

## **Business/Non-Instructional Operations**

### **Safety**

It is the responsibility of all school personnel acting individually through their designated organizations to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees or the public; and it shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of students or the authority of principals in implementing policies of the Board of Education.

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for students and other school personnel in procedures to be followed in event of potential emergencies.

Precautionary measures for safety of students on streets and sidewalks in the vicinity of school buildings shall be established and observed.

Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. prevent the accumulation of materials anywhere, especially in areas which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided;
2. keep stage and auditorium areas free of debris. Stage managers shall observe standing instructions to remove anything not part of regular stage equipment within twenty-four (24) hours following the completion of performance;
3. keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.

Legal Reference:       Connecticut General Statutes  
                              10-203 Sanitation  
                              10-207 Duties of Medical advisers  
                              10-231 Fire Drills  
                              29-389 Stairways and fire escapes on certain buildings.

Policy adopted:       June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

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### **Buildings & Grounds Inspection & Reporting**

Each principal will be responsible for a quarterly inspection tour of his/her building, grounds, athletic equipment, playground equipment and all other areas dealing with the safety of personnel and students and maintenance of school property.

An inspection report will be filed in the Superintendent's office on the prescribed dates.

The form will be signed by the Principal making the inspection. If no problems are found, the report is to so state.

Inspection report forms are due on the following dates:

- November 1
- February 1
- May 1
- August 1

In addition, each Principal will inspect his/her building on a regular basis to ensure follow-up of assigned maintenance tasks.

### **Preventive Checklist**

1. Doors to boiler rooms, fan rooms, wire closets, switchboards, machine rooms, utility closets, etc. are to be securely locked when not in use to restrict access by unauthorized personnel.
2. Check fire exits to keep them clear of obstructions.
3. Make periodic checks of fire extinguishers and control systems to see if they have been tampered with to prevent their use.
4. Provide for timely removal of accumulations of combustible waste.
5. Test all exterior lighting. Determine state of cleanliness, repair reflectors, lenses, or additional lighting, if needed.
6. Maintain routine checks of emergency equipment; e.g., exit lighting, lighting, auxiliary power, communications, first aid, etc.
7. Determine that fences are secure and that clear zones are provided.
8. Instruct all personnel to report suspicious acts.

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### **Hazardous Materials Communication**

The Board of Education recognizes the necessity of utilizing hazardous materials in the day-to-day operation of school facilities and in supporting education requirements. The Board realizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during use, storage and transportation. There are many areas of the District, from science laboratories and art departments to custodial services, where such a variety of uses is performed.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard. Examples of materials classed as hazardous are: common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils and gasoline.

The Board, through the Superintendent, shall cause to be created, procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for school facilities and operations including instructional areas.

The goal of the procedures shall be to have in place an ongoing process by which each location in the District will have a program of identifying and managing hazardous materials. The Hazard Communication Program materials will be located in the school office. District personnel shall be encouraged to substitute non-hazardous materials for hazardous substances to the extent possible and to minimize the quantities of hazardous substances stored on school property.

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#### **Sex Offender Notification**

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Board of Education believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside within the boundaries of the school system.

The Superintendent or his/her designee shall establish an ongoing relationship with the local law enforcement officials to coordinate the receipt of such information. The Superintendent or his/her designee also shall establish procedures for notifying appropriate staff as necessary.

- (cf. 1110.1- Parent involvement)
- (cf. 1212-School volunteers)
- (cf. 1250-Visits to Schools)
- (cf. 1251-Loitering or Causing Disturbance)
- (cf. 1411-Relations with Law Enforcement Agencies)
- (cf. 3516-Safety)
- (cf. 3517- Security of Buildings and Grounds)
- (cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes

Public Act No. 98-111 An Act Concerning the Registration of Sexual Offenders.

United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

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