



*Building Bridges to the Future*

# **Riverview School District**

# **COMPREHENSIVE EMPLOYEE SAFETY PLAN**

**February 22, 2010**

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## Introduction

The Board of Directors of the Riverview School District have made a commitment to maintain an environment that improves staff safety. They have not only incorporated into the district's Strategic Plan but also have adopted no less than twenty-five separate Board Policies that reinforce that commitment. In addition, the district annually expends tens of thousands of dollars in staff training and other precautionary measures that are outlined in this document.

However, the Board of Directors have acknowledged through policy #P3080-4 that "Staff have the ***affirmative duty*** to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district's liability insurance." In the event of an emergency requiring evacuation, staff also have critical roles in insuring the safety of students. These responsibilities, by their nature, *could* put a staff member at greater risk than they would have been otherwise without those responsibilities to students.

The district also acknowledges that despite the best training and the best attempts at mitigating risk, injuries to employees do happen. In order to provide the best protection to the staff, the district purchases workers' compensation insurance.

If you have any questions regarding this document, please feel free to contact me

William J. Adamo  
Director of Business & Operations

## District Provided Activities that Enhance Employee Safety

### All Departments

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Safety Committee Meetings	District wide	Twice per school year	Transportation Supervisor/Committee	
Accident Investigations	All	As needed	Immediate Supervisor	
Documentation of remediation of hazards identified as a result of an investigation	All	As needed	Immediate Supervisor	
Accident/ incident reporting	All	Initial hire and as needed	Immediate Supervisor	
<b>Transitional work</b> - Implementation of Transitional work enables the worker to perform graduated, part-time, alternative work or modified job duties during the recovery of injuries from a work-related accident or occupational illness/disease.	All	As needed and if possible.	Injured Worker	
Safety Orientation training	All	Initial hire and annually	Building Principals and Department supervisors	All staff
Maintain <b>Safety Bulletin Board</b> : The bulletin board is designed to increase the employees' awareness of safety and health issues and to communicate management's safety message.	All	As needed	Building Principals and Department supervisors delegate. Safety Committee Secretary disseminates.	
Blood borne pathogens training	All	Initial hire and annually for health room employees; periodically all others	Nurse	All Staff
Manage Hepatitis b vaccine offering	All	Initial hire	Nurse	"At Risk"
Purchase and maintenance of defibrillators	Elementary, middle, and high school buildings	Annual	Building Principals and Department supervisors	
Train staff to properly use defibrillators	All	As needed	Course approved by the Department of Health	Selected staff
Stress reduction classes	All	As needed	Nurse	
Inform and administer the immunization policy requirements	All	Initial hire	Nurse	
Providing Health Information Alerts	All	As needed	Nurse	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Lock down procedure training	District wide-wide	Annually and as needed	Administration	All staff
Monitoring Surveillance Camera recordings	District wide	As Needed	Selected staff	
Storage: Hazardous substances and or products are stored properly and labeled	All	Continual	All staff	
Train staff in building specific emergency procedures	All	New hire's and annual	Building Principals and Department supervisors	All staff
Hazard Reporting: To provide each employee the opportunity to report, without fear of reprisal, any unsafe act, conditions or procedures that they may observe	All	Initial hire and as needed		All Employees
To provide employees with protective equipment while performing tasks which present a potential for injury.	All	As needed	Immediate Supervisor	
Provide first aid supply location instructions and names of first aide responders to ensure that each district employee is afforded quick and effective <b>first aid treatment</b> in the event of an on-the-job injury.	All	Initial hire and annual	Building Principals and Department supervisors	
Head lice precaution training	All	As Needed	District Nurse	All Staff
Staff Insurance: The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance.	All	Annual	Director of Business and Operations	All staff
Maintenance of Emergency Phone Tree	All	Yearly	Executive Assistant - Superintendent	
Testing Emergency Communication System	District wide	Weekly during school year	Transportation Supervisor or designee and building designee	
Reporting of weather related or unscheduled closures with Public Schools Emergency Communications System (School report.org)	District wide	As Needed	Transportation Supervisor	

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Reporting of weather related or unscheduled closures on the district web site	District wide	As Needed	Technology Director via the Superintendent's emergency phone tree	
Reporting of weather related or unscheduled closures on the district voice mail system	District wide	As Needed	Fiscal Coordinator via the Superintendent's emergency phone tree	
Sexual harassment training; policy implementation and awareness. This training also includes distribution of the "Harassment/Bullying Report Form"	All	Initial hire and annual	Building Principals and Department supervisors	All Staff
Liability Insurance: The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff	All	Annual	Director of Business and Operations	All Staff
Drug-free schools and workplace policy implementation and awareness	All	Annual	Building Principals and Department supervisors	All Staff
Internet safety policy implementation and awareness	All	Annual	Building Principals and Department supervisors	All Staff
First Aid Certification	All	Every two years	Contracted out	All Staff voluntary
Fire Drills	All	Monthly	Building Administrators	All Staff
Earthquake Drills (including evacuation)	All	Two per year	Building Administrators	All Staff
Dam Breach Evacuation Drill	Carnation Elementary Tolt Middle School, Stepping Stones, and District Office.	Annual	Building Administrators	All Staff
Preparation and maintenance of Emergency Procedures Flip Chart	All	As needed	Director of Business and Operations	
Employee Criminal Background Checks with the FBI utilizing finger printing	All	Initial hire	Personnel Office	
Volunteer Criminal Background Checks with Washington State Patrol	All	Initial	Building Administrators	
Timely notification of students and parents of threats of violence or harm	District wide	As needed	Building Administrators	

## District Provided Activities that Enhance Employee Safety

### Maintenance and Operations Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Train staff to properly follow lock out/tag out procedures of power sources for electrical equipment and/or appliances	All	Initial hire and as WAC'S change	Maintenance Supervisor	Maintenance I, II, III
Manage the "Hot Works Permit" protocol. Agency and staff notification of maintenance work that could result in a fire or activation of alarm system.	All	As needed	Maintenance III or contractors	
Train staff to properly identify <b>confined spaces</b> that may have a respiratory hazard	All	Initial hire and as WAC'S change	Maintenance Supervisor	Maintenance/Grounds
Pesticide applicator license	All	Initial hire and every 4 years	Department of Agriculture (state)	Grounds II & III
Pesticide - Notification of the district's pest control policies and methods	All	Annual	Maintenance Supervisor	staff and parents
Pesticide - Pre-notification of pesticide applications;	All	As needed	Grounds II & III	staff and parents
Pesticide - posting at sites of pesticide applications;	All	As needed	Grounds II & III	staff and parents
Pesticide - Record keeping including an annual summary report of pesticide usage.	All	As needed and annual	Maintenance Supervisor	
Maintain inventory of Material Safety Data Sheets for hazardous chemicals and furnish to the building mapping administrator for updating the mapping web page.	All	As inventory changes. At least annually for updating the mapping web page.	Maintenance Supervisor	All Maintenance & Operations Employees
Train staff to properly read and apply precautions of Material Safety Data Sheets for hazardous chemicals	All	Initial hire and as inventory changes	Maintenance Supervisor	All Maintenance & Operations Employees

