

15001

Prairie Crossing Charter School Medical Emergency Response Plan

OVERVIEW

The Physical Fitness Medical Emergency Preparedness Act, P.A. 93-190, became effective January 1, 2005. The act requires schools districts that operate physical fitness facilities to adopt and implement a written plan for responding to medical emergencies. The bill requires school districts to place an AED and a trained user in each indoor physical fitness facility during school - sponsored physical fitness activities.

The following plan is the written plan for medical emergencies that includes maintenance and use of the AEDS as well as a plan for the training of all necessary staff. This plan supplements the Prairie Crossing Charter School Crisis Plan and the Emergency Guides affixed in every room of the district.

I. Purpose

The purpose of this medical emergency response plan is to develop an appropriate, coordinated, and timely response to a medical emergency occurring at any Prairie Crossing Charter School physical fitness facility.

II. Definitions

- A. **Automated External Defibrillator (AED)** is a medical heart monitor and defibrillator that:
1. Has received approval of its pre-market notification filed pursuant 20 21 U.S.C. 360(k) from the US Food and Drug Administration;
 2. Is capable of recognizing the presence or absence of ventricular tachycardia fibrillation and rapid tachycardia, and
 3. Is capable of determining, without intervention by an operator, whether defibrillator should be performed;
 4. Upon determining that defibrillation should be performed, either automatically charges and delivers an electrical impulse to an individual, or charges and delivers an electrical impulse at the command of the operator; and
 5. In the case of a defibrillator that may be operated in either automatic or manual mode, is set to operate in the automatic mode.
- B. A **medical emergency** is the occurrence of a sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care.
- C. **Physical fitness facility** includes any indoor establishment that:
1. Is owned operated (either in whole or in part) by a unit of local government, or public or private elementary or secondary school, college, university or technical or trade school;
 2. Is supervised by one or more persons, other than maintenance or security personnel, employed by the unit of local government, school, college, or university for the purpose directly supervising the physical fitness activities taking place at any of the indoor facilities listed in subpart
 3. Serves a total of 100 or more individuals**; and
 4. Is a swimming pool, stadium, athletic field, track and field facility, tennis court, basketball court, volleyball court, aerobics studio, dance studio, boxing gym, martial-arts or self defense studio, wrestling gym, weight lifting facility, treadmill or stationary bicycle facility, velodrome, racquetball court, gymnastics facility, or such facilities located adjacent thereto; or any other indoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively

continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

**The number of individuals served by a facility shall be determined by the greater of: seating capacity, the capacity of the facility under the applicable fire code, pool or similar standards, or the number of members of the facility. The number of members of the facility includes the complete facility membership, whether or not those members are present at the facility at the same time.

D. **Physical fitness facility** does not include:

1. A facility serving less than a total of 100 individuals;
2. An outdoor facility;
3. A facility located in a hospital or in a hotel or motel;
4. Any facility that does not employ any persons to provide instruction, supervision, training, or assistance for persons using the facility;
5. Yoga studios, driving ranges, bowling lanes, putting greens, batting cages, or other facilities where participants do not focus primarily on cardiovascular exertion by engaging in relatively continuous active physical exercise that uses larger muscle groups and that substantially increases heart rate.

E. **Resource Hospital** is the hospital with the authority and responsibility for an EMS system.

F. **Responder** is the person on the scene who calls 9-1-1 and notifies the office.

G. **Trained AED user or responder** is a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Heart Association or the American Red Cross or a course of instruction in accordance with the Automatic External Defibrillator Code (77111.Admin Code 525) to use an automated defibrillator, or who is licensed to practice medicine in all of its branches.

H. **9-1-1** is an emergency answer and response system in which the caller need only dial 9-1-1 on a telephone to obtain emergency services, including police, fire, medical ambulance and rescue.

II. List of Applicable Physical Fitness Facilities

Per the definition of physical fitness facility as set forth in Section I and in accordance with the required time line for the compliance with the Physical fitness Facility Medical Emergency Preparedness Act, this Plan applies to the following PCCS facility:

The Gymnasium

III. Response to a Medical Emergency

In the event of a medical emergency as defined in this plan at one of the District's physical fitness facilities, the following steps should be taken:

A. Immediate call to 9-1-1 by any staff member in proximity to the victim, who may be the responder dependent upon the circumstances.

B. Use of the AED by a trained AED user (responder), or when no trained AED user is present, then the use of the AED by another individual if the circumstances warrant.

- C. Notification of Designated Contact (as designated in Section IV of this plan) of medical emergency,
1. Notification of sick or injured person's parent(s) or legal guardian, or next of kin (if known) of a medical emergency,
 2. Notification of the local EMS System Resource Hospital that the AED has been used and 9-1-1 called.

