



December 2016

WSSCA Newsletter

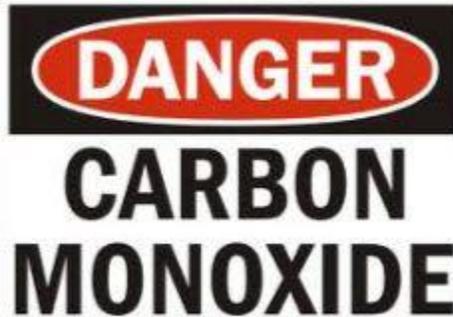
The "news you can use" periodical for Wisconsin's school safety and security professionals



*Jessica Schroeder, WSSCA Board Member starts this month's newsletter with a most timely article about the hazards of carbon monoxide. Last week we had a near tragedy locally with carbon monoxide poisoning and every winter we learn of another family that has experienced a close call or worse with carbon monoxide. Ed*

### Carbon Monoxide Awareness

Often called the invisible killer, carbon monoxide (CO) is a colorless, odorless and toxic gas, which is produced by incomplete combustion of carbon-containing materials. Incomplete combustion occurs when insufficient oxygen is used in the fuel burning process. Consequently, more carbon monoxide, in preference to carbon dioxide, is emitted. Examples of this include: cooking equipment that burns fuel, vehicle exhausts, fuel burning furnaces, small gasoline engines, portable gasoline-powered generators, power washers, fireplaces, charcoal grills, marine engines, forklifts, propane-powered heaters, gas water heaters and kerosene heaters.



Exposure to carbon monoxide impedes the blood's ability to carry oxygen to body tissues and vital organs. When carbon monoxide is inhaled, it combines with hemoglobin (an iron-protein component of red blood cells), producing carboxyhemoglobin (COHb), which greatly diminishes hemoglobin's oxygen-carrying capacity. Hemoglobin's binding affinity for carbon monoxide is 300 times greater than its affinity for oxygen. As a result, small amounts of carbon monoxide can dramatically reduce hemoglobin's ability to transport oxygen. Common symptoms of carbon monoxide exposure are headache, nausea,

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rapid breathing, weakness, exhaustion, dizziness, and confusion. Hypoxia (severe oxygen deficiency) due to acute carbon monoxide poisoning may result in-reversible neurological effects, or it may result in long-term (and possibly delayed) irreversible neurological (brain damage) or cardiological (heart damage) effects. Additionally, carbon monoxide exposure can be dangerous during pregnancy for both the mother and the developing fetus.



The dangers of carbon monoxide exposure depend on a number of variables, including the victim's health and activity level. Infants, pregnant women and people with physical conditions that limit their body's ability to use oxygen (i.e. emphysema, asthma, heart disease) can be more severely affected by lower concentrations of carbon monoxide than healthy adults would be. A person can be poisoned by a small amount of carbon monoxide over a longer period of time or by a large amount of carbon monoxide over a shorter amount of time.

What can you do if you suspect someone has been poisoned?

When you suspect carbon monoxide poisoning, promptly taking the following actions can save lives: If possible, move the victim immediately to fresh air in an open area. Call 911 for medical attention or assistance. Administer 100-percent oxygen using a tight-fitting mask if the victim is breathing. Administer cardiopulmonary resuscitation if the victim has stopped breathing.

**Warning:** You may be exposed to fatal levels of carbon monoxide poisoning in a rescue attempt. Rescuers should be skilled at performing recovery operations and using recovery equipment. Every effort should be made to ensure that rescuers are not exposed to dangerous carbon monoxide levels when performing rescue operations.

How can employers help prevent carbon monoxide poisoning? To reduce the chances of carbon monoxide poisoning in your workplace, you should take the following actions:

- Install an effective ventilation system that will remove carbon monoxide from work areas.

Jessica Schroeder - LaValle  
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- Maintain equipment and appliances that can produce carbon monoxide in good working order.
- Consider switching from gasoline-powered equipment to equipment powered by electricity, batteries, or compressed air if it can be used safely.
- Prohibit the use of gasoline-powered engines or tools in poorly ventilated areas.
- Provide personal carbon monoxide monitors with audible alarms if potential exposure to carbon monoxide exists.
- Test air regularly in areas where carbon monoxide may be present, including confined spaces.
- Install carbon monoxide monitors with audible alarms.
- Use an appropriate certified respirator in areas with high carbon monoxide concentrations.
- Educate workers about the sources of carbon monoxide, carbon monoxide poisoning, carbon monoxide symptoms and carbon monoxide control.
- If your employees are working in confined spaces where the presence of carbon monoxide is suspected, you must ensure that workers test and monitor the space.

Edward L. Dorff  
Green Bay



Jessica Schroeder is a Risk Management Consultant for Community Insurance Corporation (CIC), working in a dedicated fashion with Wisconsin school districts to reduce risk, manage unique exposures, and provide onsite employee training. CIC insures over 120 school districts in Wisconsin for liability, Workers' Compensation, and property insurance.