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Asbestos Awareness training	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Initial hire and annual	Maintenance Supervisor	All staff
Specialized two hour Asbestos Awareness training for all maintenance & operations	n/a	Annual	Maintenance Supervisor	All Maintenance & Operations Employees
Asbestos worker/supervisor certification (repairs)	n/a	Annual	Cole and Associates	Maintenance III's
Asbestos: Surveillance Inspections by certified building inspector	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Every Six Months	Cole and Associates	Maintenance Supervisor
Asbestos Management Plan Updates by certified Asbestos Management Planner	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Every Three Years	Cole and Associates	Maintenance Supervisor
Train staff in Fall (from elevated work surfaces) Protection procedures	All	Annual	Maintenance Supervisor	All Maintenance & Operations Employees
Train staff in Hearing Protection procedures	All	Initial hire	Maintenance Supervisor	All Maintenance & Operations Employees
Train staff in proper Sanitization procedures	All	Initial hire	Head Custodians	All Custodians
Potable water back flow testing to prevent contamination	All	Annual	Contracted Out	
Train staff to follow proper lifting procedures	All	Annual	Maintenance Supervisor	All Maintenance & Operations Employees
Ice/Snow Removal Sidewalks & Parking Lots	All	As needed	All Maintenance & Operations Employees	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Wet Floor Signage	All	As needed	All Custodians	
Maintenance of pedestrian crossings (Flashing Beacons); vehicle signage; and pavement stripping.	All	As needed	Maintenance and Grounds employees	
Fire Extinguisher Inspections	All	Monthly Initial	Day Custodians	
Fire Extinguisher Recertification	All	Annual	Contracted out to AAA Fire & Safety	
Testing Building Sprinklers	All	Annual	Contracted out to AAA Fire & Safety	
Post Earthquake Building Inspections	All	As needed	Maintenance III & Maintenance Supervisor	
Potable Water Lead Testing	All	Every 3 Years	Testing Contracted out to AM Test Labs	
Elevator Inspections	Carnation Elementary Cedarcrest High	Annual	Contracted out to Thyssen Elevator	
Pressurized vessel inspections (i.e. Hot Water Tanks)	All	Annual	Contracted out to Department of Labor and Industries	
Fire Alarm Device Testing	All	Annual	Contracted out to Guardian Security	
Co2 Monitoring/air quality	All	Periodically	King County Health Dept and Puget Sound Workers' Compensation Trust	
Mold Spore testing	All	Periodically	State Health Department Puget Sound Workers' Compensation Trust	
Train staff in proper operation of Security Systems	All	Initial hire	Head Custodians	Selected Staff Card Holders
HVAC Filters Change	All	Every 3 Months	Maintenance III	Maintenance I, II ,III
Train staff to follow proper Machine safety procedures	All	Initial hire	Grounds III	Maintenance/Grounds
Custodial Equipment Use	All	Initial hire	Head Custodians	All Custodians
Hazard Reporting	All	Initial hire	Maintenance Supervisor	All Maintenance & Operations Employees

## District Provided Activities that Enhance Employee Safety

### Transportation Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<i>Twenty-five second</i> bus driver vehicle evacuation training	Buses	Annual In-service	Transportation Supervisor	All Transportation Staff
Pre/post trip vehicle inspection training. In addition to examining the vehicle's road worthiness, the post-trip inspection insures that the bus is vacant (student).	Buses	Initial hire and annual refresher	Transportation Supervisor or a Driver Trainer	All Transportation Staff
Driver Trainer Certification	Transportation	Initial certification and annual recertification	Initial certification -OSPI; Annual re-certification – ESD Regional Transportation coordinator	Selected drivers (2)
Transportation support for dam Evacuation	Carnation Elementary, Tolt Middle School and District Office plus all other district facilities	Annual or as needed	All staff and students	All staff and students
Behind the wheel driving skill refresher including mirror usage; safe driving techniques	Transportation	Annual In-service	Driver Trainers	All Transportation Staff
Maintenance of caution zone lines	Bus Garage shop floor and compound	As needed	Maintenance Department	
Maintenance of Machine Guards	Bus Garage shop	As needed	Mechanics	
Training in safe handling procedures for batteries and the battery charger system	Transportation	As needed		Mechanics
Maintenance of Eyewash Station:	Bus Garage shop	As needed	Mechanics	
Training of Hydraulic lift usage	Bus Garage shop	As needed	Lead mechanic	mechanics
Training in vehicle exhaust ventilation (to outside)	Bus Garage shop	As needed	Lead mechanic	mechanics
Drug/Alcohol Testing	Transportation	Random	Transportation Supervisor and contracted out to Drug Free Business	All Transportation Staff

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Drug/Alcohol Testing Procedure Certification which includes techniques for observing symptoms of abuse	Transportation	As needed	Contracted out to Drug Free Business	Administrative Staff
First Aid /CPR training and certification	Transportation	Every two years	American Red Cross	
Head lice precaution training	Buses	As Needed	District Nurse	All Transportation Staff
Physical Examination	Transportation	Every two years	Selected transportation staff and district personal	All Transportation Staff
Proper vehicle fueling procedures	Transportation	Annual In-service	All Transportation Staff	All staff using district vehicles
Road closure & road maintenance monitoring	District wide	As Needed	Transportation Supervisor and drivers	
Driver's License School Bus Endorsement Training	Transportation	As Needed	Driver Trainer/Department of Licensing	All Transportation Staff
Training in the use of bus fire extinguishers	Transportation office and buses	Annual In-service	Transportation Supervisor	All Transportation Staff
Maintenance of bus fire extinguishers	Transportation office and buses	Monthly	Transportation Supervisor	All Transportation Staff
Vehicle Accident Investigation	District wide	As Needed	Washington State Patrol &/or other Police Authority	Transportation Supervisor, Dispatch and Mechanics
Maintain inventory of Material Safety Data Sheets for hazardous chemicals	Bus Barn	As inventory changes	Transportation Supervisor or designee	
Train staff to properly read and apply precautions of Material Safety Data Sheets for hazardous chemicals	Bus Barn	Initial hire and as inventory changes	Transportation Supervisor or designee	Transportation mechanics
State school bus specification requirements including compartmentalized seating, safety stop arms, eight way flashing lights, and strobe illuminated stop paddle	Buses	On bus acquisition	n/a	n/a
Vehicle inspection	All vehicle that transport students	Annually-all vehicles; semi-annually-25% of vehicles	State Patrol	n/a

## District Provided Activities that Enhance Employee Safety

### Food Service Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
King County Food Handler's Permit training and testing	All	Initial hire and every three years	Food Service Supervisor under the authority of the Washington Restaurant Association's	Cooks and Servers
King County Food Handler's Permit trainer certification	N/A	Annually	Washington Restaurant Association's	Food Service Supervisor
ServSafe Food Safety Training	All	Every five years and as needed	Contracted out Food Services of America	Cooks and Servers
Food Safety Orientation training	All	Annual	Food Service Supervisor	All staff
Mock Health Inspections	All	biannual	Food Service Supervisor	
Health Department Inspections & Training	All	biannual	King County Health Department	all
Train Staff to follow proper machine & equipment operational procedures. I.e. slicers, mixers, knives, dishwashers, and ovens	All	New Hire	Lead Worker	all

## District Provided Activities that Enhance Employee Safety

### Chemistry Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Maintenance of Material Safety Data Sheets (MSDS) in notebook in Chemistry preparation area.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Continuous	Chemistry teacher/s or chemical hygiene officer (if one is on site)	Teachers and <i>students?</i>
Safety protocol regarding the specific chemicals and specific equipment used in each chemical experiment are reviewed. Laboratory handouts include warning symbols.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Prior to each laboratory experiment.	Chemistry teacher/s	Students
Disposal of chemicals/solutions utilizing the protocol listed in Flinn Chemical Catalog	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Following each lab experiment	Chemistry teacher/s and students	Students
<b>Storage of Chemicals</b> Ensure all chemicals are properly stored in their compatible chemical families in separate and secure cabinets with secondary containment trays per the chemical inventory. (See WA state and other reference manuals for details) For example, acids in storage area are stored separately from bases and organics are stored separately from inorganics. All containers in science spaces shall be labeled and dated -	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Continuous	Chemistry teacher/s	Teachers

