



DEPARTMENT OF DEFENSE  
OFFICE OF DEPENDENTS EDUCATION  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635



LOGISTICS

DS REGULATION 4800.1  
September 1993

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
SAFETY PROGRAM

- References:
- (a) DS Regulation 4800.1, "Department of Defense Dependents Schools School Safety Program," September 3, 1985 (hereby cancelled)
  - (b) DoD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," March 29, 1979
  - (c) DoD 1342.6-M-1, "Administration and Logistic Responsibilities for DoD Dependents Schools," October 1978
  - (d) DoD Instruction 6055.1, "DoD Occupational Safety and Health Program," October 26, 1984.
  - (e) through (j), see enclosure 1

A. PURPOSE

This regulation establishes general policy, responsibilities, and procedures for ensuring a safe, healthy educational and work environment for Department of Defense Dependents Schools (DoDDS) students, staff, and visitors. It authorizes the publication of pamphlets, manuals, or other media to assist in achieving such an environment.

B. POLICY

DoDDS policy is that all reasonable steps shall be taken to ensure a safe and healthy environment at DoDDS facilities and activities. Based on the premise that safety is everyone's business, all DoDDS employees will take appropriate action whenever an unsafe condition exists. To emphasize the importance of safety and promote safety awareness, the month of October is observed as School Safety Month in DoDDS.

**C. APPLICABILITY**

The provisions of this regulation apply to all DoDDS personnel responsible for, or concerned with, the safety of staff and students or with conditions which could result in injury or death, property damage or loss, or disruption of DoDDS activities.

**D. RESPONSIBILITIES**

1. The Director, DoDDS, is responsible for:
  - a. Ensuring a safe and healthy educational and work environment for DoDDS students, staff, and visitors.
  - b. Designating a safety advisor with oversight for the development and application of policies, procedures, and standards pertaining to the DoDDS safety program.
  - c. Providing assistance to regional offices to achieve compliance with the provisions of this regulation and other federal and DoD directives.
2. Regional directors are to:
  - a. Appoint a safety officer to serve as the regional point of contact for safety programs.
  - b. Implement and monitor a unified safety awareness and education program.
  - c. Implement DoDDS-established safety standards for regional schools while also providing educators with the latitude to develop safety materials appropriate to their educational setting.
3. Regional safety officers are to:
  - a. Report incidents of accidental injury to persons or property in accordance with the procedures in Enclosure 2, paragraph E., Reporting Accidents and Injuries.
  - b. Review semiannual school inspection reports received in accordance with Enclosure 2," paragraph A1., Semiannual inspection of schools, and monitor corrective actions or assist in problem resolution, as necessary.
  - c. Visit each regional school, in coordination with district safety coordinators (see paragraph 4a., below), at least every third year to evaluate physical safety and safety education programs.

d. Coordinate with host nation authorities to ascertain the availability of safety programs and assistance which could be provided to DoDDS.

4. District superintendents are to:

a. Appoint a safety coordinator to serve as the district point of contact for safety programs. This safety coordinator will visit each school at least annually to evaluate physical safety and safety education programs.

b. Ensure an understanding of, and compliance with, the requirements of the safety program by including safety issues in their scheduled meetings with principals, counselors, and others under their jurisdiction and arranging for inservice training where necessary.

c. Review school inspection reports and ensure that corrective actions are carried out. Promptly forward matters requiring regional assistance to the regional safety officer.

d. Ensure that safety and accident prevention programs are included in the schools' curriculum, to include school bus and pedestrian safety.

5. Principals are to:

a. Work cooperatively with host installation or community safety officials, regional and district personnel, and school staff to promote a safety-conscious attitude in all aspects of the school's operation.

b. Maintain documentation on personnel who have successfully qualified in standard Red Cross first aid and/or cardiopulmonary resuscitation instruction and the dates of this training.

c. Ensure that safe working conditions and practices are maintained in outdoor recreation areas, gymnasiums, classrooms, laboratories, offices, common areas, and industrial and technical working facilities and that safety improvements are properly documented.

d. Provide a safe working and learning environment for academic or vocational **programs that may expose** persons to chemicals by ensuring that chemical authorizations and limits are not exceeded, and that chemicals are accurately inventoried, safely and compatibly stored, handled, and properly disposed of when no longer needed. A Chemical Hygiene Plan is required for

all schools storing or using chemicals in their curriculum.

e. Ensure that teachers avail themselves of inservice training for the purpose of keeping current with the latest practices in safety education of students.

f. Ensure that animals brought into the school have veterinary clearance, except for animals kept in aquariums or sealed containers.

