

CREATE YOUR OWN IPM PLAN

INSTRUCTIONS:

This activity is designed to assist you in creating an IPM Plan for your school and/or district. The following pages are an outline for an IPM Plan. You are not required to use this outline, but many schools and childcares find it helpful in organizing and managing their program.

Work your way the document beginning with the cover pages. Keep your the activity 'Evaluate Your IPM Plan' handy for reference (www.spcpweb.org/childcare).

The principal or administrator is not expected to know all the information required for this IPM Plan. It will be necessary to meet individually or as a group with those individuals involved in pest control (principal, school business official, custodian, facility manager, pest control company, etc.). In fact, the primary goal is to convene a meeting with all individuals involved in pest management and work together to create the best strategy possible for your school.

We have provided you with many tools to make that process easier, including the document entitled IPM Actions, which lists many strategies that are used for various pests. This document, combined with your experience and the expertise of your staff and pest management professional – should all be combined into your plan.

Contact Julie Wagne rat Safer Pest Control Project (312-759-8267; jwagner@spcpweb.org; www.spcpweb.org) with any questions.

ILLINOIS SCHOOL IPM PLAN

GENERAL INFORMATION

School Name:	_____
Address:	_____ _____
Principal:	_____
Facility Manager:	_____
Indicate Indoor & Outdoor	_____
	Use n/a if this does not apply

ROLES & RESPONSIBILITIES: SUMMARY

IPM Coordinator:	_____	Signature:	_____
Title:	_____	Date:	_____
Phone Number:	_____		
Received Training (dates):	_____		

Structural Pest Control Contractor (Company Name):	_____
Company Phone:	_____
Owner/Manager's Name:	_____
Technician Name:	_____
Or Name/Title of Employee (who handles pest control):	_____
Technician/Employee Phone:	_____
Service is Contracted or as needed?	_____
IPM Contract?	_____
Date Technician Received IPM Policy & IPM Plan:	_____

Outdoor Pest Control Contractor (Company Name):	_____
Company Phone:	_____
Owner/Manager's Name:	_____
Technician Name:	_____
Or Name/Title of Employee (who handles pest control):	_____
Technician/Employee Phone:	_____
Service is Contracted or as needed?	_____
IPM Contract?	_____
Date Technician Received IPM Policy & Plan:	_____

POLICIES, PROCEDURES & PLANS: SUMMARY

Date IPM Policy was adopted:	_____		
Date IPM Plan was created:	_____		
Plan was Evaluated/Readopted:	_____	_____	_____
With initials	_____	_____	_____
	_____	_____	_____

STAFF TRAINING: SUMMARY

Staff Trained on IPM:		
Name	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PEST EMERGENCY

There may be circumstances whereby the presence of a specific pest in a specific circumstance pose an unacceptable risk to student or staff health. These circumstances may require prompt attention – where action may need to be taken without any delay associated with notification.

The school/district should create standardize procedures for identifying emergency circumstances and take the safest, most appropriate action.

The following individuals are authorized to decide if a circumstance rises to the challenge of an emergency:

_____ (name)	_____ IPM Coordinator _____ (title)
_____ (name)	_____ Principal/Administrator _____ (title)
_____ (name)	_____ _____ (title)

Pest Emergency Steps:

- 1.) Conference call or brief meeting of authorized decision-makers listed above to determine if the circumstance rises to an emergency considering the following circumstance:
 - a. Pest presents an imminent risk to public health.
 - b. The delay associated with notification would lead to significantly greater harm from the pest.
 - c. Risk from the pest is greater than risk from the pesticide.
 - d. The pesticide can be used in a way to reduce harm to public health.
- 2.) IPM Coordinator or other authorized individual signs off on a request to use pesticides (see example in section 8)
- 3.) After the emergency has been averted, schedule a meeting with the IPM Coordinator, pest management professional and other relevant staff is called to discuss the problem and how it can be avoided next time.
- 4.) Parents, guardians and staff receive notification of pesticide use as soon as possible after emergency has been averted.
 - a. Notification describes what was used and the conditions that gave rise to the emergency.
 - b. Copy of notification and information about pesticide used are filed in sections 7 and 8 respectively.

ADMINISTRATIVE ISSUES

The IPM Plan will be evaluated and reviewed according to this schedule_____. The dates for evaluation and review are placed on _____ (school calendar or other schedule reminder) by _____ on this date.

INDOOR Pests:

List all pests that currently are or have been a problem in the past (you're recommended to at least plan for cockroaches, mice and ants) in order of priority:

OUTDOOR Pests:

List all pests that currently are or have been a problem in the past:

The IPM Plan was created by the following individuals:

_____ (name) _____ (title) _____ (initials)
_____ (name) _____ (title) _____ (initials)
_____ (name) _____ (title) _____ (initials)

on _____ (date).

The following matrix should be compiled and completed for each pest listed above. An example plan is included for cockroaches (see below). The following pages are designed to print on legal-sized paper.

IPM RESPONSE PLAN FOR:

This pest is a:	# of pests	Actions to be taken to control the problem						
		First Actions	Keep Pests Out	Remove Pests' Food & Water	Reduce Pest Shelter	Monitor for Pests	Treat the Problem	Follow-up
Health Concern__								
Safety Issue_____								
Nuisance__								
Other:								

* Focus on least toxic pesticide alternatives.