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Storage of Chemicals</b>  <b>Chemical Inventory</b>            An updated standard chemical inventory will be maintained and furnished to the building mapping administrator for updating the mapping web page.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	at all times and with an update at the beginning of each school year to principal and chemical hygiene officer	Chemistry teacher/s or chemical hygiene officer (if one is on site)	
<p><b>Storage of Chemicals</b>            Formal inspections of storage areas with the documented records kept and made readily accessible to employees.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	annually	Chemical hygiene officer	
<p><b>Storage of Chemicals</b>            Informal inspections will take place to ensure safety and compliance to storage procedures. Employees shall inspect all shelf clips in acid cabinet to check for possible corrosion</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	throughout the year  every six months	Chemistry teacher/s	
<p><b>Chemical disposal</b>            Log inventory and treatment</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	As needed	Chemistry teacher/s	
<p>Keep laboratory clean, uncluttered, and safe by returning chemicals and equipment to their proper locations and cleaning <b>up at the end of the lab activity</b> and reporting or procuring repair for faulty equipment.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	immediately	Chemistry teacher/s	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Prior Approval Procedures</b>            There may be some procedures and/or chemicals, which require prior approval. Any new demonstration or lab that uses hazardous concentrations of chemicals in the following categories: corrosives, flammables, toxins, carcinogens, mutagens, teratogens, or possible allergens, will require assessment by one's colleagues within the department and reviewed by chemical hygiene officer before being demonstrated in front of students.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Every time	Chemical hygiene officer	
<p><b>Science Lab Demonstrations</b>            Practice (including review of specific safety and disposal procedures) – required before the demonstration. Schedule practice with ample time prior to demonstration.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher/s	
<p>'Drop and Roll' technique shall also be taught to students and employees</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher or Chemical hygiene officer	
<p>All suspected overexposures to chemical substances shall be reported to the Chemical Hygiene Officer and Principal in a prompt and timely fashion. In the event of an overexposure, after the immediate event, the incident shall be documented.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher/s	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Training for staff working with chemicals, flammables, and potentially hazardous materials.</p> <ol style="list-style-type: none"> <li>1) Content and location of the district and work site or building Chemical Hygiene Plan and the Laboratory Standard</li> <li>2) Location, availability, and use of chemical Material Safety Data Sheets (MSDS)</li> <li>3) Potential hazards involved in using chemicals and how to detect potentially harmful exposures before they are harmful</li> <li>4) Safety procedures for spills and emergency situations</li> <li>5) The proper use and location of all safety equipment, emergency procedures, and safety rules</li> <li>6) Developing and implementing a student safety training program</li> <li>7) Signs and symptoms of overexposure to chemicals and substances and how to avoid potentially harmful exposures</li> <li>8) Mixing, storage and disposal of chemicals and solutions</li> <li>9) Understanding of the permissible exposure limits (PELs) used in the work site and laboratory</li> <li>10) Hands-on training on chemical containment, clean up, treatment, and disposal techniques</li> <li>11) PPE hazard assessment</li> <li>12) Fire fighting techniques for small fires</li> <li>13) Basic First Aid Training</li> </ol>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Annually, building specific when the new Riverview Learning Center opens and as needed with new teachers</p>	<p>Chemical hygiene officer</p>	<p>New Science teachers to the district and new to the new building (including student teachers)</p>

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
When possible, laboratory exercises are microscaled to reduce the volume of chemicals/solutions requiring disposal protocol. In addition, classroom demonstrations are frequently utilized to replace full student prepared experiments. This not only reduces the volume of chemicals/solutions requiring disposal, but also reduces the frequency of student chemical handling safety training.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	As often as possible.	Chemistry teacher/s	
Designate a chemical hygiene officer who is qualified by experience and training that will oversee the science laboratory hygiene procedures at each location and train the respective teachers.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Superintendent or designee	
Review and evaluate the effectiveness of the chemical hygiene plan.	District	Once/year	Chemical hygiene officer	
Power Failures and Master Control Shut Off Procedures – Each building or work site will have procedures to follow in event of a power failure. Employees shall know where and how to shut off master controls in case of emergency at their work site. Know building or work site's procedure in the event of a power failure. Have these written procedures posted in their work site or laboratory	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Administrator /custodial. Mapping services will provide most of this.	Chemistry teacher

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Ensure that safety equipment (including safety goggles) is in proper working order before performing any labs. All employees and teachers shall:</p> <ul style="list-style-type: none"> <li>a) Know the locations for all personal protective equipment (PPE)</li> <li>b) Know how to use each appropriately</li> <li>c) Make sure all safety equipment is in operational order</li> </ul>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	At all times	Chemistry teacher/s	
Each <b>eye wash station</b> at each laboratory shall be activated to flush the system and help keep it in operational order	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Weekly	Teachers	
<b>Emergency phone numbers</b> – shall be clearly posted near the telephone at each site.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	At all times	Administrator	
Conduct periodic audits of all science spaces separately and jointly with staff.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	It is recommended that each work site or school perform a safety audit within the first four weeks of the new school year.	Chemical Hygiene Officer, in cooperation with building staff	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<b>Ventilation</b> will be inspected. Ventilation should: <ul style="list-style-type: none"> <li>a) Be able to support air changes of at least 20 cfm per occupant (5 air changes at 100% outside air is also acceptable)</li> <li>b) Flow into the laboratory from non-laboratory areas and out the exterior of the building to an area where it will not be drawn back into the lab.</li> </ul>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance personnel	
<b>Electrical Shutoff</b> —All GFIs shall be tested in each lab	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance personnel	
<b>Electrical Bench Power Shutoff</b> —Mark location of electrical shut off in and outside the lab and test	Cedarcrest High, Tolt Middle School and Riverview Learning Center	quarterly	Maintenance personnel	
<b>Safety Showers</b> Shower effectiveness will be tested	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance	
Fume hoods shall be kept in operational condition (100 fpm); adequate <b>performance will be recorded and documented.</b>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	annually	Maintenance	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Prior to Purchase:</b></p> <p>a) Review experiments and demonstrations and adjust chemical orders annually</p> <p><b>b) Minimize quantities of each chemical ordered</b></p> <p>i) Try to identify supply sources within other science departments first</p> <p><b>c) High-risk chemicals shall be purchased and stored in limited amounts.</b></p> <p>d) Review the hazards and precautions for protection before purchasing any chemical</p> <p>e) Review clean up and disposal requirements for each chemical being ordered</p> <p>f) District Chemical Hygiene Officer will review all chemical orders before submission for purchase</p>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Every time</p>	<p>Chemical hygiene officer</p>	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Checking in Chemicals</p> <ul style="list-style-type: none"> <li>a) Incoming shipments of chemicals are not to be opened and transported after opening by school personnel other than qualified science teachers, trained Instructional Aides or CHO. Ensure the special shipping containers are retained for chemical storage</li> <li>b) Inspect each item for soundness, identify storage location, then properly label receipt and enter all required data (see page 31) into inventory <ul style="list-style-type: none"> <li>i) Containers will not be accepted without adequate identification labels. All labels on incoming containers of hazardous chemicals shall not be removed or defaced</li> <li>ii) Dates - All employees shall label all chemicals with the received shipment date. This will be used to determine the age of a substance at a later date</li> <li>iii) Material Safety Data Sheets (MSDS) shall be kept in a notebook near the work site and readily available to all laboratory employees</li> <li>iv) Review MSDS and file properly</li> </ul> </li> </ul>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Every time</p>	<p>Chemistry teacher/s</p>	

## Regulatory and Supporting Agencies:

- **Labor and Industries (L&I)**

The Department of Labor and Industries (L&I) is a State Agency that provides services for workplace safety and health, including inspections and enforcement. Washington State allows employers to insure its Workers' Compensation Benefits coverage through the State Fund or Self-Insurance. Self-Insured and State Fund Employers are governed by the same rules and regulations enforced by L&I.

