

Revised January, 2020
for MLEDP

MT. LEBANON
Extended Day Program



Professional, Affordable, Convenient
School Age Child Care

MLEDP.org

**Mt. Lebanon Extended Day
Emergency Operations Plan
(EOP)**

This EOP chart is a summary of the Mt. Lebanon Extended Day's Emergency Management Plan and provides an immediate resource for responding to critical incidents and emergencies. Always keep this plan available for immediate use on school grounds and on field trips. Review it frequently. This plan was developed with the assistance of the Mt. Lebanon Police Department, Mt. Lebanon Fire Department.

For immediate help in an emergency call 9-1-1.

This Emergency Operations Plan describes the procedures that will be used by the Mt. Lebanon Extended Day Program to provide for the care and the well-being of the children under our care and for our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for the person under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

COMMUNICATIONS WITH MEDIA

All Staff:

1. Refer all calls from the media to the Executive Director.
2. If a member of the media arrives at a school unannounced, ask them to move off school grounds and notify the Exec. Director

COMMUNICATIONS WITH MEDIA

CRITICAL WEATHER EMERGENCY

All Staff:

1. In the event of a weather emergency, follow procedures established for your building and area. Center Director will define procedures as determined by the building principal.
2. Refer to Shelter-In-Place procedures if necessary.
3. Always carry emergency bag.
4. Take attendance.
5. List any missing or extra students and report according to MLEDP procedure for informing ED/AD, Parents and Police.
6. Inform ED that emergency weather procedures were implemented.

CRITICAL WEATHER EMERGENCY

CHILD ABUSE/NEGLECT

The Child Protective Services law defines an abused child as any person under the age of 18 who shows evidence of one of the following: Non-accidental, serious physical injury; non-accidental, serious mental injury; serious physical neglect; sexual abuse or exploitation of a child. MLEDP employees are mandated reporters by law.

MLEDP Staff:

1. Whoever receives the information is the mandated reporter.
2. The mandated reporter must notify the ED/AD in cases when staff are the first to receive a report of abuse/neglect, staff are mandated reporters and are required to provide information to Children Youth and Family Services (CYF). ED will provide staff with assistance with step 3.
3. Make a Childline Report to <https://www.compass.state.pa.us/cwis/public/home> (If you are unable to access the online reporting system, make a telephone report to childline at 1-800-932-0313)
4. Keep all information confidential.

Executive Director:

1. For severe injuries call 9-1-1 to request an ambulance. Notify parents that the student has been taken to the hospital.
2. Do not contact the family or any other person on the emergency contact list if the person is the alleged abuser.
3. Call 9-1-1 to notify police.
4. Call Allegheny County CYF to ensure report was received at 1-800-932-0313.
5. If CYF requests, arrange for an interview with the student. MLEDP personnel may participate in the interview at the discretion of CYF.
6. If the student should not go home at the end of the day, contact 9-1-1 or Allegheny County CYF.
7. Keep all information confidential.

CHILD ABUSE/NEGLECT

BOMB OR TERRORISTIC THREAT

Recipient of Phone Threat:

1. Remain calm. Keep the caller on the line for as long as possible.
2. Immediately refer to bomb threat checklist on back of EOP Chart for list of questions to ask caller.
3. If possible, write a note to a colleague to call 9-1-1.
4. Listen carefully, be polite and show interest.
5. Try to keep the caller talking to learn more information.
6. If your phone has a display, copy the number or letters on the window display.
7. Immediately complete the Bomb Threat Checklist on back of CIP Chart. Write down as much detail as you can remember. Try to use the exact words spoken by the caller.

Recipient of Threat by Note or Written Communication

1. Notify Administrative Office (Executive Director/Assistant Director) & Staff on site immediately.
2. Call 911
3. Place note on table, desk or clean surface and handle as little as possible.
4. If written on wall, secure room where threat is located.
5. Keep envelope or container (if note was delivered in envelope or container.)
6. Immediately write down individuals seen in the area note was found. Ask colleagues if they saw anyone in the area and where the note was found.

Recipient of Threat by E-mail or FAX

1. Notify Executive Director/Assistant Director immediately.
2. Call 9-1-1.
3. If by e-mail, do not delete the email and do not forward the email unless asked to do so by authorities.
4. If by fax, place fax copy on table, desk or clean surface. Do not use fax/printer until authorities have completed the investigation.

