

**ACCIDENT PREVENTION AND SAFETY PROGRAM**

**FILE: EBB**

**TITLE: Facility Safety**

**POLICY:**

- (1) The facility site administrator shall be responsible for maintaining safe conditions for their respective Orange County Public Schools (“OCPS”) community.
- (2) The facility site administrator shall strive to protect the physical welfare of students, staff, visitors, and invitees.
- (3) The facility site administrator shall have hazards removed where possible and shall report, in writing, to the Superintendent or designee all other known hazards.
- (4) The facility site administrator shall cooperate with all facility inspections.

**SPECIFIC AUTHORITY:**

Sections 1006.07; 1013.12, Florida Statutes

Rule 6A-2.076, Florida Administrative Code

**TITLE: School Safety Specialist**

**POLICY:**

The Superintendent shall designate a School Safety Specialist for the district. The School Safety Specialist must be a school administrator employed by the school district or a law enforcement officer employed by the sheriff’s office located in the school district. It is the School Board’s intent for the School Safety Specialist to be an OCPS District Police law enforcement officer. The School Safety Specialist must earn a certificate of completion of the school safety specialist training provided by the Office of Safe Schools within one (1) year after appointment and is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district.

- (1) Definitions. For the purposes of this policy, the following definitions shall apply:
  - (a) School Resource Officers (“SRO”) are sworn law enforcement officers, employed by a law enforcement agency, who have successfully completed training in accordance with Section 1006.12, Florida Statutes.
  - (b) School Safety Officers (“SSO”) are sworn law enforcement officers, employed by the School Board of Orange County, Florida (“Board”), who have successfully completed training in accordance with Section 1006.12, Florida Statutes.

- (c) Safe-School Officer means a school resource officer, a school safety officer, a school guardian, or a school security guard as identified in Section 1006.12, Florida Statutes.
- (2) The School Safety Specialist shall:
- (a) Review school district policies and procedures for compliance with state law and rules, including the district's timely and accurate submission of school environmental safety incident reports ("SESIR") to the Florida Department of Education, pursuant to Section 1001.212(8), Florida Statutes.
  - (b) Provide the necessary training and resources to students and school district staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security.
  - (c) Serve as the school district liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
  - (d) In collaboration with the appropriate public safety agencies, as that term is defined in Section 365.171, Florida Statutes, by October 1 of each year, conduct a school security risk assessment at each public school using the Florida Safe Schools Assessment Tool ("FSSAT") developed by the Office of Safe Schools pursuant to Section 1006.1493, Florida Statutes. Based on the assessment findings, the district's School Safety Specialist shall provide recommendations to the Superintendent and the Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The Board must receive such findings and the School Safety Specialist's recommendations at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action on the findings and recommendations. The School Safety Specialist shall report such findings and Board action to the Office of Safe Schools within thirty (30) days after the Board meeting.
  - (e) Within twenty-four (24) hours, or as soon as practicable thereafter, notify the Superintendent, or designee, about any notice of suspected deficiency received from the Office of Safe Schools.
- (3) The School Safety Specialist shall coordinate with the appropriate public safety agencies, as defined in Section 365.171, Florida Statutes, that are

designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and provide recommendations related to school safety.