- **This agency enforces the Washington Industrial Safety and Health Act (WISHA).**

In 1993, Washington State Legislature passed the Washington Industrial Safety and Health Act (WISHA). The Act requires employers to provide a safe and healthful workplace for its employees.

- **Occupational Safety and Health Administration (OSHA)**

U.S. Congress created the Occupational Safety and Health Administration (OSHA) in 1971 to develop and enforce workplace Safety and Health rules throughout the country. States may choose to run their own Safety and Health programs as long as they are least as effective as OSHA. Washington State has chosen to run its own Program and most employers in the State, therefore, are subject to enforcement by Labor and Industries (L&I) and not by federal OSHA.

- **Puget Sound Workers' Compensation Trust**

Puget Sound Workers' Compensation Trust (PSWCT), formed in 1984, is a self-insured pool for workers' compensation coverage. The Trust provides claims management, and loss control services through safety program consultation. *Riverview School District is a member of PSWCT.*

- **Washington State Department of Health**

Protects and promotes healthy places to work through assessments, policy, regulations, guidelines, and provisions of health information and education. Provides consultation services.

- **U.S. Environmental Protection Agency**

The U.S. Environment Protection Agency (EPA) is responsible for compliance and enforcement of environmental regulations, and may delegate the responsibility to state governments.

- **Office of Environmental Health and Safety**

Provides consultation, technical assistance, and training to school districts on the health effects of exposure to indoor air contaminants. Investigates suspected incidents of indoor air contaminants in public schools, provides consultation services, and conducts training sessions on indoor air quality issues.

- **Duvall and Carnation Fire department(s)**

- **City of Seattle –Seattle Public Utilities**

- **King County Health Department**

- **King County Fire Marshal Office**

- **Washington State Department of Ecology**

- **State Board of Education**

- **OSPI - Office of Superintendent of Public Instruction**

# References

## Board Policy

*Disclaimer:* These excerpts of Board Policy are not intended to represent the full content of the policy.

Category/Title	Description/Activity	Board Policy
Internet safety	The Riverview School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provide and maintained at the District's expense, and therefore the public's expense, and are to be used by members of the school community with respect for the public trust through which they have been provided. The Riverview School District will conform to the federal Children's Internet Protection Act (CIPA), which includes computer monitoring and the use of an Internet Filtering Solution. Filtering software or services will be installed and used on all computers with access to the Internet for both students and adults. This will block or filter access to visual depictions that are obscene, contain child pornography, or harmful to minors.	2035
Emergency Treatment	Use of Semiautomatic External <b>Defibrillator</b> in Life-threatening Emergencies It is important to be cognizant of the reality that life-threatening emergencies can occur in the school environment at any time. Washington law regarding defibrillator use outlines five (5) mandatory requirements. Riverview School District ensures that: 1. Expected defibrillator users receive reasonable instruction in defibrillator use and cardiopulmonary resuscitation by a course approved by the Department of Health; 2. The defibrillator is maintained and tested by the acquirer according to the manufacturer's operational guidelines; 3. Upon acquiring a defibrillator, medical direction is enlisted by the acquirer from a licensed physician in the use of the defibrillator and cardiopulmonary resuscitation; 4. The person or entity who acquires a defibrillator shall notify the local emergency medical services organization about the existence and the location of the defibrillator; and 5. The defibrillator user shall call 911 as soon as possible after the emergency use of the defibrillator and shall assure that appropriate follow-up data is made available as requested by emergency medication service or other health care providers. Liability issues should always be addressed with use of medication equipment. In the case of defibrillators, the Washington law offers immunity from civil liability to all persons and entities providing emergency services. However, this immunity from civil liability does not apply if the acts or omissions amount to gross negligence or willful or wanton misconduct.	3080-4
Immunizations - Students	In order to safeguard the school community from the spread of certain communicable diseases and in recognition that immunization is a means of protection and prevention in the spread of disease, the board requires that a student present evidence of his/her having been immunized according to the rules of the State Board of Health. Immediately upon enrollment in the district, a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent/guardian. The certificate shall be made a part of the student's permanent record.	3005-6

Category/Title	Description/Activity	Board Policy
Infectious Diseases - Students	The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI, 3-1997). The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a student's present and past health condition shall be treated as confidential. The principal shall cooperate with the local health officials in the investigation of the source of the disease.	3080-1
Pandemic/Epidemic Plan	The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee shall serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, shall ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such	3095
Exceptional Misconduct	Exceptional misconducts pose an immediate and/or continuing danger to the student, other students, or school personnel, or are behaviors that are so serious in terms of the disruptive effect upon the operation of the schools or are so frequent in their occurrence that an immediate short-term or long-term suspension or expulsion is warranted on the first offense. Exceptional misconduct also includes related conduct or omission that reasonably establishes an intent to commit or through planning, meeting, organizing, communicating, or conspiring in a manner to instigate, encourage, assist, aide, persuade or facilitate others or self to commit acts of exceptional misconduct.	3100-6
Dangerous Weapons	It is a violation of Washington State law for any person to carry onto school premises, school-provided transportation, or facilities while being used by the school district any firearm or dangerous weapon. A violation constitutes grounds for expulsion from the Riverview School District and the public schools of the state of Washington, in accordance with the due process provisions of Washington State Law. School officials shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation. (RCW 9.41.250, RCW 9.41.280)	3100-7
Safe and Orderly Learning Environment	Visitors - The board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. The superintendent shall establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff. Disruption of School Operations If any person is under the influence of drugs or alcohol or is disrupting or obstructing any school program, activity, or meeting, or threatens to do so or is committing, threatening to imminently commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, classified or certificated staff member or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.	4010

Category/Title	Description/Activity	Board Policy
Regulation of Dangerous Weapons on School Premises	It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction. The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: A. Persons engaged in military, law enforcement, or school district security activities; B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; C. Persons competing in school authorized firearm or air gun competitions; and D. Any federal, state or local law enforcement officer. The following persons over eighteen years of age and not enrolled as students	4015
Notification of threats of violence or harm	Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.	4045 and 4045p
Relations with outside agencies including law enforcement, child protective, and health authorities.	The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the <b>health and safety of students or others</b> such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, law enforcement shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.	4050
Release of Information concerning sexual and kidnapping offenders	Public agencies are authorized to release relevant and necessary information regarding sex and kidnapping offenders to the public when the release of the information is necessary for public protection. Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities, and decide when such information needs to be released to the public. The school district has a public safety role to play in the dissemination of such information to staff, parents, students, and the community and will disseminate such information under the following conditions: 1. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will also be notified. 2. Receipt of the actual documents to be distributed. The district may duplicate the documents, but they will be distributed in form received from the law enforcement agency. 3. When an administrator receives a request from a law enforcement agency for dissemination of information regarding a sexual offender, the administrator will immediately notify the superintendent. The superintendent will authorize the release of such information to staff, students and parents, under the guidelines of the law enforcement agency.	4055

Category/Title	Description/Activity	Board Policy
Drug-free schools and workplace	<p>The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. For these purposes, the board declares that the following behaviors will not be tolerated: A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates. B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination. C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates. D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district. <b>Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness.</b> The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary. As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten (10) days of such conviction, regardless of the source of the information. Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.</p>	5020