Continued on back of this page.

BOMB OR TERRORISTIC THREAT

BOMB OR TERRORISTIC THREAT

Executive Director/Assistant Director:

1. Call 9-1-1.
2. Make decision to evacuate after consulting with MLPD.
3. Notify MTLSD office.
4. Assess need to disseminate info to parents

Center Director:

1. Follow evacuation procedures.
2. Record missing or extra students reported by staff.

Staff:

1. Follow orders of Executive Director/designee
2. If evacuation is necessary:
 - a. Take emergency bag with student roster.
 - b. Take attendance.
 - c. List any missing or extra students and report according to MLEDP procedure for informing Center Director, Assistant Director, Executive Director, Police.
3. Remain with students until they are released or all clear signal is given to return to the building.
4. Look for suspicious packages

FIELD TRIP INCIDENT

All Staff:

1. Bring emergency bag and first aid kit.
2. Always bring student roster with notations for relevant medical information
3. Always have phone and MLEDP contact numbers.
4. For accident with injuries:
 - Call 9-1-1 and Parent
 - See to the needs of injured person(s) until help arrives.
 - Make a record of the destination of injured person(s).
 - Account for all students.
5. For lost student(s), call 9-1-1 and ED/AD.
6. Complete incident report.

Executive Director:

1. For accident with injuries:
 - If warranted, go to scene of accident.
 - If possible, go to the hospital to check on the needs of injured student(s).
 - Prepare letter to be emailed home to parents of students impacted and notify MTLSD.
2. For lost student, notify parent and DHS

FIELD TRIP INCIDENT

SUSPICIOUS PERSON

Staff:

1. Assess the situation and determine if the person appears to be a danger to yourself or others.
2. If suspicious call 9-1-1.
3. If external to building do not permit access to the building. If they have gained access to the building, Contact school personnel.

Center Director:

1. Call 9-1-1.
2. If person is suspected of having a weapon, direct staff to follow ALiCE Procedures.
3. Notify School Personnel.

SUSPICIOUS PERSON

SUICIDE: THREAT OR ATTEMPT

Suicide Threat

Confidentiality should NOT be honored in this situation:

Staff:

1. Ensure the safety of the student without endangering self.
2. Notify Executive Director/Assistant Director.

Center Director/Executive Director

1. Notify school principal.
 2. Parents or guardians must be notified immediately.
-

Suicide Attempt

Center Director/Staff:

Confidentiality should NOT be honored in this situation:

1. If a weapon is visible or reported, do not approach the student.
2. Call 911
3. Remove other students to safety; talk to the student(s) in a calm, quieting manner offering support and reassurance without endangering self.
4. Staff must remain with the suicidal student at all times while not endangering self.
5. Notify the Center Director/Executive Director

Executive Director:

Confidentiality should NOT be honored in this situation:

1. In the case of a suicide attempt, call 911.
2. Ensure the student's safety as well as the safety of others.
3. Remain with the suicidal student at all times while not endangering self.
4. Parents or guardians must be notified immediately.

SUICIDE: THREAT OR ATTEMPT

FIRE REPORTING AND EVACUATION

All Staff:

If you detect a fire, remember R – A – C – E:

1. REMOVE those needing assistance from the immediate vicinity of the fire.
2. Pull the nearest ALARM, making sure that lever is pulled down completely. Listen consciously for the sound of the alarm. Call the Principal's office and provide as much information as possible.
3. CONTAIN the fire by closing doors.
4. EVACUATE yourself and/or nearby students.
5. DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO.

Center Director:

1. Contact Custodial Staff
2. Notify Executive Director/Assistant Director.
3. Initiate evacuation plan.
4. Communicate with MLFD for further information.
5. Prepare for parent reunification.

Staff:

1. Inform students of evacuation routes and rules frequently during the school year.
2. Follow procedures for your building and area.
3. Always carry student roster in emergency bag. Account for all students.
4. If normal evacuation route is blocked by smoke or fire, use alternate route to exit the building.
5. Take attendance.
6. List any missing or extra students according to building procedure.
7. If directed by CD to evacuate to sister school or alternate site, please refer to instructions on the back of this page for locations.