- (4) The School Safety Specialist shall develop and implement safety and security procedures for all district schools.
- (5) Safe-School Officers. All district schools and charter schools shall immediately, or as soon as practical, call the OCPS District Police communications center at (407) 317-3333, if the safe-school officer is not present on campus for coverage as required by Section 1006.12, Florida Statutes.
  - (a) The School Safety Specialist will coordinate with the appropriate law enforcement agency and/or the OCPS District Police to provide temporary law enforcement services until the deficiency is rectified.
  - (b) The deficiency must be resolved by the next school day.
  - (c) The School Safety Specialist must notify the Office of Safe Schools within twenty-four (24) hours of any deficiencies relating to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rule or statute that explain the imminent threat.
  - (d) The School Safety Specialist must notify the Office of Safe Schools within three (3) days of any instance of noncompliance not corrected within sixty (60) days.
  - (e) The School Safety Specialist will notify the Superintendent or designee of any deficiency in safe-school officer coverage, which requires notification to the Office of Safe Schools.
  - (f) School administration is responsible for determining if safe-school officers are needed for extracurricular activities and after school events. When determining if a safe-school officer is needed, school administration will consider the number of persons present, the ratio of staff members to students, and any other safety and security measures available. The School Safety Specialist, in consultation with the learning community and/or Chief of High Schools, may require schools to add or implement additional safety and security measures for extracurricular activities and after school events.
- (6) Notice of Noncompliance.

- (a) Upon identification of an instance of noncompliance with a requirement in Rule 6A-1.0018, Florida Administrative Code, or other state law or rules relating to safety, the School Safety Specialist will provide written notification to the district school or charter school governing board of the identified noncompliance.
- (b) Upon notification of an instance of noncompliance, the district school or charter school governing board will rectify the noncompliance and provide written notification to the School Safety Specialist.
- (c) If the district school or charter school governing board fails to rectify the noncompliance, the School Safety Specialist must notify the Office of Safe Schools within three (3) days of any instance of noncompliance not corrected within sixty (60) days. As outlined in Section 5 (c) of this policy, the School Safety Specialist must notify the Office of Safe Schools within twenty-four (24) hours of any deficiencies relating to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff.
- (d) The School Safety Specialist will notify the Superintendent or designee, or the charter school governing board, if applicable, of any instance of noncompliance, which requires notification to the Office of Safe Schools.

(7) Charter Schools.

- (a) Pursuant to Section 1002.33(16)(b)(8)-(14), Florida Statutes, charter schools and their governing boards are responsible for meeting the safety requirements set forth in Section 1006.07, Florida Statutes, and Rule 6A-1.0018, Florida Administrative Code.
- (b) Monitoring of safety requirements for a charter school is the responsibility of the School Safety Specialist pursuant to Rule 6A-1.0018(4)(a), Florida Administrative Code.
- (c) The School Safety Specialist shall review charter school policies and procedures at least annually for compliance with state law and rules pursuant to Rule 6A-1.0018(4)(b), Florida Administrative Code.
- (d) Authorized charter school personnel must be provided access to the Florida Safe Schools Assessment Tool (“FSSAT”) portal. All

charter schools must cooperate with the School Safety Specialist's request for information and access.

**SPECIFIC AUTHORITY:** Sections 1002.33; 1006.07; 1006.12, Florida Statutes

Rule 6A-1.0018, Florida Administrative Code

**TITLE:** Toxic Substances in Work Areas

**POLICY:**

The School Board of Orange County, Florida ("Board") recognizes that potentially hazardous substances may be used in daily operations. In this regard, the Superintendent or designee shall ensure that these substances are inventoried, used, stored, and disposed of in a safe and legal manner. Insofar as possible, the Superintendent or designee shall minimize the quantities of potentially hazardous substances stored on property owned or operated by the Board.

**SPECIFIC AUTHORITY:** Sections 442.103, 1013.49, Florida Statutes

**TITLE:** Accident Reports

**POLICY:**

Any accident shall be reported to the site administrator and Risk Management. In case of an on-the-job accident or injury involving any employee of the Board, the supervisor of the employee is required to immediately report the injury to the designee at their location within twenty-four (24) hours. Once the accident is reported to the appropriate supervisor, the designee at the location is required to complete the First Report of Injury or Illness Form. All other accidents, such as students, visitors, and invitees shall file a report with Risk Management within twenty-four (24) hours using the appropriate form.

**SPECIFIC AUTHORITY:** Section 440.1025, Florida Statutes

ADOPTED: 11/17/08

REVISED: 10/10/17; 6/14/2022; 4/11/2023