IV. Designated Office Contacts

- A. During the school day, in the event of a medical emergency at one of the Districts physical fitness facilities, the responder will notify the following designated contacts:
1. The school secretary
 2. The school athletic director when present
- B. During after school school-sponsored activities in the event of a medical emergency at one of the District's physical fitness facilities, the following individuals will be the designated contact:
1. The Interim Director of the School
 2. The School Staff member in charge of the activity/event
- C. When the emergency occurs during the rental of one of the district's physical fitness facilities, it will be the responsibility of the organization renting the facility to notify the PCCS Staff Member on duty.
- D. As Emergency Response Plan Coordinator the Interim Director of the School should be notified of all emergencies as soon as practical.

V. Update of the Plan

This plan is filed with the Illinois Department of Public Health. Any changes that affect the ability of Prairie Crossing Charter School to comply with a medical emergency will be filed with the Illinois Department of Public Health immediately. Such changes include but are not limited to:

- Facility closure for more than 45 days
- Inoperable AED for more than 45 days
- Lack of trained staff for more than 45 days.

VI. Notification to Third Party Users

All third parties or authorized users of any PCCS physical fitness facility shall be informed as part of the contract for use of PCCS facilities of the contents of this medical Emergency plan.

VII. Role of the Plan Coordinator

The Plan Coordinator:

- A. Works with the Principal to identify responders
- B. Works with the Principal to identify list of trained AED users (responders)
- C. Responsible for registering the AED with the EMS System Resource Hospital
- D. Works with the Principal concerning notification to staff regarding location of the AED.
- E. Ensures that the Emergency Response Plan is reviewed with all trained AED users
- F. Ensures that the AED is maintained and tested according to manufacturers guidelines

G. Files the initial plan and any necessary updates with the Illinois Department of Public Health

VIII. Filing of the Plan

This Medical Emergency Plan was filed on October 13, 2006 with the Illinois Department of Public Health Department by mailing a copy via certified mail to:

The Illinois Department of Public Health
Division of EMS and Highway Safety
500 E. Monroe St., 8th Floor
Springfield, IL 62701

A copy has also been shared with the Regional Office of Education (ROE)

IX. Resources

Condell Medical Center EMS System Roles and Suggested Responsibilities including Target Responders

Condell Medical Center EMS System Medical Direction

AED Incident report

Condell Medical EMS System AED Registration

Physical Fitness Facility Medical Emergency Preparedness Act 210ILCS 74 Section 527

Attachments: Physical Fitness Facility Medical Emergency Preparedness Code
Annual letter to staff
AED use incident report
Procedure for use of the AED
Maintenance of the AED
List of trained AED users in the School

AED PROCEDURES

1. In the case of a medical emergency, if the AED is not immediately available, perform CPR until the AED arrives on the scene.
2. Assess the scene for safety before approaching the person.
3. Assess for unresponsiveness. Tap shoulder and shout, "are you okay?"
4. Have someone call 9-1-1
 During the day have someone closest to a phone or the office secretary call 9-1-1
 After school hours have administrator on duty call
 Provide location, type of emergency and notify that an AED is being deployed
5. Check ABC's
 Assess **airway**- perform head tilt, chin lift to open airway
 Assess **breathing**- Look, listen, feel. If no breathing, give 2 breaths
 Assess **circulation**- check carotid pulse, or signs of movement, skin color
 If no signs of a pulse or circulation, start CPR
6. **EARLY CPR**
 Perform CPR until the AED and/or EMS personnel arrive
 30 compressions (rate 80-100 compressions /min ventilate.
 Give 2 rescue breaths continue CPR.
 30 compressions/2 rescue breaths.
 check pulse after 4 cycles and every few minutes thereafter.
7. **DEFIBRILLATION**
 - Place AED near head of the victim on the same side as the rescuer
 - Turn on the AED
 - Expose and prepare the chest (cut/ tear any clothing, shave or clip excessive chest hair, dry chest if wet.
 - Follow AED verbal and visual prompts
 - Apply electrodes as directed
 - Allow AED to analyze. Clear all persons at this time from touching the victim.
 - If indicated, deliver shock as directed
 If no shock indicated, check pulse and resume CPR. The AED will continue to reanalyze the rhythm at frequent intervals.
 - Continue care per AED voice and visual prompts
 - Keep victim attached to the AED until EMS arrive and disconnect it.
8. Rescuer should communicate any important information to EMS people.
 Length of time for CPR
 Information given by AED,
 Number of shocks given
9. Assist EMS personnel as requested.

10. FOLLOW-UP AFTER USE OF AED

1. Retrieve the rescue data stored on the memory card of the AED and give it to EMS Personnel
2. Fill out AED report form
3. Take AED unit and use report to the school office.

11. POST EVENT PROCEDURE

The AED Plan Coordinator or designee is responsible the following the day after any AED use:

- Notify the Medical Director of the EMS System at Condell Medical Center
- Remove used data card and replace as directed by manufacturer's procedure and deliver to Medical Director
- Conduct employee incident debriefing as needed.
- Complete incident follow-up form and give to Condell EMS Director
- Restock any used electrode pads, batteries, razors, gloves.
- Inspect unused supplies for any damage and expiration dates.
- Follow manufacturer's procedure for post event equipment maintenance.