Category/Title	Description/Activity	Board Policy
Mandated Drug and Alcohol Testing Program	<p>Prohibited Alcohol And Controlled Substance-Related Conduct The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities. Violations shall result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.</p> <p>A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA 0.04 or greater.</p> <p>B. Being on duty or operating a vehicle while the driver possesses alcohol.</p> <p>C. Using alcohol while performing safety-sensitive functions.</p> <p>D. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.</p> <p>E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.</p> <p>F. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use, although not the medication that has been prescribed. The use of any medication that could affect a driver's safe job performance is prohibited while working.</p> <p>G. Reporting for duty, remaining on duty or driving if the driver tests positive for controlled substances. No supervisor having actual knowledge of the above violations shall permit a driver to perform or continue to perform safety-sensitive functions.</p>	5060
Chemical and Laboratory safety	<p>The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction shall be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.</p>	6510
Staff Safety	<p>The board recognizes that safety and health standards should be incorporated into all aspects of the operation of the district. Rules for safety and prevention of accidents shall be posted in compliance with OSHA and WISHA requirements. All hazardous chemicals will be identified and properly labeled. Staff members will be trained in the use of these chemicals specific to their respective jobs. Proper records will be maintained to verify that all of the preventive and safety measures are in place. Injuries and accidents shall be reported to the district office. The district shall have at least one staff member at each school and work site in the district who holds a valid certificate of first aid training from the department of labor and industries, U.S. Bureau of Mines or the American Red Cross or equivalent training provided by the district nurse. Each school and work site shall have first aid supplies readily accessible and if the work site has more than fifty (50) employees, a first-aid station shall be established.</p>	6511

Category/Title	Description/Activity	Board Policy
Infection Control Program – Staff	<p><b>Vaccine Requirements:</b>  In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against TD (Tetanus-Diphtheria) and MMR (Measles, Mumps and Rubella). Staff members born prior to January 1, 1957, need not provide evidence of immunity to measles; these individuals are considered naturally immune. To facilitate this prevention program, the board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the expectations for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded, he/she is not eligible to receive sick leave or disability benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.</p> <p><b>Infectious Disease Reporting:</b>  A staff member who knowingly has contracted a medically-diagnosed reportable disease that could be transmitted in the school setting is expected to notify the superintendent immediately. A reportable disease must be reported to the local health officer. The fact that a staff member has been tested for a sexually transmitted disease, the test result and any information relating to the diagnosis or treatment of a sexually transmitted disease must be kept strictly confidential. If the district has a release, the information may be disclosed pursuant to the restrictions in the release.</p> <p><b>Exclusion Due to Serious Illness:</b>  A staff member who has contracted a medically-diagnosed infectious disease may be excluded from school by written order of the local health officer. Any decision to exclude such staff member from the workplace shall be made only after the written concurrence of the health officer and the staff member's private physician that the staff member's admittance poses significant risk to the staff member, other staff members or students. The district is committed to protecting students and staff from the exposure to serious public health threats. At the same time the district will protect the staff member from discriminatory treatment in the event of any diagnosed health condition or report. The staff member's personal physician may recommend absence from school if the environment has become a danger to him/her or the staff member is too ill to work. Such a staff member shall be classified as "disabled" and granted a leave of absence until further evaluation of the health condition has been made. The superintendent and the physician shall meet and confer to determine the extent to which reasonable accommodation may be necessary as a result of the disability. A staff member shall be permitted to return from disability leave upon the recommendation of the local health officer and the staff member's private physician.</p> <p><b>Infection Control Program:</b>  The superintendent or designee shall evaluate all job duties of district employees to determine which employees have reasonable anticipated on-the-job exposure to blood or other potentially infectious material. The district shall maintain a list of job classifications where employees have reasonable anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine shall be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work. In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated. The district shall provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees shall receive district provided training on HIV/AIDS and Hepatitis B by January 1993, and within six months of initial employment. Records shall be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records shall be kept for the duration of the employee's employment, plus thirty (30) years. The district shall also keep records that employees have received appropriate training.</p>	6512

Category/Title	Description/Activity	Board Policy
Liability Insurance	The district shall maintain sufficient liability insurance to protect it against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be reviewed annually as part of the district's risk management program. The board shall hold individual board members, administrators, staff or agents of the district harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time of the act or omission complained of the individual so indemnified was acting within the scope of his/her responsibilities or employment and in compliance with the policies and procedures of the district. The district shall provide its staff with insurance protection while they are engaged in the maintenance of order and discipline and in the protection of students, other staff and property. Such insurance protection must include liability insurance covering injury to persons and property and insurance protecting staff from loss or damage of their personal property incurred while so engaged.	6530
Staff Insurance	The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, industrial accident and/or injury insurance, liability and medical insurance. The district may make available liability, life, health, health care, accident, disability or salary protection insurance or any one of or a combination of these types of insurance and may contribute all or part of the cost of such insurance.	6530
Surveillance on school grounds or property	The Riverview School District is committed to nurturing a safe, caring and positive environment. Consequently, the health, safety and well-being of students and staff while on district property and attending district functions and the protection of district property are important functions of the School District. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, and visitors on District property. The Riverview School District recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of order and discipline within the school setting. Accordingly, the Board authorizes the use of video surveillance practices, in accordance with the established procedures (P6550-1). It is anticipated that this policy will encourage individuals to demonstrate respect for themselves, others and their surroundings.	6550
Sexual harassment	This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.	6590
Operations and Maintenance of School Property	Facilities are to be maintained and operated in a <b>safe, healthful condition</b> and to preserve the district's investment. The superintendent shall provide for a program to maintain the district physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.	6800
Closure of facilities	The board of directors has the authority to close a school building when an unforeseen natural event or mechanical failure causes a facility to become unsafe, unhealthy, inaccessible, or inoperable.	6883

Category/Title	Description/Activity	Board Policy
State Environmental Policy Act Compliance	<p>The district established the following criteria as the basis for exercising authority relative to environmental issues. The district shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:</p> <ul style="list-style-type: none"> <li>A. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;</li> <li>B. Assure for all people of Washington <b>safe, healthful</b>, productive, and aesthetically and culturally pleasing surroundings;</li> <li>C. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;</li> <li>D. Preserve important historic, cultural, and natural aspects of our national heritage;</li> <li>E. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;</li> <li>F. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and</li> <li>G. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources. The district recognizes that each person has a fundamental and inalienable right to a <b>healthful environment</b> and that each person has a responsibility to contribute to the preservation and enhancement of the environment.</li> </ul>	6890
Pesticide notification, posting and record keeping.	<p>The superintendent is directed to develop procedures to assure that the district complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the district's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.</p> <p>The district's goal is to control pests in the buildings and on the grounds with the methods, means and materials that result in satisfactory control of pests while <b>maintaining high standards for health and safety of students, staff</b> and the general public. It is the intent of the Riverview School District to utilize Integrated Pest Management Program (IPM) to manage pest populations to prevent unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.</p>	6895 & 6895-1