## WSSCA School Safety Coordinator of the Year:

**Nominations Due by December 31, 2016**

Each year the Wisconsin School Safety Coordinators Association (WSSCA) recognizes the best of the best with its Annual School Safety Coordinator of the Year Award. If your school safety coordinator (or yourself) deserves to be considered, please complete the

nomination form and submit.

Click [here](#) for nomination form.

The recipient is given a \$1,000 cash award by the Community Insurance Corporation to be used for any safety related item in their district. Please consider nominating your school coordinator. Help us recognize these deserving individuals.



## WSSCA's 49<sup>th</sup> Annual School Safety and Security Conference

**March 6-7, 2017**

**Kalahari Resort, Wisconsin Dells, Wisconsin**

**Registration is Open!**

Click [here](#) to register.

Check out our preliminary agenda below or click [here](#) for our agenda in a pdf file.



**WSSCA**

WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION

**49<sup>th</sup> Annual WSSCA Conference & Expo Agenda**

**Ensuring Balance in Our Work**

**MARCH 6 & 7, 2017**

*Sponsored by Community Insurance Corporation*

**Note:** All times and sessions are subject to change.

Monday, March 6, 2017	
7:00 a.m. - 8:00 a.m.	Buffet Breakfast, Registration and New Member Orientation
8:00 a.m. - 8:30 a.m.	WSSCA Conference Opening
8:30 a.m. - 9:45 a.m.	Motivational Keynote Speaker - Dustin Reichert - "10-88! Officer Down, Now Get Back Up"
9:45 a.m. - 10:15 a.m.	Break – Visit exhibitors
10:15 a.m. - 11:45 a.m.	School Safety Information Sharing Program – Mia Ray Langheim – School Intelligence Officer – Statewide Terrorism and Intelligence Center
11:45 a.m. - 12:00 p.m.	Coordinator of the Year Announcement
12:00 p.m. - 1:00 p.m.	Lunch – Visit exhibitors

At this point in the schedule you will break into the track you choose to attend. Either our Security or Safety Track.

### Security Track

1:00 p.m. - 2:00 p.m. Internet Safety / Social Media – Mr. Peter Ehlert – Winnebago County Sheriff's Department

2:00 p.m. - 2:45 p.m. Post Crisis Reunification Planning – Dale Zabel and Laura Lloyd - Kettle Moraine School District

2:45 p.m. 3:00 p.m. Break – Visit exhibitors

3:00 p.m. - 3:45 p.m. Antigo School Shooting – Tim Prunty, Brian Misfeldt, Antigo Team

3:45 p.m. - 4:30 p.m. WSSAT Findings: Trends in School Security – Brian Koffarnus and Dan Larsen

### Safety Track

1:00 p.m. - 2:30 p.m. Module 4 – Compliance of Health and Safety Standards - Playground Safety and Ergonomics – Jodi Traas and Dave Young

2:30 p.m. - 3:00 p.m. Break – Visit exhibitors

3:00 p.m. 4:30 p.m. **Module 4 – Compliance of Health and Safety Standards – Blood Borne Pathogens and Fire Safety – Alyssa Hrubes and Sue Birren**

4:30 p.m. – 6:00 p.m. **Silent Auction and Social**

## Tuesday, March 7, 2017

7:00AM - 8:00AM **Breakfast**

### Security Track

7:30 a.m. - 9:00 a.m. **Module 9 – School Post Incident Recovery and Planning – Psychological Responses to Traumatic Events, Continuity of Operations - Mike Hinske, Jay Jones and Ed Dorff**

9:00 a.m. - 9:30 a.m. **Break – Visit exhibitors**

7:30 a.m. - 9:00 a.m. **Module 9 – School Post Incident Recovery and Planning – Memoranda of Understanding, After Action Reviews – Mike Hinske, Jay Jones and Ed Dorff**

### Safety Track

7:30 a.m. - 8:45 a.m. **Mental Health - School Climate, Planning, Suicide Prevention – Brenda Jennings – Wisconsin Department of Public Instruction**

8:45 a.m. - 9:00 a.m. **Break – Visit exhibitors**

9:00 a.m. 11:15 a.m. **Safe Sport Zone Training for After School Event Security – Special Certification Available – Jay Hammes**

11:15 a.m. – 12:00 p.m. **WSSCA Conference Closing**



*Note: Brian Koffarnus, our WSSCA 1<sup>st</sup> VP (and incoming President at the 49<sup>th</sup> Annual Conference on March 6-7, 2017) offers some great reminders and advice about winter slips and falls. I know that most B&G folks would like the people we work with remember that we live in Wisconsin, and that we all (theoretically) bear some level of personal responsibility to tread carefully: nevertheless there is that contingent who believe that walkways, parking lots, steps, and entryways must always be snow and ice-free, no matter what. Good practices and solid protocols can't stop the snow from falling, but as Brian reminds us, diligence and documentation are critical. Ed*

## Preventing Winter Slips, Falls (and Lawsuits)

The fall leaves have been cleaned up and the temperatures are getting much cooler as we approach the winter season. As we all know, winter brings with it snow and icy conditions which leads to another long list of duties to keeping our school properties safe. Numerous people fall each year resulting in injury and in some cases death. The General Public (tax payers) expectations of government run school facilities are that we provide effective maintenance of the infrastructure throughout the year. Residents, School Board Members, and Administration expect that all of the District's maintained sidewalks are free of ice, snow, and dirt. Injuries caused by poor ice and snow removal occasionally resulted in lawsuits against the School District for negligence. Most School Districts have made a large investment in snow and ice removal equipment as well as providing everyone with enough time to do the job properly.