Prairie Crossing Charter School

Date: _____

MEMO TO: Staff members

FROM: Myron T. Dagley, Interim Director of the School

RE: Notification of the Physical Fitness Facility Medical Emergency Response Instructions and AED availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our gymnasiums or other indoor physical fitness facility. This plan includes access to an Automatic External Defibrillator (AED) in the following location :

New Gymnasium Atop Fire Alarm Signal Panel

The AED is strategically placed and readily accessible to predetermined AED users to maximize rapid utilization. The AED is available during school hours and after school during on-site school/community activities. The predetermined AED users are our instructional staff, school administrators, and physical education staff who have received AED training (American Heart, American Red Cross, or equivalent training). A record of their completion of the training is on file with the Administrative Assistant and in their personnel file.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care of the patient
2. A statement that the AED is to be used only by trained users.
3. Instructions for using the AED.

Please contact Myron T. Dagley, Interim Director of the School if you would like information on becoming a trained AED user.

We appreciate your support.

Encl: Emergency Response Plan

Prairie Crossing Charter School

AUTOMATED EXTERNAL DEFIBRILLATOR INCIDENT REPORT

To be completed by the person who used the AED

Patient Name: _____ Age: _____

Patient Identification: Student Parent Staff Other

Describe Incident: _____

Name of First Responder: _____

Name of person applying AED: _____

Number of times the patient was defibrillated: _____

Time 911 was called: _____

Patient vitals prior to arrival of EMS: Breathing Yes No
Pulse Yes No
Heart Rhythm _____

Patient transported to: _____

List the series of events from start of emergency until conclusion:

Signature of person who administered AED

Date

When complete, forward this incident report to the Director of the School or designee. Upon receipt the Director of the School or designee will mail or fax this form to the EMS System Resource Hospital

**Procedures in Case of a Situation
in which It May Be Unsafe for Prairie Crossing Charter School Students
to Be Outside or to Walk or Bike Home Alone**

Once the administration of Prairie Crossing Charter School becomes aware of an incident outside the school that may make it unsafe for students to be outside or to walk or bike home alone, the office will make the following announcement over the intercom system: "Teachers, we are on a special yellow schedule." The administration of Prairie Crossing Charter School will confer with the police and follow their advice on allowing students outside and on any other precautions they suggest.

If the incident occurs during the school day:

1. Prairie Crossing Charter School administration will call the police to report the situation if they have not already been called.
2. Any classes that are outside will be called back to the building using the walkie-talkie or cell phone number that was provided to the office when the class left. If for some reason, walking back to the school from where the class is located would put the class at risk, either the class will be directed to an alternate location (such as an inside location at the farm), transportation will be provided to bring them back (e.g. staff or parent volunteers will pick them up), or another plan suggested by the police will be followed.
3. Teachers and assistants will make sure that all doors, both exterior and those leading to interior hallways, are locked.
4. If the situation requires it, teachers and teacher assistants will position students away from windows and doors. Teachers will be alerted to take this action by the administration making the following announcement over the intercom system: "Teachers we are now on a red schedule." Each teacher will have a plan that indicates where in the classroom students are to go in case of an emergency.
5. Teachers and teacher assistants will provide the office with the names of any students missing from their classes and administrators will try to locate these students.
6. Once the police have informed the administration that the area is safe, an all clear will be given.
7. If the incident occurs near dismissal time, the administration will confer with the police about whether it is safe to dismiss students. If dismissing students, or any subgroup of students such as walkers and bikers, is not safe or requires extra precaution (e.g. having an adult walk or bike with the students), the administration will take action in consultation with the police. Such action may include keeping the children at the school until the situation is resolved or contacting parents to pick children up at the school or provide guidance as to whether to keep the child at school or go home with another adult. In these cases, administrators, teachers, teacher assistants, and staff will attempt to contact parents of these students using their emergency contact numbers to apprise them of the situation.
8. The administration will inform the president of the Board of the incident as soon as practicable.
9. On the same day the incident occurred or on the following day if it is not possible to send a letter on the same day, a letter will go out by email and in backpacks providing appropriate information to parents about the incident so that they can discuss it with their children.

Rental of Facilities to Community Groups

Prairie Crossing Charter School intends to be a good neighbor with respect to all its operations, including making its facilities available to the community when those facilities are not needed by the school for its programs and students.

School facilities and associated equipment will be available for rental to community groups when:

- Use by other groups will not interfere with scheduled school activities
- When groups seeking to rent school facilities and or equipment are not promoting behaviors, philosophies, purposes, or outcomes which are in direct conflict with the mission, value statements, and or purposes of the Prairie Crossing Charter School, and are not antisocial nor criminal in nature.
- Prairie Crossing Charter School and rental group have in force insurance which covers appropriate use by community groups.