IPM RESPONSE PLAN FOR: **Cockroaches**

This pest is a:	# of pests	Actions to be taken to control the problem						
		First Actions	Keep Pests Out	Remove Pests' Food & Water	Reduce Pest Shelter	Monitor for Pests	Treat the Problem	Follow-up
Health Concern Safety Issue Nuisance Other:	zero	Hold course. Continue all preventative actions.	Install doorsweeps; caulk and seal cracks/holes; Move dumpsters from backdoor and trim landscaping away from building Keep dumpsters closed.	Clean to the corners on a quarterly basis; store all food in Tupperware	Caulk nooks and crannies; keep clutter under control. Repair damaged walls and loose baseboards.	Maintain monitor traps in kitchen, storage closet, pantry, bathroom (and in classrooms - in tamper-resistant boxes if necessary); ask staff to report sightings	NOTHING!	Quarterly inspection to identify pest conducive conditions. Other follow-ups: _____ _____ _____
	1-5 per month	1.) Review actions under 'zero' pests to determine if there was an oversight. 2.) Inventory surrounding area in less than 4 days or ASAP for conditions that give pests entry; food or shelter. Ask pest control prof to assist in identify pest-conducive conditions; 2.) Place more sticky traps in area; 3.) Ask pest control prof to ID roach type.	Determine what is nearby that could provide entry? <u>Pantry and kitchen:</u> unload deliveries. <u>Children's coats:</u> ask parents to do a coat wash. <u>Floor drains:</u> ensure drains have not dried out and place hardware cloth in opening. <u>Basement access:</u> seal openings to basement.	Sweep and mop area where roaches were discovered. Use vinegar-water or detergent to clean baseboards and counters in area. Oriental and American roaches will congregate in moist areas. Set monitor traps in basement and other damp areas.	Place workorders for caulking any crevices found during inspection; address clutter problems in the area as soon as possible.	Place more traps in area to determine extent of problem. Assign employee to check and replace traps.	Wait for confirmation that this isn't just a lone roach. Continue with traps - hold off on bait. Consider creating a roach trap from a jar.	Check traps twice each week to determine extent of problem. Reassess after two weeks to determine if bait is needed. Other follow ups: _____ _____ _____ _____
	5-20 per month	1.) Review actions under 'zero' and 1-5 pests. Complete overlooked tasks. 2.) Call pest control company. Be in attendance when they come out to inspect. 3.) Intensively clean the area. 4.) Get all pest-related work orders	Caulk and seal with a vengeance. Discourage diaper bags. Ban cardboard. Address any access points discovered by pest control professional in 48 hours or less.	Intensively clean/blitz clean area - moving appliances and shelves to clean to the corners with vinegar-water. Restrict food to specific areas of the facility. Double check food storage for pest-	Schedule 'clean out day' for clutter problems. Place emergency work orders for caulking any and all nooks and crannies. Dispose of ALL cardboard. Move classroom pet out of	Check and replace traps weekly.	Consider placing a tamper-resistance containerized bait station in areas of pest sighting. Keep out of reach of children. Record location of all bait stations.	Remove bait containers when pests no longer show up. Other follow ups: _____ _____ _____

		to the top of the list.		proofing and clean pantry shelves. Take out trash at end of each day.	the building. Discard stacked piles in area.			_____
	20-50 per month	1.) Review all actions in above rows. Complete ALL overlooked tasks. 2.) Remain in close contact with pest control company. 3.) Play detective. If you still haven't pinpointed where the roaches are living or what they are eating – then it is time to look closely in the area – are hollow table legs providing living spots, etc...	Check any areas where pests could be coming in: drains; sump pumps; baby bags. Seal up or isolate these areas. Schedule meeting with neighbors (who share the building) to discuss their pest control issues and suggest IPM tactics.	Maintain a rigorous daily cleaning schedule.	Consider getting rid of potted plants.	Check and replace traps weekly.	Place several tamper resistant bait stations where roach sitings are most prevalent. Work with pest control professional. Consider use of Insect Growth Regulators (IGRs) and/or boric acid dust behind walls with no access to ventilation.	IGRs and boric acid – though less toxic than sprays still require notification of all staff and parents two days before use. Other follow ups: _____ _____
	+50 per month	1.) Review actions in rows above. Complete ALL overlooked tasks. 2.) Locate nest(s). This will likely require the assistance of an experienced pest control prof. 3.) Schedule vacuum clean out with pest control company.	Continue all of the above. Go to a strict, no diaper bag policy; unload all deliveries before end of workday; consider locating new food distributor;	Intensively clean on a daily or weekly basis. Make sanitation part of everyone's job. Consider going to cold food to leave more time for cleaning.	Remove posters from walls in infested areas. Clean droppings off walls with vinegar-water. Identify harborage/food by looking for droppings. Ban clutter. Throw away useless materials.	Continue to check traps weekly or more frequently. Replace as needed.	Schedule a vacuum/clean out with a pest control company. Request no spray pesticides or least toxic sprays if something must be used to activate roaches.	Other follow ups: _____ _____ _____

* Focus on least toxic pesticide alternatives.