Category/Title	Description/Activity	Board Policy
<p>Staff Safety Procedures including compliance with the WAC's and the operation of the Staff Safety Committee</p>	<p>The supervisor of each school and/or work site in the district is responsible for: A. General safety 1. Maintaining a log and summary of all recordable occupational injuries and illnesses occurring at the work site. (A recordable occupational injury or illness is any injury or illness which results in an occupational fatality, lost work days, need for transfer to a new job, or medical treatment beyond first aid.) 2. Providing training programs to improve the skill and competency in the safe use of powered materials handling equipment, use of machine tool operations, use of toxic material, and operation of utility systems prior to assignment to jobs involving such exposures. 3. Implementing an accident prevention program which describes how to report unsafe conditions, how to use protective equipment, how to respond to emergencies and how to report injuries. 4. Forming a safety and health committee composed of representative of management and employees, which shall review safety and health inspections to assist in correction of identified unsafe conditions or practices and to evaluate accident investigations and recommend improvements where needed. (Minutes of the committee shall be recorded and shall be retained for one year.) 5. Maintaining a safety bulletin board sufficient in size to post and display safety bulletins, newsletters, posters, accident statistics and other safety educational material. 6. Assuring that a person who holds a valid certificate of first aid training is present or available at all times. 7. Maintaining a well marked first aid kit or first aid station if the work site has more than fifty employees. 8. Furnishing a work place free of safety hazards and containing such safety devices and safeguards as are consistent with Labor and Industries requirements.</p> <p>Worker Right to Know (chemical hazards) 1. Preparing and maintaining an up-to-date list of hazardous chemicals present at each site. 2. Labeling of hazardous chemicals at each site. 3. Photocopying or purchasing any required hazard warnings. 4. Replacing missing, unreadable, or incorrect labels. 5. Requiring Material Safety Data Sheets (MSDS) for all incoming chemicals. 6. Maintaining current MSDS files and distributing to supervisors. 7. Maintaining easily accessible MSDS files and making MSDS's available to staff members. 8. Training staff members at time of initial assignment or whenever a new hazard is introduced. 9. Preparing a training manual which immediate supervisors can use to create training sessions specific to their site. 10. Maintaining records which show that employees have received training and information.</p>	<p>P6511-1</p>

# References

## Washington Administrative Code (WAC) Rules

Category/Title	Description	Legal Reference
School Bus Driver Qualifications	Purpose and authority	180-20-005
School Bus Driver Qualifications	Training and qualifications of school bus drivers -- Administration.	180-20-011
School Bus Driver Qualifications	Training and qualifications of school bus driver instructors -- Administration.	180-20-021
School Bus Driver Qualifications	Initial requirements for school bus drivers.	180-20-101
School Bus Driver Qualifications	Continuing requirements for authorized school bus drivers.	180-20-102
School Bus Driver Qualifications	Disqualifying conditions for authorized school bus drivers.	180-20-103
School Bus Driver Qualifications	Temporary authorizations -- Requirements and issuing procedures.	180-20-111
School Bus Driver Qualifications	School bus driver authorization -- Requirements and issuing procedures.	180-20-112
School Bus Driver Qualifications	Discipline -- Grounds for denial, suspension, or revocation of authorization -- Emergency suspension -- Appeals -- Adjudicative proceedings.	180-20-120
School Bus Driver Qualifications	School bus driver -- Reporting.	180-20-135
School Bus Driver Qualifications	School district -- Reporting.	180-20-140
School Bus Driver Qualifications	School district -- Verification of drivers continuing compliance.	180-20-145
Pupils — Immunization Requirement and Life-Threatening Health Condition	Purpose and authority.	180-38-005
Pupils — Immunization Requirement and Life	School attendance conditioned upon presentation of proofs.	180-38-045
Pupils — Immunization Requirement and Life	Written notice prior to exclusions from school.	180-38-050
Pupils — Immunization Requirement and Life	Prehearing and hearing process.	180-38-080
Pupils	Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students.	180-40-230
Pupils Discipline	Conditions and limitations	180-40-235
Emergency Actions	Emergency removal from a class, subject, or activity.	180-40-290
Emergency Actions	Emergency expulsion -- Limitations	180-40-295
Pupil Safety	Evacuation of buildings in sudden emergency - RCW 28A.305.130(11).	180-41-010
Pupil Safety	Evacuation of buildings in sudden emergency -- Responsibilities of school authorities.	180-41-015
Pupil Safety	Evacuation of buildings in sudden emergency -- Classroom instruction.	180-41-020
Pupil Safety	Evacuation of buildings in sudden emergency -- Out-of-class traffic.	180-41-025
Pupil Safety	Evacuation of buildings in sudden emergency -- School personnel.	180-41-030
Pupil Safety	Evacuation of buildings in sudden emergency -- Emergency exit drills.	180-41-035
Pupil Safety	Evacuation of buildings in sudden emergency -- Exit alarm and recall signal systems.	180-41-040
Immunizations	Immunization of child care and school children against certain vaccine-preventable diseases	246-100-166
Contagious Disease School Districts	Purpose.	246-110-001

<b>Category/Title</b>	<b>Description</b>	<b>Legal Reference</b>
Contagious Disease School Districts	Definition.	246-110-010
Contagious Disease School Districts	Control of communicable (contagious) disease	246-110-020
Dept. of Health Food Service	Purpose and authority.	246-215-001
Dept. of Health Food Service	Minimum performance standards.	246-215-005
Dept. of Health Food Service	Definitions.	246-215-011
Dept. of Health Food Service	Management and personnel.	246-215-021
Dept. of Health Food Service	Employee hygiene.	246-215-031
Dept. of Health Food Service	Food supplies.	246-215-041
Dept. of Health Food Service	Public health labeling.	246-215-051
Dept. of Health Food Service	Food handling.	246-215-061
Dept. of Health Food Service	Equipment and utensils.	246-215-071
Dept. of Health Food Service	Water, plumbing, and waste.	246-215-081
Dept. of Health Food Service	Physical facilities.	246-215-091
Dept. of Health Food Service	Compliance and enforcement.	246-215-181
Dept. of Health Food Service	Exempt from permit.	246-215-191
Dept. of Health Food Service	Permits required, suspension, revocation, enforcement.	246-215-200
Dept. of Health Food Service	Examination, hold orders, condemnation, and destruction of food.	246-215-240
Dept. of Health Food Service	Employee health.	246-215-251
Dept. of Health Food Service	Procedure when disease transmission is suspected.	246-215-260
District-wide emergency closure	Definition	392-129-090
School emergency closure	Definition	392-129-100
Transportation	Specifications for school buses.	392-143
Transportation	Operation rules.	392-145
Traffic safety	School safety patrol.	392-151
Traffic safety	Driver education.	392-153
Child nutrition	Practices and procedures.	392-157
Student	Health records	392-182
Sexual harassment	Definitions.	392-190-056
Sexual harassment	Policy -- Adoption date -- Required criteria	392-190-057
Sexual harassment	Procedures	392-190-058
School employees	Training -- -- HIV/AIDS	392-198
School employees	Fingerprint record checks	392-300
Power Lawnmowers	Use of Power Lawnmowers	296-807 Section 160
Powered Industrial Trucks (forklifts)	Rules for safe use and operation of forklifts and other powered industrial trucks	296-24 Section 300
Respiratory	Applies to all use of respirators at work.	296-842
Respiratory Hazards	Applies to any workplace or potential or actual employee exposure to respiratory hazards	296-841
Safety Committee	Establish and conduct safety committees	296-800 Section 13020
Welding, Cutting and Brazing	To protect employees from workplace hazards of welding, cutting and brazing and welding gases.	296-24-25 Section 680-722