Expectations Held for those Renting Facilities and/or Equipment:

- Rental is allowed only when a group has completed a Prairie Crossing Charter School Rental Agreement indicating the name of an individual responsible for the rental group's access to our facilities/equipment
- Rental group supplies evidence of liability insurance and agrees to hold harmless PCCS from any and all liabilities resultant from the usage of it facilities, other than those liabilities which can be shown to result from the negligence of the owner.
- Rental group upon request of Prairie Crossing Charter School supplies the school with a certificate of liability insurance naming PCCS as co-insured.
- Renters of the Gymnasium must supply evidence to PCCS that an official of the group renting the facility is trained/certified in the use of CPR/AED by placing a copy of such certification on file with PCCS. That named individual must be present continuously during the usage of the facility during the rental period. (This requirement is operable only when the renter is securing the use of the facility for athletic purposes.)
- Rental group will pay for any dirt/mess beyond that expected of minimum normal activity
- Rental group will pay for any damage occurring to property of Prairie Crossing Charter School
- Rental group accepts responsibility for unlocking and locking school property during the rental period
- Rental costs for space do not include rental fees for consumable supplies and equipment.
- A refundable security deposit in the amount of \$100 may be required and refunded after the event has

ended without damage to property.

-At discretion of the Administration, typical fees may be reduced by 25% when facilities are rented by the Prairie Crossing Home Owners Association for official Association functions.

-At the discretion of the administration, the typical fees may be reduced as necessary to secure a long term rental agreement with a recreational, athletic, educational group or religious organization.

-The Executive Director or designee shall maintain a schedule of applicable rental fees which is reviewed from time to time and updated as needed to reflect current market rates.

Attachments:

-Hold Harmless Agreement

-Permit to Use School Buildings and Grounds for Non-school Activities

Adoption Date: August 24, 2010

Hold Harmless Agreement

Hold Harmless Agreement between _____ and
Prairie Crossing Holdings, LLC and Prairie Crossing Charter School.

_____(Lessee)shall save and hold harmless Prairie
Crossing Holdings, LLC and Prairie Crossing Charter School, its directors, officers, employees and
volunteers from any and all liability claims and demands of whatsoever kind or nature arising out of any
connection with the use of the facility.

_____(Lessee)will defend itself without expense and
will pay any damages based thereon and shall pay all charges of attorneys, all costs, and other expenses
arising there from, excluding only those acts which result from the sole negligence of Prairie Crossing
Holdings, LLC and Prairie Crossing Charter School as Owner.

Signature of Lessee: Date: _____

Accepted By Prairie Crossing Holdings LLC/Prairie Crossing Charter School:

Signature of Lessor: Date: _____

Certificate of Insurance

Hold Harmless Agreement

Effective date of agreement: _____

Prior to use of facilities, you shall furnish, at your expense, and shall keep in full force and effect during the
use of premises the following insurance:

Comprehensive General Liability insurance for Bodily Injury and Property Damage with combined single
limits not less than \$1, 000,000 for each occurrence.

The certificate of Insurance shall read as follows:

Prairie Crossing Holdings LLC and Prairie Crossing Charter School shall be named as an additional insured
on the general liability as respects their interest as Lessor of premises.

EST. 1999
**PRAIRIE CROSSING
CHARTER SCHOOL**



WHERE EDUCATION COMES NATURALLY

Permit to Use School Buildings and Grounds for Non-School Activities

Organization _____

Representative _____ Phone _____ Cell _____

Address, City, Zip _____

Person in charge _____ Phone _____ Cell _____

Type of Activity _____ Admission or Registration Fee Charged? _____

Day of Week _____ Dates _____

Time _____ # of Participants _____

Rental Charge _____ Key Needed (date) _____ Key Returned (date) _____

Facilities:

_____ Helle Hall

_____ Kennicott Room # _____

_____ Carson Room # _____

_____ Anna B. Comstock Bldg. Room # _____

_____ *Gymnasium _____ Wright School House

_____ Parking Lot

Equipment Desired – Approval Needed

_____ Public Address System

_____ Picture Projector, _____ Power Point Projector

_____ Large Screen

_____ Tables, _____ # _____ Chairs, _____ #

_____ Hours of Custodial Services

Other Equipment: _____

* Rental of this facility requires evidence from renter of his/her ability to comply with requirements for use of AED and CPR Administration.

The organization agrees to comply with all school rules and regulations and Board of Director's Policies and to pay as directed the charges stated on this permit. The organization should give the school Director forty-eight hours notice when canceling.

The organization agrees to reimburse Prairie Crossing Charter School for any and all injuries and damages occasioned or arising out of their use of school property.

The organization agrees to indemnify and hold harmless Prairie Crossing Charter School, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by Prairie Crossing Charter School, its agents or employees.