6. Teachers are to:

a. Instruct students in the safe handling of classroom equipment, tools, and supplies.

b. Assist in instructing students in safe behavior while on school grounds, at school activities, or commuting to/from School .

c. Report accidents or injuries occurring to students in their care while on school grounds or at school activities in accordance with Enclosure 2, paragraph E.

d. Maintain a safe environment in classrooms geared to the age and maturity level of the students (for example, no hotplates, coffee pots, or unprotected sources of heat/flame in general classrooms.)

7. All DoDDS employees are to:

a. Report any personal accidents or injuries occurring on DoDDS property or at DoDDS activities in accordance with Enclosure 2, paragraph E., below which:

- (1) require treatment from a medical practitioner,
- (2) result in lost duty time,
- (3) result in damage to government property,
- (4) involve a motor vehicle, or
- (5) result in the serious injury or death of another person.

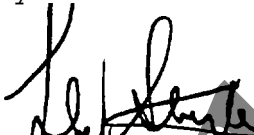
b. When aware of a safety hazard, take immediate action by removing the hazard (such as picking **Up loose papers from** a floor or moving an object **that might pose a slip or trip hazard**). If this is not possible or appropriate, then prevent access to the hazard area and notify a supervisor of the problem. [Nothing in this paragraph is to be construed as requiring any employee to risk his or her own safety or health to resolve a

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hazardous situation or to attempt any procedure that he or she does not have the physical ability and/or technical competence to accomplish.]

**E. EFFECTIVE DATE**

This regulation is effective 30 days after date of publication. One copy of all implementing instructions will be provided to the Director, DoDDS, Attention: Chief, Transportation, Safety & Security Branch, within 60 days of issuance.

  
John L. Stremple  
Director

DISTRIBUTION: X, Y, Z, Q(WWPAC)

- Enclosures - 3
1. References
  2. procedures
  3. DS Form 4801

Cancelled

REFERENCES

- (f) DS Regulation 2700.1, "DoDDS Comprehensive School Health, Physical Education Program, " February 8, 1978
- (g) DS Regulation 2720.1, "First Aid and Emergency Care," February 1978
- (h) DS Regulation 2740.1, "Interscholastic Athletic Program, " September 8, 1981
- (i) DS Manual 2942.0, "School Health Services Guide," September 1, 1984
- (j) DS Regulation 4700.2, "Department of Defense Dependents Schools Internal Physical Security, " August 27, 1985

Cancelled

PROCEDURES

**A. ACCIDENT PREVENTION**

1. Semiannual inspection of schools. In accordance with reference (c), supporting installations are required to conduct an integrated safety, fire, and Bioenvironmental inspection of school facilities twice a year. The inspections are to be scheduled before the start of the school year and at mid-year. The school principal or coordinating principal, as appropriate, will make arrangements with the supporting installation. The inspecting officials will include representatives from the safety, fire marshal, and bioenvironmental offices. Physical security inspections are required semiannually in accordance with references (c) and (j). One of these semiannual security inspections should be conducted in concert with safety, bioenvironmental, and fire marshal officials for a coordinated and balanced appraisal of safety and security. The preferred time for this joint inspection is prior to the beginning of the new school year.

(a) Safety, fire prevention, and bioenvironmental inspectors evaluate discrepancies and assign a risk assessment code (RAC). Any discrepancy identified as RAC 1 (Imminent Danger), or RAC 2 (Serious), will be a reportable safety discrepancy in DoDDS schools. Principals are to report RAC 1 or RAC 2 outstanding discrepancies to the district and regional offices within 24 hours of written notification from the inspecting office.

(b) Principals are to forward copies of each inspection report to the applicable district office within 30 days of receipt along with information on corrective actions taken.

(c) District offices will forward a copy of each report to the regional safety officer no later than 15 days after receipt. District Safety Coordinators will provide all possible assistance to Principals to correct unsafe situations or conditions. If the supporting installation cannot conduct all or part of an integrated inspection, the requirement must be elevated to the district or regional office to obtain support from an alternate source including, if necessary, a commercial contractor.

2. Installation safety training. Safety officers/school administrators will attend safety training classes and/or periodic safety training meetings if such activities are conducted by the host installation. If not, informal discussions

will be held regularly with the host installation safety office. The objective is to ensure school officials are familiar with local safety programs and any special safety hazards, and local officials are responsive to school safety needs.

