

Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): To be in compliance with all health and safety standards	
PLC: HAMILTON INTERMEDIATE SCHOOL	Date 6/24/14 UPDATE 2/9/15
Administrative Approval: J. MICHAEL MEADE	Date:

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
All staff members successfully complete assigned Public School Works Training prior to deadlines	Public School Works videos	Public School Works videos	All staff	Principals, and Mr. Morrison	Training due dates as assigned
Report all health, fire, and safety documents to administration	Reports	Reports	Head custodians and head cook	Principals, and Mr. Morrison	Within 48 hours of receiving the document
Rectify any issues identified on health, fire, and safety documents	Reports	Reports	Head custodians, head cook, and maintenance	Principals, and Mr. Morrison	Within compliance date
Complete and document required fire, tornado, and evacuation drills	State forms	State forms	Staff, students, and principals	Mr. Morrison	Within compliance date
Submit Record of emergency evacuation drills to the State Fire Marshall	State forms	State forms	Principal and Assistant principal	Mr. Morrison	The middle point and end of school year
Up to date on all required vaccines	Student charts	Student charts	Nurse and parents	Principal and Assistant principal	Within compliance date

Regular use of video and buzzer system to maximize building security	Security equipment	Security equipment	Secretaries, Tech. department, and maintenance	Principals, and Mr. Morrison	Daily
Maintain secure facility	ID badges, locks and keys, Sonitrol, visitor badges, and parent photo IDs	ID badges, locks and keys, Sonitrol, visitor badges, and parent photo IDs	Staff	Principals, and Mr. Morrison	Daily