I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled organization.

Director

Date

Officer of Organization

Date

Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.

1531 Jones Point Road
Grayslake, IL 60030-3536

847-543-9722 Phone
847-543-9744 Fax

Executive Director: Nigel Whittington
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org

Prairie Crossing Charter School
Green Cleaning–Low Environmental Impact Cleaning Policy

Introduction

The purpose of this policy is to require the Cleaning and Maintenance Contractor for the Prairie Crossing Charter School (PCCS) in Grayslake, Illinois to use environmentally-benign cleaning products and promote housekeeping practices which will limit hazards to the building occupants including students, faculty and staff, as well as maintenance and janitorial staff.

The term *Cleaning*, as used herein, includes procurement of cleaning materials and agents, floor maintenance, trash removal, bathrooms, offices and detention areas. Cleaning products can have very negative impacts on human health and the environment. They frequently contain chemicals associated with cancer, reproductive disorders, respiratory ailments, eye or skin irritation, and other health conditions. They can also include toxic chemicals which adversely affect drinking water quality, lakes and streams, and plant and animal life. Additionally, many cleaning products in concentrated form are considered hazardous waste, which require special handling, storage, and disposal.

Environmentally preferable cleaning products are becoming more available to handle a full spectrum of commercial, industrial, and residential cleaning needs. These cleaning agents have less of an impact on the environment than their traditional counterparts because they are generally less toxic and contain lower concentrations of volatile organic compounds (VOCs), ozone depleting chemicals (ODCs), and carcinogens. Environmentally preferable cleaning products also may be offered in recycled-content, recyclable and/or reduced packaging.

This policy requires the Cleaning and Maintenance Contractor to provide low-impact environmental cleaning of the Prairie Crossing Charter School facility, including the following actions where applicable:

1. Use sustainable cleaning products that meet the Green Seal's Industrial and Institutional Cleaners (GS-37) standard. Provide documentation/specifications on the chemical and cleaner products used.
2. Use chemical concentrates and appropriate dilution systems when appropriate to reduce maintenance personnel exposure to highly concentrated cleaning agents. Provide documentation/specifications on the cleaner dispensing and dilution equipment used.

Green Seal Standard for Industrial and Institutional Cleaners (GS-37)
Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global

warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends or in any manufacturer or company. Green Seal's evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. The website for the standard is:

<http://www.greenseal.org/standards/industrialcleaners.htm>

The consensus criteria described in GS-37 includes 12 mandatory environmental requirements and 3 additional mandatory requirements. The mandatory criteria include specifications for:

- Toxicity
- Carcinogens and reproductive toxins
- Skin and eye irritation
- Skin sensitization
- Combustibility
- Smog, ozone, and indoor air quality
- Aquatic toxicity
- Eutrophication
- Aquatic biodegradability
- Concentrates
- Fragrances
- Prohibited chemicals

Additional Desirable Criteria under the advice of GS-37 include the following. However, these additional criteria are desired, but not required by this Policy:

- Additional training attributes
- Additional packaging attributes
- Additional labeling information
- Dispensing equipment that reduces worker exposure to chemicals
- Non-animal testing
- Provided asthmagen data
- Corporate environmental commitment

Disclaimer

It is the responsibility of the Cleaning and Maintenance Contractor to ensure that the manufacturer-required techniques, materials and equipment are used for all maintenance processes. The processes and techniques described below are only suggestions to meet the GS-37 Standard. The requirements of the cleaning agent manufacturers supersede all of the processes and techniques described in this Policy. The Cleaning and Maintenance Contractor is required to inform the PCCS Office of the Director if any of these products, processes or techniques contradict or interfere with the manufacturer requirements or warranties. Product testing in limited, low-visibility areas by the Cleaning and Maintenance Contractor is highly recommended to ensure proper techniques or agents are being used on PCCS surfaces and finishes. The Cleaning and Maintenance Contractor is also required to maintain a complete list of Material Safety Data Sheets (MSDS) for all

cleaning and maintenance products used at PCCS. The MSDS information must be kept in a central location at the PCCS site and accessible to all maintenance and school staff. Please follow all manufacturer provisions for recommended use and application of the cleaning products.

Procedures

The following describe general requirements for the expected cleaning activities at the Prairie Crossing Charter School. This list is based on the finishes and surfaces provided in the construction documents. However, there may be cleaning activities not covered in this policy. Please consult with the Office of the Principal if any activities are not included in the following descriptions.

The categories of products to be provided under this Policy include:

1. GLASS CLEANING
2. TOILET CLEANERS
3. SINK AND COUNTER CLEANING
4. DISINFECTING
5. CONCRETE FLOOR CLEANING
6. HEAVY SOIL SPOT CLEANING
7. FLOOR CARE
8. DUSTING MATERIALS
9. PAPER PRODUCTS

1. GLASS CLEANING

The Glass Cleaner should be non-toxic, phosphate free, biodegradable, nonflammable, and without dye, fragrance, and hazardous ingredients per 29 CFR 1910.1200. Most of the Green Cleaning Product Manufacturers listed in the database have a Glass Cleaner.