<b>Category/Title</b>	<b>Description</b>	<b>Legal Reference</b>
Blood borne pathogens	Occupational exposure precautions/training	296-823
Chemical Hazard	Rules to make sure employees understand and know the hazards of the chemicals they work with.	296-800 Section 170
Compressed Air Tools	Applies to portable, hand-held compressed air powered tools air hose and plastic pipe used to supply compressed air to these tools.	296-807
Confined Spaces	Protecting employees from occupational hazards related to permit-required confined spaces such as tanks, pits or storage bins	296-809
Core Rules	26 basic safety and health rules that affect all employers except agriculture.	296-800 Section 100-370
Fall Restraint and Fall Arrest	Requirements for employers to provide and enforce the use of fall protection for employees in construction, alteration, repair, maintenance (including painting and decorating), demolition workplaces, and material handling.	296-155 Part C-1
General Safety Standards Purpose and Scope	Consolidation of all safety rules of general application for employers including organization, purpose and definitions, applicable to Chapter 24 (General Safety and Health Rules).	296-24 Section 003-012
Hazardous Waste	Applies the hazardous waste rules, use ,and understanding	296-843
Hearing Loss Prevention (Noise)	Applies to the hearing conservation rules, use and understanding	296-817
Housekeeping	Rules for housekeeping, drainage and storage	296-800 Section 220
Jacks	Applies to portable hand or power operated: Hydraulic jacks; Mechanical ratchet jacks Mechanical screw jacks	296-807 Section 170
Ladders, Fixed	Requirements for using fixed ladders that are safe and adequate for the job	296-24 Section 810
Ladders, Portable	Rules for portable wood and metal ladders	296-800 Section 290
Lockout/Tag out	To protect employees from hazardous energy while servicing or maintaining machinery by using lockout/tag out	296-24 Section 110-119
Machine Safety	Requirements to protect employees from the hazards of using machinery through the design and use of machine guards	296-24 Section 150-205
Man Lifts	Requirements for the construction, maintenance, inspection and operation of man lifts	296-24 Section 900
Material Safety Data Sheets and Label Preparation	This chapter sets minimum requirements for content and distribution of Material Safety Data Sheets and labels for hazardous chemicals	296-839
Personal Protective Equipment	Minimum requirements	296-800 Section 160
Portable Power Tools	Applies to portable power tools and equipment shown in table 1 of this chapter.	296-807
Power Actuated Fastening Systems	Applies to any powder actuated fastening system designed to use the expanding gases from a powder load to propel a stud, pin, fastener, or other object into hard structural material.	296-807 Section 150

# **References**

## **Emergency Plans (procedures)**

### **ACCIDENTS**

- In case of injury, administer appropriate first aid.
- To avoid further injury, do not move victim unless necessary to protect from further injury in present location.
- Observe appropriate safety procedures and wear gloves when in contact with blood or other potentially infected body fluids.
- Call 911 if necessary.
- Contact building administrator/main office.
- If victim is a student, office will contact parent/guardian or emergency contact. If victim is an employee, office will contact spouse/emergency contact.
- Office will initiate Student Incident or Worker's Compensation form.
- If 911 is called, the office will notify the Superintendent's Office. (ext.4504)

### **STUDENT THREAT ASSESSMENT**

Each school has a crisis team in place to assess various issues such as Student Threat Assessment. Depending on the urgency and severity of a situation, the principal (schools), program manager (programs), or team lead (district office) will convene the crisis team and proceed with the steps outlined below

Threat reported to principal/program manager/team lead:

- Step 1. Evaluate threat.
  - Obtain a specific account of the threat by interviewing the student who made threat, the recipient of threat, and other witnesses.
  - Write down the exact content of the threat and statements made by each party.
  - Consider the circumstances in which the threat was made and the student's intentions.
- Step 2. Decide whether threat is clearly transient or substantive.
  - Consider criteria for transient versus substantive threats.
  - Consider student's age, credibility, and previous discipline history.
- Step 3. Respond to transient threat.
  - Typical responses may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends and attend mediation or counseling.
- Step 4. Decide whether the substantive threat is serious or very serious.

- A serious threat might involve a threat to assault someone (“I’m going to beat that kid up”). A very serious threat involves use of a weapon or is a threat to kill, rape, or inflict severe injury.
- Step 5. Respond to serious substantive threat.
  - Take immediate precautions to protect potential victims, including notifying intended victim and victim’s parents.
  - Notify student’s parents.
  - Consider contacting law enforcement.
  - Refer student for counseling, dispute mediation, or other appropriate intervention if appropriate.
  - Discipline student as appropriate to severity and chronic nature of the situation.
- Step 6. Conduct safety evaluation.
  - Take immediate precautions to protect potential victims, including notifying the victim and victim’s parents.
  - Consult with law enforcement.
  - Notify student’s parents.
  - Begin a mental health evaluation of the student if appropriate.
  - Discipline student as appropriate. Threat is serious. Threat is clearly transient. Threat is substantive or threat meaning not clear. Threat is very serious.
- Step 7. Implement a safety plan.
  - Complete a written plan.
  - Maintain contact with the student.
  - Revise plan as needed.

## **ASSAULTS**

- Diffuse the situation, keep assailant/victim calm. Keep others away from the location. Avoid the risk of physical injury to anyone.
- Administer first aid if necessary. Observe appropriate safety procedures and wear gloves when in contact with blood or other potential infected fluids.
- Call 911 if a weapon is present, if an injury requires medical attention, or if there is a threat of future violence.
- Do not leave assailants or victims by themselves. They may be in shock or try to leave.
- Contact building administrator/ main office.
- Office will notify the parent/guardian if students are involved.
- Document the situation, including names of bystanders or witnesses. Designate a staff member to do this if building administrator must leave the scene.
- Office will notify the Superintendent’s Office if 911 is called.

## **BOMB THREATS**

- Call 911 immediately.
- Keep caller on the phone and obtain as much information as possible, including:
  - Time set for detonation
  - Exact location of bomb
  - Description of the bomb
  - Type of explosive used
- Note other pertinent details, such as:
  - Time of call
  - Exact words used
  - Sex of caller
  - Estimated age
  - Identifiable accent/voice description
  - Identifiable background noise
- Contact Building Administrator/Main office (do not use talkabouts).
- Building administrator and law enforcement officers will decide whether to evacuate the building. If the building is evacuated, normal fire drill procedures should be used. DO NOT announce specific reasons for evacuation. Every precaution should be taken to avoid panic, which could result in injury to students and staff.
- Building administrator may conduct a room-to-room search using available police, fire fighters, and staff.
- Office will notify Superintendent's Office. (Ext. 4504)
- Device found:
  - DO NOT TOUCH the device!
  - Evacuate and seal off the area.
  - Call 911 immediately.
  - Wait for trained bomb squad to arrive.

## **BURGLARY/THEFT**

- **Burglary/theft in progress**
  - Call 911 immediately and provide location address of the burglary.
  - Do not attempt to apprehend the burglar(s).
  - Notify building administrator/main office.
  - Document the situation, including physical description of burglar(s) and vehicles(s). Do not rely on memory.
- **After burglary/theft is discovered:**
  - Contact building administrator/main office.
  - Office will call 911 and provide location address.
  - Do not disturb anything. Do not clean up or make repairs.
  - Re-route all persons around the burglarized area.
  - Office will document the situation, including evidence, phone calls, conversations and observations.

- Office will notify Superintendents Office. (Ext. 4504)
- Office will complete Incident Report form.

### **SUSPECTED CHILD ABUSE/NEGLECT**

School employees are required by state law to report suspected cases of child abuse to Children’s Protective Services or the proper law enforcement agency. Failure to do so is a gross misdemeanor. The building administrator will be notified of the report as soon as possible. Employees suspecting other employees of abuse must contact the administration immediately.

- Contact building administrator, counselor/nurse immediately and confer with counselor or nurse as appropriate.
- Notify Children’s Protective Services or law enforcement agency and describe evidence. Children’s Protective Services or law enforcement agency will advise action to be taken.
- Complete a Child Abuse/Neglect Report.
- Note: A staff person may wish and is encouraged to discuss the circumstances of a particular situation with Children’s Protective Services to determine whether a report should be filed.
- See section at back of flipchart for emergency phone numbers.

### **CHILD CUSTODY**

Regarding parental custody disputes, building administrator will ensure that all office personnel understand the rights of parents and appropriate protocol.

