosolized, or gaseous form will not be applied on public school property when students, staff, or visitors are present or may reasonably be expected to be present within 6 hours of the application, except in emergency cases, in which event school occupants will be removed from the treatment area prior to the application. Immediately following the application of a pesticide in emergency cases, signs

will be posted indicating an application was made.

B. Notice to Parents

At the beginning of each year, and when new students register, PAPA will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school year. These parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communication or other means of communication. No pre-notification is required in emergency cases.

C. Record Keeping

Written records of pesticide applications will be kept for three (3) years at each PAPA site and be available upon request to parents, guardians, students, teachers, and staff.

PROCEDURE E.2-14 PAPA VIOLENCE PREVENTION PLAN

A. Violence Prevention and Security

1. Background Checks

As required by law, all parties who will have unsupervised access to students shall have a full background check.

2. Building Access by Employees

PAPA buildings will customarily be opened, closed and secured only by the Executive Director, assigned custodian or another PAPA employee specifically designated to perform those functions. The Executive Director may allow other employees to apply for access privileges and building keys under certain circumstances that are beneficial to PAPA and/or the operation of the building in question. Any employee granted access privileges is required to enforce and abide by all PAPA policies and procedures regarding the use of the building and any equipment therein. The Executive Director shall be responsible for establishing a procedure to keep accurate records of all persons to whom keys are issued and/or alarm codes are distributed, and to address the steps to be taken when a key is lost or stolen.

3. Executive Director Designation of Access Privileges

At the beginning of each academic year the Executive Director will prepare a written roster of any employee who is authorized access to that building site while the building is locked but during normal access hours. The Executive Director may amend this roster as circumstance demands during the academic year. The Executive Director must post the roster in a conspicuous place.

4. Normal Access Hours and Building Lock-Down

Normal access hours for PAPA facilities are defined as 5:00 a.m. to 11:30 p.m. seven days per week. Certain facilities may have special hours of access different than those listed, which will be explained to any affected employee assigned to such locations. The Executive Director will determine the building lock-down hours, which are likely to be different than the normal access hours defined above. Building lock-down hours may be stricter, but not more lenient than the defined normal access hours. Employees must follow call-in and sign-in procedures whenever the building is locked, regardless of whether other employees are in the

building.

PAPA employees may not enter PAPA buildings outside of normal access hours, regardless of whether they hold keys for that building, without specific written permission from the Executive Director. Written permission must be carried on the employee's person while accessing any building outside normal hours. In the case of maintenance or construction contractors, the job supervisor from PAPA will sign any special permission forms to enter the building.

5. Exceptions

The only exceptions to this procedural directive will be school security performing normal security checks or alarm response, PAPA employees responding to emergency call-outs and the Executive Director.

6. Call-In and Sign-In Procedures

An employee who is entering a building during access hours but after the building has been locked, or an employee with afterhours access permission, MUST follow the call-in/sign-in and sign-out procedure developed by the Executive Director. Such procedures shall be prominently posted for the information of staff.

7. Sanctions

The Executive Director may remove key holding privileges from any employee who violates this procedure. The Executive Director may take the building keys from any employee found in the building in violation of this procedural directive. An employee who abuses building access privileges or who repeatedly violates this procedure may be subject to other disciplinary actions as outlined in human resources policy. Unauthorized persons, including employees, found in buildings after access hours may be subject to arrest.

B. Releasing A Student From School To Someone Other Than A Parent/Guardian

Adherence to the following procedures will greatly minimize the chance of kidnapping, molestation, or release of a student to unauthorized persons. It is the responsibility of the Executive Director to acquaint the staff with the provisions of this procedure.

Before releasing a student to anyone except his/her parent or guardian during a school day, obtain permission from the parent or guardian by telephone.

When a parent or guardian telephones a request that a student be released early from school, the person taking the call must confirm the identity of the caller. They can do this by both hanging up and calling the person back and/or by asking the student to confirm the voice as being that of the parent or guardian or a person authorized to have custody of the student. In the event the telephone call is not being made from the student's home, question the caller in order to obtain information such as the student's date of birth, his/her course offerings, or names of teachers and classmates, all of which should be known by an authorized parent or guardian.

In custody disputes, court orders are frequently presented as proof of guardianship. Be cautioned that the document presented may have been superseded by a more current court order or, as in the case of out of state documents, may not be valid within this jurisdiction.

The Executive Director or his/her designee should be satisfied that the release of the student

has the approval of at least one parent or guardian. If there is any doubt, do not release the student.

C. Staff Personal Security and Safety

A staff member may use reasonable physical force to restrain or remove a person when it is essential for self-defense or for the protection of the individual, other persons or property, or if the person is unreasonably defiant or dangerous.