Typical Application:

For hand application, apply Glass Cleaner to the surface to be cleaned with a sprayer or clean cloth. Wipe dry with a dry, clean micro-fiber cloth or paper toweling. For use with a squeegee, dilute per the manufacturer's requirements, apply using a sponge or window cleaner applicator, remove using squeegee.

2. TOILET CLEANING

Toilet Cleaner should be non-toxic, phosphate free, biodegradable, nonflammable, without dye, and to have no hazardous ingredients per the Green Seal GS-37 Standard. The cleaning agents should be a concentrated cleaner for daily cleaning and care of toilets and urinals. The toilet cleaner should be formulated to clean, remove stains, eliminate and neutralize urinal odors and brighten toilet bowl and urinal fixtures without the use of hydrochloric, phosphoric or oxalic acid. Most of the Green Cleaning Product Manufacturers listed in the database have a Toilet/Bathroom/Restroom Cleaner.

Typical Application:

The Toilet Cleaner should only be used on porcelain plumbing fixtures per the manufacturer's directions. Clean the interior of the fixture using the bowl brush/bowl swab. Clean under the rim and all interior surfaces.

Clean fixture exteriors

Spray exteriors of plumbing fixtures, including chrome flush valves, with cleaner and wipe clean with a clean cloth or paper towel.

3. SINK AND COUNTER CLEANING

The Sink and Counter Cleaner should be a non-acid, non-caustic, creme cleanser with mild abrasives and non-pathogenic enzyme-producing bacteria. Bio-enzymatic action eliminates stains and odors and lime deposits. The Sink and Counter Cleaner should clean and polish the porcelain sinks without scratching.

4. DISINFECTING

Eliminating harmful viruses, bacteria and fungi by thorough cleaning and disinfecting is one way of minimizing the spread of disease and illness. The use of a lower toxicity disinfectant minimizes environmental risk and reduces the impact to worker safety. The Disinfectant should be able to be used safely on concrete and bamboo/wood/cork floors, countertops, telephones, walls, toilets, urinals, drinking fountains, garbage cans and other nonporous surfaces as needed in the event of blood or stool residue. Otherwise, only periodic disinfecting is required of the plumbing fixtures, especially toilets. Disinfecting toilet plumbing fixtures is typically performed weekly in commercial occupancies. However, the frequency of disinfecting PCCS toilets will depend on the frequency of their use by staff and children.

Apply disinfectant bowl cleaner:

Pour the toilet and urinal bowl cleaner into the toilet and below the rim. Allow dwell time while you perform other restroom cleaning tasks.

The approved disinfectant should be an EPA registered disinfectant and sanitizer. It should also be an effective germicidal, virucidal and mildewstatic with lower toxicity to meet the Green Seal Standard, GS-37. EPA registered and proven effective against HIV-1, HBV, HCV, MRSA, VRE and many other pathogenic germs.

5. CONCRETE FLOOR CLEANER

The colored Concrete Floor Cleaner should be a multi-purpose, low-foaming cleaner. It is non-carcinogenic, and is classified as RCRA non-hazardous. It is also non-toxic, and contains no chlorinated solvents. Most of the Green Cleaning Product Manufacturers listed in the database have a general purpose cleaner.

Concrete Floor Cleaning Using Mop and Bucket:

For daily damp mopping, dilute the floor cleaner per the manufacturer's requirements.

Place mop in solution, wring out until mop is damp. Mop length wise along baseboard to form a "U" around the area being mopped. Use "figure 8" stroke on balance of area. Flip the mop every four feet. Use the heel of the mop with a hand pad to remove stubborn spots. Clean the baseboard immediately with a wiping cloth if any water has been splashed on them. Rinse mops frequently and change solution as needed

Concrete Floor Spot Cleaning:

Spray diluted or undiluted cleaner at soiled surface; agitate with cloth, broom or brush if needed. Wipe dry with clean cloth or paper towel.

6. HEAVY DUTY CLEANING /DEGREASING

Use a non-toxic, biodegradable heavy duty cleaner degreaser strong enough for the most difficult cleaning problems.

Liberally spray solution onto greasy surfaces; allow a few minutes dwell time if needed to emulsify grease from surface

7. FLOOR CARE

Bamboo Flooring

Daily And Weekly Care:

The Cleaning and Maintenance Contractor must follow the wood and cork floor manufacturer requirements to maintain the floor surfaces. Please request a copy of the PCCS Operations and Maintenance Manual from the Office of the Director to review the manufacturer requirements for cleaning.