Executive Director/Assistant Director:

1. Notify MTLSD.
2. Initiate parent reunification.

Alternate Sites listed on back of this page.

FIRE REPORTING AND EVACUATION

FIRE REPORTING AND EVACUATION

In the event of a building evacuation, MLEDP will evacuate to:
The Mt. Lebanon Recreation Center
900 Cedar Blvd. Pgh, PA 15228
412-343-3409

HOSTAGE TAKING

You are a hostage:

1. Do not agitate the captor(s).
2. Do not provide more aid and support to the captor than is essential to the survival of the students and yourself.
3. Use judgment in following the directions of the captor.
4. Try to establish a person-to-person relationship with the captor.
5. The goal of law enforcement is to resolve the incident through negotiations. Please note, negotiations can be a lengthy process.

You observe a hostage taking:

1. Call 9-1-1 and inform them it is a hostage taking situation and then contact the Executive Director.
2. Report as many observed details as possible (location, number of captors, appearance, types and numbers of weapons, number of hostages, demands of the captors).
3. If possible, help to relocate uninvolved students to a safe area

Center Director or Executive Director/Assistant Director:

1. Call 9-1-1 and inform them that it is a hostage situation.
2. Call Superintendent.
3. Coordinate with MLPD and initiate ALICE procedures.

SHELTER-IN-PLACE (External Threat)

An external threat with potential to harm students, faculty and staff exists and evacuation would increase the risk of harm. Long term sheltering may be necessary.

Center Director:

1. Initiate with School P.A. announcement —“Shelter-in-Place.”
2. Call 9-1-1 and notify Executive Director/ Assistant Director.
3. Notify any students or staff outside to come into building.
4. No one enters or leaves the building.
5. Continue to evaluate situation and continue risk assessment.
6. If the situation warrants, direct students and staff to designated shelter areas within the school building.
7. Issue further instructions via School P.A. system or other medium.
8. Signal "All Safe" when situation is back to normal

Admin Ast:

1. Notify Principal, MLEDP Parents (remind)
2. Do not allow anyone into building.
3. Maintain a record of situation status for MTLSD Principal & MLEDP Executive Director.
4. Notify Parents "All-Safe" when situation is back to normal.

Staff:

1. Post Shelter in place sign on door
2. Close and lock all windows, close blinds.
3. Close as many interior doors as possible.
4. If directed to relocate, take emergency bag.
5. Take attendance.
6. Report missing or extra students.
7. Notify MLEDP Executive Director.

Consider occurrence that would make shelter-in-place the better choice and not evacuation

- Explosion
- Tornado/violent storm weather conditions
- Hazardous materials
- Armed intruder
- Suspicious person outside

Consider:

Is it safe outside?

Is there time to evacuate?

SHELTER-IN-PLACE (External Threat)

KIDNAPPING/ABDUCTION ATTEMPT (Including Custody Issues)

Note: If any adult witnesses what appears to be an abduction, call 9-1-1 immediately.

Staff:

1. Call 9-1-1
2. Notify the CD/ED immediately.
3. Give name of adult suspected of taking the students(s) (if possible) and/or give a description of the person/persons.
4. Provide a description of the child including any information that will help identify the child quickly (clothing, hair color, most recent contacts, photo to MLPD, etc.)
5. Provide any additional information that is helpful, such as a car description and/or license plate number.
6. If outdoors, immediately bring all students indoors. If inside the building, keep the students in a safe and secure area.
7. Reinforce safety procedures with students:

Center Director/Executive Director/ Assistant Director:

1. Call 9-1-1.
2. Confer with student's parents.
3. Alert MTLSD Principal, Assistant Superintendent.

In the event a student is approached by a stranger when walking they should do the following:

- Do not approach the car.
- Immediately run to a safe place.
- Inform parent or adult of the incident.
- Call 9-1-1.
- Try to give a good description of the individual and the vehicle.

Safe Walking Rules

- Never step into the street from between parked cars.
- Watch for turning cars.
- Look all ways before crossing.
- Obey traffic signals.
- Walk, Don't run. Allow yourself plenty of time (The average child crosses a street at the rate of three feet per second).
- Cross only at corners.
- Face traffic when walking on streets without sidewalks.
- Be extra alert on snow and rain days.
- Go directly to and from school.
- Have a partner to walk with if possible.