The following is a list of basic expectations to Custodial/Maintenance staff when providing snow removal services.

Clear sidewalks completely, not just one or two passes with a blower, expectations are from grass to grass, grass to curb or grass to road way. You must clear the side walk entirely. All of the concrete or blacktop should be clear of snow or ice.

At times, snow blowers will not remove the snow all the way down to the concrete or black top leaving a thin layer of snow. This will require the use of a shovel to remove the final layer before salt is used. Keep adequate supplies of salt on hand.

Snow should not be piled up and left on the sidewalks or concrete pads that butt up against your building. When these piles melt during the day the water may freeze at night causing ice. The first priority is to provide a safe path to all exits but you must return and complete the removal in a timely fashion.

Snow should be removed before applying salt. Don't use the salt to melt snow instead of removing the snow by hand. Salt should be used after the layer of snow is removed, for example to help remove hard packed snow, ice build-up, or any remaining snow falling to melt. Always remember, salt will be tracked into your building causing more clean up inside. Also, when main traffic areas have become dry and free of snow the salt should be swept off of the walk way. Remember, rock salt can also cause someone to slip too. It will also cause your grass to die so it should not be swept onto the lawn. It should be swept up and possibly be used elsewhere or saved for next time.

Maintain a Salt Log. The log will provide useful information if there is ever a question about an area being treated.

All outdoor stairs and exits must be cleared in a timely fashion after the snow fall has ended.

If the snow is falling while the building is open or is going to be occupied, snow removal at all of the main entrances/exits must be maintained in a safe and reasonable manner.

It is the responsibility of the building custodians to monitor all of the sidewalks and school parking lots near their buildings that are the responsibility of the District. If there are removal issues during 6:30 am and 3:00 pm that need to be addressed by maintenance you must call the Buildings and Grounds supervisor to have these issues addressed.

It is the responsibility of the lead building custodian to make sure that all of their equipment is maintained and in working condition. Also, you are responsible in making sure you have the needed gas and oil for the equipment. All repair and fuel needs should be communicated in a timely fashion to maintenance to ensure you have the tools needed for the next snowfall.

Now that we have addressed the outside concerns we need to make sure the indoors are still maintained as well. Do you have large enough walk-off mats with beveled edges in all of our entrances? Do you have enough wet floor signs? Do you post signs on the doors to alert users that floors may be wet and slippery? Do the playground supervisors encourage the children to clean off the access snow before they enter the building after recess? Does the Custodian use a scrub pick up machine or mop to clean up the access water in the tiled halls after the students have entered the building?

Again, winter brings with it a lot of challenges so it is necessary to be prepared so you and all the building users don't become a fall statistic. Take a few minutes at your next Custodial/Maintenance meeting to remind everyone how to prepare, as well as go over the District expectations for the upcoming winter season.

Your District policies and procedures may be a bit different but this is how we do things in Greendale, and it works well for us.



Happy Holidays and a safe winter season!

**Brian Koffarnus, Greendale School District**

### Quotes of the Month

“Blessed is the season which engages the whole world in a conspiracy of love.”

-- Hamilton Wright Mabie

“The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart. Wishing you happiness.”

-- Helen Keller

### Borrowed Humor



Once again we find ourselves enmeshed in the Holiday Season, that very special time of year when we join with our loved ones in sharing centuries-old traditions such as trying to find a parking space at the mall. We traditionally do this in my family by driving around the parking lot until we see a shopper emerge from the mall, then we follow her, in very much the same spirit as the Three Wise Men, who 2,000 years ago followed a star, week after week, until it led them to a parking space. — Dave Barry

On behalf of WSSCA President Pat Meyer and the entire Board of Directors, Merry Christmas, Happy Hanukkah and a safe Holiday Season to you and your families.



*Ed Dorff - Executive Director*

*Stacy Washington - IT Director*

### School Safety Certification

#### Course Schedule

2016-2017

MODULES	COURSE TITLES	DATES (S)	LOC
3 & 8	Environmental Health/Safety Compliance School Threats and Vulnerability	Oct 26, 2016	M Cro
4&9	Health and Safety Compliance Part C Post Incident Recovery and Planning	March 6-7, 2017	W Kalab
RE-Cert Refresher	Recertification and Refresher Electives To Be Determined	March 6-7, 2017	W Kalab
5 & 10	Sound Risk Management Practices Emergency Response Practicum	April 2017	To Be
1 & 6	Health and Safety Compliance Part A General Aspects of Crisis Management	Oct 2017	To Be



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