For the purposes of this policy, there are typical steps of daily and weekly care for the wood and cork floors:

- **STEP 1 - Vacuum or Sweep**
Vacuum, dry mop or sweep to remove any loose dirt or grit. The best method of removing dirt and grit is vacuuming with a soft brush attachment on your vacuum. If using the same micro-fiber mop to dry and wet mop, remove any loose dirt or grit after dry-mopping by rinsing with water and wringing out the mop pad prior to cleaning floor with a non-toxic hardwood floor cleaner.
- **STEP 2 - Spray**
Lightly mist an 8'x8' area of your wood floor, or directly mist the mop cover, with the hardwood floor cleaner.
- **STEP 3 - Wipe**
Using a back and forth motion, clean the floor surface with your Bona Mop or clean, soft cloth. Finish one area before moving on to the next. Wash and dry the mop covers as needed. Avoid using excessively dirty mop covers to prevent streaking.

- Using a slightly dampened, well wrung-out micro-fiber cleaning pad, thoroughly clean the floor surface using a mop. Finish one area before moving on to the next. When your mop pad becomes soiled, rinse with water, thoroughly wring out the pad and continue cleaning hardwood floor cleaner.
- When a spill occurs, soak up the liquid right away.
- The Cleaning and Maintenance Contractor should refer to the PCCS Operations and Maintenance Manual for final cleaning procedures.

What NOT to do:

1. Do not let sand, dirt or grit build up which may cause scratches.
2. Never damp mop. Excessive amounts of water can cause your floor to swell and cup.
3. Do not use wax, oil soap, or other household cleaners.

Cork Flooring

Daily And Weekly Care:

Refer to the PCCS Operation and Maintenance Manual for specific cork floor manufacturer requirements. In general, thoroughly clean and mop the floor according to the Wood Floor instructions listed above.

Keep the floor surface free of dirt and grit through daily dust mopping. Clean up spills and excess water as soon as possible.

When required, damp mop the floor using a well wrung out mop with hardwood floor cleaner. Never flood the floor surface with any liquid or use harsh or abrasive cleaners. Excess or standing water can damage a cork floor.

If dry buffing of the cork floor is required due to excessive scratches in the polyurethane finish, use a white polishing pad on a low speed (175-600 RPM) rotary buffing machine. Do not use any type of buffing compound, wax or liquid on the floor. Buffing is optional; however it can enhance the look of your cork floor. Buff only a clean floor, as dirt and grit can permanently scratch the polyurethane finish during the buffing process.

8. DUSTING MATERIALS (for hard floor & surface maintenance)

Traditional dusting techniques for both floor care (dust mopping) and dusting of hard surfaces, such as desks, window sills, shelves, etc., frequently use chemical dusting materials which typically contain petroleum distillates that are hazardous to health or dusters that do a poor job at actually capturing and removing the dust. At the Prairie Crossing Charter School, more efficient dusting materials should be used to reduce exposures to people who can inhale harmful particles, but can also reduce the cost for cleaning by more efficiently capturing and removing dust.

Wood and Cork floors should be dusted every day using a Micro-fiber dust mop. Once a week, the Cleaning Contractor should use a non-toxic wood floor cleaner in the following manner:

Micro-fiber dusting cloths are effective at removing dust without the need for chemicals. There are a number of companies offering micro-fiber clothes and micro-fiber dust mopping tools. It is recommended that high quality, launderable materials be used.

Suggested Products:

Dusting Cloths

Unger Enterprises: 203 / 366-4884

3M: Contact John Marmar 651 / 737-9812

Floor Dust Mopping & Damp Mopping Systems

Unger Enterprises: 203 / 366-4884

Kaivac: Contact Bob Robinson, Sr. 800 / 287-1136

Rubbermaid Microfiber Cloth systems

9. JANITORIAL PAPER/TEXTILE SUPPLIES

Use disposable janitorial paper products and trash bags that meet the minimum requirements of USEPA's Comprehensive Procurement Guidelines (CPG) for the appropriate category. Also, use plastic trashcan and other liners with a minimum of 10% post-consumer recycled content. Furthermore, it is preferable that the paper products be manufactured without the additional use of elemental chlorine or chlorine compounds (Processed Chlorine-Free).

CPG Category		Post Consumer Recycled Content	Total Recycled Content
Bathroom Tissue	Used in rolls or sheets	20-60%	20-100%
Paper Towels	Used rolls or sheets	40-60%	40-100%
Paper Napkins		30-60%	30-100%
Facial Tissue		10-15%	10-100%

Integrated Pest Management Policy

It is the policy of Prairie Crossing Charter School to not use chemical pesticides or rodenticides. Prairie Crossing Charter School will practice Integrated Pest Management as required by Illinois state law.

If at all possible Prairie Crossing Charter School will avoid the use of pesticides. If a pest problem develops, the first choice would be a non-chemical control method, if necessary after that the least-hazardous chemical control method would be used. If, for some reason, Prairie Crossing Charter School were going to administer a pesticide the staff and parents would be notified in writing two business days prior to the pesticide application.