KIDNAPPING/ABDUCTION ATTEMPT (Including Custody Issues)

VIOLENCE

Threat of Physical Harm (Written or Verbal Threats)

Center Director/Staff

1. Report the perceived threat to the ED/AD
2. Call 911
3. Complete and submit to the ED/AD the Behavior Report Form. Be prepared to share information with principal, psychologist, counselor, or nurse.
4. Notify Principal

Violent Actions (Physical Assault, Fights)

Center Director/Staff

1. If a weapon is visible or reported:
 - a. Do not approach the student.
 - b. Call 911.
 - c. Remove other students to safety.
 - d. Talk to the student(s) in a calm, quieting manner offering support and reassurance without endangering self.
2. If the incident does not involve a weapon:
 - a. Call 911 if necessary
 - b. Make verbal contact in a calm, low-toned voice.
 - c. Try to get individuals to a more isolated area so they can calm themselves without losing face, or try to get the area emptied of others students so they can calm down.
 - d. Do not leave the students alone until they are calm.
 - e. Send someone else to get help from the ED/AD.
 - f. Discuss the behavior and its consequences only after student is calm.
 - g. Never grab or touch a violent student unless he or she is causing harm to self or others and you can do so without causing possible injury to yourself
 - h. Call Parent

Center Director/Executive Director/Assistant Director:

1. Assess the situation and intervene if requested by the staff.
2. Call 911 if students refuse to cooperate or a weapon is involved
3. Notify Principal.

VIOLENT INTRUDER (ALiCE Procedures)

ALiCE procedures provide options to use in the event of an internal threat. It is a proactive, options-based strategy. These are not sequential actions, but are steps for you to take depending on the situation.

Alert

- Call 9-1-1.
- Alert information can come from anyone.
- Provide as much initial information as possible to as many people as possible.
- Use any and all available means: School Phone Intercom System, Public Address, Texts, Shout, Blow Whistle, etc.
- Alert MTLSD and MLEDP Executive Director

Lockdown

- If you determine that lockdown is your best option, make all attempts to secure your location by barricading. **BARRICADE:** The idea is to create a stronghold that nobody can breach.
- Once barricaded, no one should be allowed to enter your location. DO NOT OPEN DOORS.
- Lock doors and windows.
- Turn off lights.
- Keep students quiet.
- Police will gain entry on their own.
- Circumstances may change to move from Lockdown to Evacuation.

Inform

- Notify alternate site of relocation
- Continuation of ALERT communication.
- If possible, real-time information should be provided by all means available.
- Use this information to make single or collective decisions as to the best option for survival.
- Be flexible because the situation will be dynamic and fluid.
- When appropriate stay in contact with 911 to provide updated information.
- Notify parents of situation and again when all is back to normal
- Post notice of Relocation

Counter

- Used only as a LAST RESORT!
- Engage in acts that disrupt the intruder from inflicting harm:
 - Noise (Scream)
 - Movement (Run Around)
 - Distance (Run Away in a zig zag pattern)
 - Distractions (Throw Things)

Continued on back of this page.

Evacuation

- **Based on information, you may need or choose to evacuate.**
- **Make decisions based on what is known.**
- **Based on information available, if the intruder is inside evacuate.**
- **Go to safe spot, alternate sites if possible. Call 9-1-1.**
- **If appropriate conduct student accounting and parent reunification procedures.**
- **Take emergency evac kit/1st aid supplies and and child meds as well as special needs info**
- **Staff lead children out of the building. Take attendance as soon as children arrive in the assembly area of alternate site. Maintain supervision**
- **Parents are notified to pick up children at alternate site or upon return to the center when all-safe signal is given.**
- **Reuniting children and Parets - show ID separate area from group of children**

FIRST AID

- CALL 9-1-1 for any situations listed below
- IDENTIFY IF STUDENT/STAFF MEMBER/VISITOR
- STATE REASON FOR CALL
- REMAIN WITH PERSON UNTIL HELP ARRIVES
- REMEMBER TO STAY CALM
- UTILIZE UNIVERSAL PRECAUTIONS-GLOVE FOR ANY INCIDENT
- ASSIST IF POSSIBLE AND IF TRAINED TO DO SO