3. School safety training. The principal will hold safety discussions with all school employees. Discussions will deal with safety instructions, results of safety inspections, changes, emergency actions plans, and special projects or events to heighten safety awareness. Briefings by installation safety personnel can help meet this requirement. The principal will also review safety/accident records maintained by the school office and/or school nurse to identify safety hazards and to determine school-level training needs.

4. Safety bulletin boards. Each regional office, district office, school, dormitory, or other ODS activity will display safety materials on bulletin boards to inform teachers and other staff of happenings in community and school safety programs. Commercial and/or student-prepared safety posters will be prominently displayed in student areas.

5. Installation safety board/committee meetings. The school principal or coordinating principal is encouraged to provide a representative for installation/community safety activities. Establishment of a school-level safety committee is encouraged whenever appropriate.

#### **B. FIRE PREVENTION**

1. Each principal or his/her designee is responsible for daily inspection of building exits to ensure all stairways and exit pathways are clear and doors are not chained or blocked while the building is occupied.

2. Principals will conduct fire drills and coordinate with local fire officials to include proper evacuation procedures and simulation of actual conditions. Fire drills will be conducted weekly for the first four weeks of the start of the new school year and every other month for the remainder of the school year. Where practical, more frequent fire drills may be scheduled at elementary schools.

3. Principals will forward a copy of the report of each fire drill to the cognizant district office.

4. Fire safety education programs will be conducted by elementary classroom teachers and all teachers in laboratories, industrial, and technical areas. This instruction may be conducted jointly with other safety and accident prevention programs.



5. Principals will ensure all materials such as draperies and carpets meet the criteria for public assembly areas outlined in the National Fire Protection Association codes.

**C. BUS/PEDESTRIAN SAFETY**

1. principals will coordinate with local officials to develop programs to teach children school bus and pedestrian safety rules.

2. The school bus and pedestrian rules are to be provided in writing to students and parents at the beginning of each school year.

3. School bus and pedestrian safety awareness sessions are to be conducted at the beginning of each school year and periodically throughout the year.

4. School administrators and staff shall supervise the loading and unloading of school buses.

**D. EMERGENCY AND MEDICAL FIRST AID**

1. School personnel are responsible for emergency handling of accidents or sudden illness (but not for subsequent treatment) . Adequate facilities and a person or persons trained to give first aid will be provided at each school site. First aid supplies approved and provided by the local supporting medical facility shall be readily available.

2. Two important problems that must be addressed in each school's emergency action planning are:

(a) The safe transfer of responsibility to parents or other accountable persons when emergencies occur, and

(b) The procurement of needed medical services for injured or ill children when a parent or other person designated by a parent cannot be reached.

**E. REPORTING ACCIDENTS AND INJURIES**

1. An Accident/Injury Report, DS Form 4801 (enclosure 3), will be completed for any student or employee when an accident or injury occurs:

(a) on school grounds,

(b) at off-school locations as a result of school sponsored activities,

(c) on a school bus or van, or

(d) when a student is otherwise traveling to or from school to the extent that such information is obtainable from students, parents, police, medical, or safety personnel.

2. A copy of every DS Form 4801 will be retained at school level. One copy will be sent to the cognizant district office, and another to the regional safety officer.

3. The regional safety officer will send to the Director, DoDDS, by the most expeditious means available, pertinent information concerning:

(a) any fatal or serious (i.e., requiring hospitalization) accident or injury involving DoDDS students and/or staff, including those involving DoDDS staff members in an off-duty status, and

(b) all bus-related accidents.

A hard copy of all accident reports will be forwarded to the Director, DoDDS, Attention: Chief, Transportation, Safety & Security Branch, in quarterly increments; i.e., July - September, October - December, January - March, and April - June. These reports must arrive no later than 30 days after the applicable quarter.

4. DS Form 4801 retention requirements are as follows:

(a) One copy will be retained at the school level for three school years.

(b) One copy will be retained at the district office for two school years.

(c) **One copy will be retained at the regional office for five school years or, after two school years, all pertinent information may be entered into an indefinite database.**

(d) **One copy will be retained at ODE, Transportation, Safety & Security Branch for five school years.**

4. In addition to the DS Form 4801, applicable U.S. Department of Labor forms (CA-1, CA-2, CA-6) will be filed through the Personnel Division when a DODDS federal employee suffers an on-the-job injury or death.