If a rodent problem were found, Prairie Crossing Charter School would first use live traps. These traps would be concealed out of general view and in areas inaccessible to children. If traps did not work, rodenticides would be used in a tamper resistant bait box.

Any contractor hired by the school district to provide pest control or other services must comply with the district's IPM and notification policy.

passed Spring 2001

Fire Rules

1. A Fire drill may be called at any time. Any time you SUSPECT a fire, take action. Better safe than sorry! The administrators will take walkie talkies to communicate with the office and each other.
2. All non-employees of the school must sign in and out of the office. The school is responsible for all people inside the buildings and we must know when and why they are in the buildings.
3. **Kennicott Building** – The meeting place for all occupants of the Kennicott is the grassy area in front of the barn. The upper floor occupants will exit out the north door and walk north to the designated area. The lower level occupants will exit out their classroom doors and walk north to the grassy island in front of the barn. The music and art teacher will take their class rosters with them to make sure all students are accounted for. The school secretary will take both visitor sign in/out logs to account for all visitors in the buildings. The secondary exit for the upper floor is the south doors. Walk north on the sidewalk to the grassy island in front of the barn. The secondary exit for the lower level is the north or south doors. Walk north to the same grassy area in front of the barn. Make sure classroom and office doors are closed.
4. **Wright Schoolhouse** – The upper level should exit out the primary exit – the front porch, unless that entrance is blocked. The secondary exit is down the stairs to the back door. The meeting place is in front of the barn. Anyone in the bottom of the Kennicott should exit out the back door and walk north to the front of the barn.
5. **Barn** – Any students in the barn should exit the barn through the upstairs doors as the primary exit and meet in the grassy area. The back stairs is the secondary exit. Walk to the same grassy area in front of the barn.
6. **Anna Botsford Comstock Building** – The meeting place for all classrooms is across Amos Bennett Street. Classrooms that face south, may exit out their backdoors. Classrooms that face north should exit out the closest door available, east, and west or Helle Hall and meet across the street on Amos Bennett. Make sure classroom doors are closed and take your red/green card to hold up to communicate with administration.
7. **New Building** – The meeting place for all classrooms is across Amos Bennett Street. Classrooms that face south, may exit out their backdoors. Classrooms that face north should exit out the closest door available, east, west or the middle south doors and meet across the street on Amos Bennett. Make sure classroom doors are closed and take your red/green card to hold up to communicate with administration.
8. **Gymnasium** – The meeting place for the gymnasium is in front of the barn. All occupants should exit out the east doors and walk up to the grassy area in front of the barn. If the east doors are blocked, they should use the other entrance.
9. All children should exit in a silent line and the line must remain silent until the okay has been given to re-enter the building. The teacher should take the current attendance book with him/her and be at the front of the line. **You must be able to account for all of your students.** Please wait outside until the Principal or Director has given you a direct message that it's okay to re-enter the building.
10. If you have a child that is unaccounted for – **YOU MAY NOT RE-ENTER THE BUILDING.** You must send the teacher assistant to the principal or director who will be in the grassy area in front of the barn. All your volunteers need to match with the signatures that the secretary has in the sign-in and sign-out book.

PCCS TORNADO RULES

1. In the case of a tornado the city sirens will sound. If you hear the siren, take precautionary action. Every building will also be notified via the intercom system if there is a tornado watch or warning. The office has an early warning weather station. When children take cover, they kneel, face the wall, tuck their legs in so they are curled up like a ball, and put their hands over the back of their necks.
2. To **alert the entire school via the intercom**, press the red “emergency” button and speak while pushing down the green talk button.
3. **For the Wright Schoolhouse** – all occupants should move to the bottom floor and sit along the east wall away from windows and doors or in the closet.
4. **For the Kennicott Building**– all occupants should move to the lower level and sit in the hallway and bathroom away from doors or windows. Occupants of the upper level should alert the lower level if they have not heard via the intercom system.
5. **For the Anna Botsford Comstock** – each classroom should walk toward the center of the building and sit along the corridor away from doors or windows. Try to keep the students one row deep to keep a walking aisle.
6. **For the New Building** – each classroom should walk toward the center of the building and sit along the corridor away from doors or windows.
7. **For the Gymnasium** - use the access ramp to the stage to take cover or the large storage closet. In case of an all school event, take cover along the exterior walls as well.
8. Please remain silent so you can hear any updates, the principal or director will notify all buildings when it is safe to resume normal activities.

Prairie Crossing Charter School

Policies and Procedures

Hazardous Materials Training

The only toxic and/or hazardous materials used by the school are materials used as cleaning supplies. All such cleaning supplies 1) are kept locked in a secure place when not being used, 2) are not used when students are in the school and 3) are otherwise, exclusively under the control of the Custodian.

In-service training, approved by the Illinois State Board of Education in consultation with the Illinois Department of Public Health, will be provided or be a contract requirement.