Allergic Reaction (Food, Insect, Latex, Medication)

1. If person has a KNOWN life threatening allergy and is suspected or is known to have ingested /touched/become stung by allergen:
 - Do NOT wait for symptoms
 - ADMINISTER Epinephrine Auto Injector
 - Call 9-11
 - Call Parent
2. If person does NOT have a known allergy and is having any allergic symptoms: (as listed below)
 - Administer Epinephrine Auto Injector per protocol
 - Call 9-1-1
 - Call Parent
3. Life threatening symptoms may include:
 - Difficulty breathing or swallowing
 - Vomiting
 - Hives
 - Swelling of body part
 - Dizziness
 - Fainting
 - Unconscious
 - Sense of Doom

Asthma

1. If a person has a persistent cough or complains of breathing problem:
 - Call Parent
2. If a person is having difficulty breathing, color not pink or has an audible wheeze:
 - Call Parent
3. If a person is having severe difficulty breathing-unable to catch their breath or speak:
 - Call 9-1-1
 - Call Parent

Bleeding

1. Put on disposable gloves from first aid kit.
2. Cover wound with gauze and apply constant pressure - person MAY DO THIS THEMSELVES, if able.
3. Do NOT remove gauze once applied to wound-if bleeding continues - apply more gauze on top of blood soaked ones.
4. Elevate bleeding area above heart, if safe to do so.
5. Call 9-1-1
6. Call Parent

Burns

1. Flush with cool water, if safe to do so.
2. Do not use ice or attempt to wipe skin.
3. Do not puncture blisters.
4. May cover VERY loosely with sterile gauze dressing, if available after cooling area.
5. Call 9-1-1
6. Call Parent

Choking

1. If person's hands are at throat and unable to speak, appears to be in any type of breathing distress, is sitting quiet and bug eyed, is unable to cough or breathe, do the following:
 - Position yourself behind person with your leg between the person's legs.
 - Go behind the person, make fist, then place "thumb to turn" with the other hand over fist hand and apply 5 quick, upward abdominal thrusts.
 - Repeat the above procedure until:
 - Object is expelled.
 - Person becomes unconscious-IF BECOMES UNCONSCIOUS- SAFELY LOWER TO FLOOR AND BEGIN CPR (IF TRAINED TO DO SO)
2. Call 9-1-1 anytime the above maneuver is done.
3. Call Parent

Diabetic

1. Unconscious: Call 911
2. Begin CPR if trained and necessary
3. Conscious, but Lethargic:
 - Follow Diabetic Action Plan (in child's file)
4. Call Parent
5. Fully Conscious:
 - Follow Diabetic Action Plan

Fainting

1. Lay person on his/her back with feet elevated about 12 inches, if safe to do so.
2. If person has fallen and back/head or neck injury is suspected-do NOT elevate legs or move person.
3. Call 9-1-1
4. Call Parent

Continued on back of this page.

FIRST AID

- Fractures**
1. Keep person and injured body part still.
 2. Do not give person anything to eat or drink.
 3. Monitor for signs and symptoms of shock-
i.e. clammy skin, panting breathing, thready pulse.
 4. Call 9-1-1 if needed
 5. Call Parent

- Head Injury**
1. Keep student quiet. Do not move or tilt head. Do NOT move head/neck/back
 2. Do not give anything to eat or drink.
 3. Call 9-1-1
 4. Call Parent

- Poisoning**
1. Do not give anything to eat or drink.
 2. Identify poison ingested-obtain actual product or label if possible.
 3. Call and follow directions of Poison Control: 412-681-6669 or 1-800-222-1222
 4. Call Parent

- Seizure**
1. Usually not an emergency unless:
 - Seizure lasts for more than 5 minutes.
 - Seizure recurs
 - No past history or seizures
 - Action Plan denotes to call 9-1-1
 - Person becomes unconscious
 - Call Parent

If any of the above occurs--CALL 9-1-1

Seizure Care:

1. Accurately time length of seizure-time jerking or staring begins until it stops.
 - Person may still be confused or agitated-that is not part of the timing
2. Clear area of any potential hazards
3. Clear other students/persons from area
4. Do NOT put anything in mouth
5. Do not move the student until after jerking stops
6. After jerking stops--roll person on side to keep airway open
7. If head injury is suspected, do NOT move, unless breathing difficulty noted.