DS Form 4801

Department of Defense Dependents Schools  
ACCIDENT/INJURY REPORT  
FOR STUDENTS AND ALL EMPLOYEES

Cancelled

DEPARTMENT OF DEPENDENTS SCHOOLS  
ACCIDENT/INJURY REPORT  
FOR STUDENTS AND ALL EMPLOYEES

(Please complete all blanks and circle applicable numbers)

Victim's Name \_\_\_\_\_ Home Address \_\_\_\_\_  
 School \_\_\_\_\_ Sex: Male...1 Female...2 Age \_\_\_\_\_ Grade: \_\_\_\_\_  
 Region/District \_\_\_\_\_ Time of Accident: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM...1 PM...2  
 Place of Accident: School building...1 School grounds...2 To and from school...3 Home...4 Elsewhere...5

LOCATION OF ACCIDENT

Athletic Field ..... 1	Dressing Room/Lockers..... 11	Restrooms..... 21
Auditorium ..... 2	Driveway..... 12	Showers..... 22
Cafeteria ..... 3	Gymnasium..... 13	Sidewalks..... 23
Classroom, General, NEC*..... 4	Home, Indoor, NEC*..... 14	Stairs (Indoor)..... 24
Biology Class/Lab..... 5	Industrial Education Shops..... 15	Stairs (Outdoor)..... 25
Chemistry Class/Lab..... 6	Industrial Place/Premise..... 16	Streets/Highways..... 26
General Science Class/Lab..... 7	Lake/River/Body of Water..... 17	Swimming Pool..... 27
Homemaking Class..... 8	Parking Area..... 18	Yard/Field..... 28
Driver Education Class..... 9	Playground..... 19	Other, NEC* (specify below)..... 29
Corridor..... 10	Public Buildings, All Other..... 20	

DESCRIPTION OF ACCIDENT

How did accident happen? What was student/employee doing? List specifically unsafe acts and unsafe conditions existing. Specify any tools, machines, and/or equipment involved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOTOR-VEHICLE ACCIDENT	TYPE OF ACTIVITY	FALL ON SCHOOL PLAYGROUND
Indicate the type of vehicle most closely involving the injured person and the status of the injured person.	Normal Classroom..... 01	Indicate the type of playground surface.
	Physical Education..... 02	Asphalt..... 1
	Lab or Shop Work..... 03	Gravel..... 2
	Changing Classes..... 04	Grass/Dirt..... 3
	Going to or from School..... 05	Concrete..... 4
	Supervised Sports..... 06	Other (specify)..... 5
	Unsupervised Sports..... 07	
	Recess..... 08	
	Other (specify)..... 09	
	Non-Performing Activity..... 10	
	Unknown..... 11	

NATURE OF INJURY (Circle most serious one)	PART OF BODY INJURED (Circle most serious one)
Amputation.....01	ARM
Asphyxiation.....02	Arm.....01
Bite.....03	Fingers.....02
Bruise/Contusion.....04	Hand.....03
Burn/Scald.....05	Shoulder.....04
Concussion.....06	Wrist.....05
Cut/Laceration/Puncture/Abrasion.....07	HEAD
Dislocation.....09	Ear.....06
Fracture.....08	Eye.....07
Poisoning (Solid/Liquid/Gas/Vapor).....10	Mouth.....08
Shock (Electrical).....11	Nose.....09
Sprain/Strain.....12	Teeth.....10
Sting.....13	Head/Face/Neck.....11
Teeth Injury.....14	LEG
Internal Injury.....15	Ankle.....12
Other (specify).....16	Foot.....13
	Knee.....14
	Leg.....15
	Toe.....16
	TRUNK
	Back.....17
	Chest.....18
	Collarbone.....19
	Ribs.....20
	Trunk.....21
	Internal.....22

DEGREE OF INJURY: Death...1 Permanent Disability...2 Temporary Disability...3 Non-Disabling...4

- (1) Recommendation for preventing future accident/injury or damage to property of this type: \_\_\_\_\_
- (2) Would additional training or funds be required? Explain (append additional sheets if needed): \_\_\_\_\_
- (3) Requested Safety Inspection  Yes  No

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Additional Description of Accident/Injury:

Immediate Action Taken

First aid treatment, By (Name) \_\_\_\_\_

Sent to school nurse, By (Name) \_\_\_\_\_

Sent home, By (Name) \_\_\_\_\_

Sent to physician, By (Name) \_\_\_\_\_

Physician's Name \_\_\_\_\_

Sent to hospital, By (Name) \_\_\_\_\_

Name of hospital \_\_\_\_\_

Was a parent of other individual notified? Yes No

If so, how long after injury? \_\_\_\_\_ By what means? \_\_\_\_\_

Name of individual notified \_\_\_\_\_

By whom notified (Name) \_\_\_\_\_

Witnesses to Accident

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_