D. Workplace Violence / Sexual Harassment Issues

PAPA affords employees a working environment free from intimidation, threats or violent acts of other employees. This includes, but is not limited to: intimidation, threatening or hostile behaviors, physical abuse, vandalism, criminal damage, use of weapons, carrying weapons on to PAPA property, or any other action which puts an employee in fear of bodily harm or property damage. Employees who feel subjected to any of these behaviors should immediately contact their supervisor or the Executive Director.

E. Guidelines for Police Involvement

1. Conditions to Report to Local Police

The Executive Director or his or her designee shall report the following conditions to the local police office:

- Actual or suspected criminal activity, i.e. burglary, vandalism, assault, drugs, thefts, disorderly conduct, etc.
- Actual or suspected employee criminal misconduct.
- Threat of bodily harm to any student or employee of PAPA.
- Other campus disorders or outsiders creating problems.
- Parent/teacher problems interfering with the normal operation of the school.
- Use or distribution of suspected drugs, alcohol or weapons.
- If appropriate, students who are reported missing during school hours.

In an emergency, the Executive Director or other designated employee shall call 911.

2. Criminal Trespass

Any student who has been suspended and told to stay off campus, but does not do so, may be in violation of City of Albuquerque ordinances and/or state statutes pertaining to criminal trespass. If a student persists, call the police and ask for assistance with this problem. The Executive Director or designee should also contact the local police in the event of problems with outsiders.

3. Reporting Lost, Stolen or Missing PAPA Property

Information on stolen property must be forwarded to law enforcement agencies immediately to enhance the possibility of recovering the stolen property.

4. Unauthorized Persons on School Property

The school staff should be alerted to challenge suspicious persons who loiter in and around the school building. If there is no logical explanation for their presence, notify the local police office or contract security provider immediately, and provide the following information, if obtainable:

- A description and identity of such unauthorized persons.

-Mode of travel

When it appears that someone is using or occupying school property contrary to its intended use, the Executive Director or his/her designee will:

-Determine the nature of the business;

-Inform the person that he/she is interfering with the educational process and ask the person to leave;

-Call the police if he/she refuses to leave.

E.3 EMERGENCY DISMISSAL PLAN

Utility failures, fires, weather conditions and chemical spills are examples of situations which may necessitate early school dismissal. In the event that such an emergency should occur, the Executive Director or designee is responsible for taking actions outlined below. The Executive Director or designee's response to an emergency should be based on known facts and experience.

The Executive Director and Crisis Response Team should be familiar with the Safe Schools Plan which outlines evacuation procedures, protect in place procedures, securing emergency help, and response procedure for specific emergencies.

The Executive Director or designee shall contact appropriate repair personnel to repair the school problem.

The Executive Director or designee, after consulting with authorities, police and fire services, will make the decision jointly with the Governing Council President (if available) whether or not school will be dismissed. The Executive Director or designee will also notify, as appropriate, other emergency personnel regarding the situation. The Executive Director or designee will notify the media of an early dismissal due to an emergency.

The Executive Director and staff will make a concerted effort to notify parents by phone of an early dismissal.

If the emergency situation cannot be resolved promptly, the Executive Director, with the approval of the Governing Council President (if available), will determine if school can be opened the following day. The media and parents should be notified of the decision.

In the event of an emergency or disaster, the Executive Director or designee has the authority to ask staff to help with the situation. The Executive Director or designee can arrange to have staff care for children, make phone calls, provide first aid, or other procedures necessary to protect students, public, and co-workers.

E.4 PAPA FOLLOWS APS IN INCLEMENT WEATHER

If APS announces, via the media, that all APS schools (but not just one or more APS schools) will be closed or follow a reduced schedule (e.g. begin 2 hours later than usual) due to inclement weather, PAPA will follow the APS plan for closure or reduced schedule and parents and staff may rely on such announcement. APS' failure to close or follow a short

schedule for all schools due to inclement weather shall not prevent PAPA from taking such action independently, as provided in Procedure E-15.

E.5 WEATHER-RELATED CLOSURE IN OUTLYING DISTRICTS

Due to the fact that many of our students travel to PAPA from school districts outside of APS, weather-related late arrival, early dismissal, or absence will be excused according to the following policy. When districts outside of APS announce weather-related schedule changes, parents of students living in those outlying districts will be allowed to decide at their own discretion when or if it is safe to transport their children to PAPA. In the event that a student living in one of these outlying districts is late, absent, or needs to leave school early due to weather-related schedule changes, PAPA will excuse the absence, late arrival, or early dismissal of that student provided that the parent or guardian calls the office to inform the staff of their district's weather-related schedule change.

E.6 MAKE-UP OF TIME MISSED DUE TO EMERGENCY

If PAPA is closed, or follows a reduced schedule, due to inclement weather or other emergency situation, the Governing Council shall determine whether and when such lost time shall be made up.