OPIOID OVERDOSE

1. If Suspected:
 - Call 9-1-1
 - Stay with person
 - Call Parent

UNIVERSAL PRECAUTIONS

1. When in the presence of blood and/or body fluids, use the universal precautions kit:
 - Put on gloves
 - Remove gloves by peeling them off so that contaminated surfaces are on the inside
 - Gloves are used ONE time only
 - Discard used gloves in covered receptacle
 - Wash hands thoroughly with soap and water after removing gloves
 - Notify custodian if area needs to be cleaned due to blood and/or body fluid spill

First Aid Kits in every site

- AED (Automated External Defibrillator)**
- Outside of each Health Office

Please be aware of the location of AED Machines in each building.

First Aid Kits in every center.

WEAPONS

Actual Weapon: Asses situation for immediate threat

Staff:

1. Call 9-1-1 if in immediate danger.
2. Notify the ED & MTLSD immediately.
3. Do not confront an armed individual.
4. Initiate ALiCE procedures.

Center Director:

1. Call 9-1-1 if in immediate danger.
2. Initiate ALiCE Procedures.
3. If appropriate, report to the scene and assess the situation.
4. If the student runs away, do not chase him/her.
5. Notify Executive Director and on-site school personnel.

Rumored Weapon:

Center Director:

1. Notify the Executive Director and Principal immediately.
2. Do not talk to others about this.
3. Call 911
4. Investigate immediately. Conduct an assessment and respond to scene.
5. Locate the student. With assistance, request that the student confer with you in private. Escort the student to a safe area and request that he/she empty pockets, handback, book bag, etc.. Confiscate any found weapons and contact the police, parents, and ED/AD.

BOMB THREAT CHECKLIST

Date		Time of Call		Time Caller Hung Up	
Phone Number where call was received			Caller's phone number		
Exact words of the threat					
Ask the caller these questions:					
Where is the bomb located? (building, room, floor)					
When will it explode?					
What does it look like?					
What kind of bomb is it?					
Did you place the bomb?					
If not, who did?					
Are you mad at someone? If yes, why?					
Why did you place the bomb?					
When did you place the bomb? What will cause it to explode?					
What is your name?					
Where do you live?					
Description of caller:					
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Young	<input type="checkbox"/> Middle Age	<input type="checkbox"/> Elderly	Approx Age:	
Familiar Voice?		If yes, Describe			
Caller's Voice (check all that apply)				Caller's Mood	
<input type="checkbox"/> Accent	<input type="checkbox"/> Irrational	<input type="checkbox"/> Read Message	<input type="checkbox"/> Angry	<input type="checkbox"/> Mad	
<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Laughter	<input type="checkbox"/> Taped Message	<input type="checkbox"/> Calm	<input type="checkbox"/> Nervous	
<input type="checkbox"/> Coughing	<input type="checkbox"/> Lisp	<input type="checkbox"/> Scruffy	<input type="checkbox"/> Crying	<input type="checkbox"/> Normal	
<input type="checkbox"/> Crackling Voice	<input type="checkbox"/> Loud	<input type="checkbox"/> Slow	<input type="checkbox"/> Excited	<input type="checkbox"/> Profanity Used	
<input type="checkbox"/> Deep Tone	<input type="checkbox"/> Nasal	<input type="checkbox"/> Slurred	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Sad	
<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Ragged	<input type="checkbox"/> Soft			
<input type="checkbox"/> Disguised	<input type="checkbox"/> Rapid	<input type="checkbox"/> Stutter			
<input type="checkbox"/> Distinct	<input type="checkbox"/> Raspy	<input type="checkbox"/> Well Spoken			
Background Noise					
<input type="checkbox"/> Animals	<input type="checkbox"/> Conversation	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> PA System	
<input type="checkbox"/> Booth	<input type="checkbox"/> House Noises	<input type="checkbox"/> Music	<input type="checkbox"/> Loud Machinery	<input type="checkbox"/> Static	
<input type="checkbox"/> Clear	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> TV	<input type="checkbox"/> Officer Machinery	<input type="checkbox"/> Traffic Noises	
Other notes – use additional pages, if needed					
Your Name & Phone Number			Your Work Location Address		