- Following are common procedures to observe in case of custody disputes:
  - Contact building administrator/office **immediately**.
  - Parent(s) must provide the school with any legal documents that clarify custody restrictions.
  - The non-custodial parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.
  - The student is not permitted to visit with or be released to anyone, including the non-custodial parent, during school hours without the approval of the custodial parent or an appropriate public authority.
  - If a non-custodial parent seeks removal of a student from school, the administrator or office may telephone the custodial parent regarding the request for release of the student.
  - If the custodial parent objects to the release of the student, you may ask if the school could provide a brief supervised visit and describe the conditions so that both parents hear the same information. Emphasize that the student will stay in the school office for the visit, will return to class afterward, and will not leave school property.
  - Protect the child if you have doubts about whether to release the student upon request. Don’t be rushed; ask for assistance if necessary.

### **DRUG/ALCOHOL**

If a person appears at school, at a school-sponsored activity, or on a school bus and demonstrates behavior indicating that the person may be under the influence of alcoholic beverages or controlled substances:

Adult/Non-Student

- Contact building administrator/main office immediately.
- Administrator or staff shall ask the person to leave immediately.
- If the person refuses to leave, the administrator or staff member shall immediately call 911.
- Notify Superintendent's office if 911 is called (4504).

Student

- Notify principal or designee.
- Principal/designee will determine if student is or is believed to be in violation of rules pertaining to alcohol and/or illegal substances.
- Principal will remove the student from further contact with other students and place him/her under the continuous supervision of a responsible adult staff member.
- Principal/designee will notify parents/guardians prior to providing the required written notice and request that they provide necessary medical attention for the student.
- If the parent is not available or staff deems such advisable, appropriate medical procedures will be followed.
- Principal will report the violation to the appropriate law enforcement agencies, if appropriate.
- The principal/designee will impose discipline in accordance with district policies and procedures.

**EARTHQUAKES**

During earthquake:

- If indoors, stay indoors.
- DROP, COVER AND HOLD. Crawl under sturdy furniture. Move to an inside wall if possible. Stay away from windows and glass.
- Do not use candles, matches, or any open flame.
- Avoid buildings where debris could fall on you.
- If outside, remain in an open area. Stay away from buildings, trees, and electrical wires.
- If in a moving car/bus, STOP. Stay inside until the quaking movement subsides.

After earthquake has subsided:

- Set emergency radios on Dispatch and monitor.
- Inspect exits to ensure that there is no debris over exits.
- Evacuate according to building evacuation plan.
- Be aware of the possibility of aftershocks. If they occur, it is usually within a few minutes of the initial shock.
- Do not enter buildings until building has been inspected.
- Office will notify Superintendent's Office or district receptionist to provide status and advise of assistance if needed.

**FAINTING / LOSS OF CONSCIOUSNESS / SEIZURES**

Fainting

- Keep victim lying down, or help victim to lie down.

- Ensure that airway is clear.
- Loosen tight clothing around the neck.
- Ensure that the victim gets plenty of fresh air.
- Don't give liquids until the victim is fully conscious to prevent choking.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- Contact building administrator/main office immediately.
- If condition persists, call 911.
- If student, office will complete Student Incident Report if 911 is called.

#### Hyperventilation

- Have victim sit in a comfortable position.
- Reassure victim.
- Have victim try talking to help slow rapid breathing and maintain proper oxygen level.
- If symptoms persist, office will call 911.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- If student is the victim, office will complete Student Incident Report if 911 is called.

#### Convulsions, Seizures

- Never put anything in the mouth.
- Place victim on the floor on his/her side to prevent injury and choking. Support the head & neck.
- Check breathing and maintain an open airway.
- Loosen clothing around neck.
- Give the person plenty of space.
- Empty room of students.
- Do not restrain his/her movements or move the victim.
- Move furniture to prevent further injury to the victim.
- Have someone call the office for help and have an adult stay with the victim.
- Call 911 if necessary.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- Office will complete Student Incident Report if 911 is called.
- If 911 is called, office will notify the Superintendent's Office at (4504)

### **FIRES**

#### Fire in building:

- Activate fire alarm and evacuate according to building evacuation plan.
- Call 911.
- Office will contact the Superintendent's Office at 4504.

#### Fire near building:

- Call 911.
- Monitor conditions.
- Office will contact the Superintendent's Office (4504).

## **HAZARDOUS MATERIALS**

### Incident in building:

- Evacuate the immediate area or building if necessary.
- Refer to building MSDS (Material Safety Data Sheets) for immediate information and treatment. A uniform bright orange binder is located in the main office and custodial station in each building.
- Call 911 immediately.
- Contact building administrator immediately.
- Office will notify Superintendent's Office (4504).

## **LOCK-DOWN**

If, in the opinion of an administrator or the police, the school campus needs to be secured, this Lock-Down plan will be implemented.

**Office will announce action to be taken via the Intercom**, i.e., "We have an emergency lock-down situation. Please take the proper precautions."

### Building Lock-down:

- Staff at the door call "Lockdown, Lockdown, Lockdown."
- Close all drapes and curtains.
- Bring in any known students and lock all classroom doors.
- Keep all students inside and away from windows and doors.
- Do not allow anyone into the room unless person can show office clearance.
- Do not respond to recess or dismissal times/bells.
- Take roll call to determine if any students are missing.
- Continue to teach, stay calm, and keep students calm.

### Under administrative direction, personnel may also be advised to:

- Close all drapes and curtains.
- Direct all students and adults to lie flat on the floor.
- Turn off room lights.

### Further Precautions:

- Do not move in front of a weapon.
- Do not try to forcibly disarm an intruder.

- Do not back an intruder into a corner; always provide a way out.
- Talk quietly and calmly.
- Allow yourself an escape route.

Follow building plan for handling situations outside regular classroom:

- Special programs.
- Bus arrival/dismissal.
- Lunch and recess.
- Specialty areas: playgrounds, outside athletic areas, locker rooms, music areas, parking lots, etc.
- Special staff assignments, such as: custodians, secretaries, nurses, food service personnel, Educational Assistants, counselors, parent volunteers, student volunteers, etc.

When danger has passed:

- Office will advise via intercom or messenger when normal procedures may be resumed.
- Staff update will be provided as soon as possible after the emergency has been resolved.
- Office will contact Superintendent's Office (4504).
- If media arrives, direct them to main office.

**MEDICATIONS AT SCHOOL**

- Medications dispensed at school, prescribed and over-the-counter:
- Under normal circumstances, all medication should be dispensed before and/or after school hours under the supervision of parent/guardian. For administration of medication at school, Procedures P3080-2 should be followed.
- Prescription medication to be administered by school personnel must be requested and authorized in writing by both parent/guardian and a licensed health care provider. Medication Authorization Form is available from the school office and is valid for one year only.
- Over-the-counter oral medication may be given to students after parent/guardian has completed the parent portion of the Medication Authorization form.
- Students may carry and self-administer the medication for emergency health reasons (i.e., asthma inhaler) after the Student Self-Medication Authorization Form has been completed by parent/guardian, a licensed health care provider, and has been approved by the school nurse.
- The medication must be properly labeled and contained in the original prescription bottle, kept in a secure location, and a daily record maintained.
- School staff will not administer medication by injection except when a student is susceptible to pre-determined, life endangering anaphylactic shock. Epi-Pen or Epi-Pen Jr. are the only injectibles school staff will be trained to administer. An additional form, Emergency Instructions-Injectible Medication, must be completed prior to bringing the injectible medication to school.

Middle and High School Students: Students taking over-the-counter medications (i.e. aspirin, Tylenol, mild allergy medications, etc.) will be allowed to carry and reasonably and responsibly self-administer such medications. The student shall carry only one day's supply of over-the-counter medication (in the originally labeled container) and must have written permission from the parent/guardian on file in the Health Room.

High School Students: If parent/guardian wishes to have the student self-administer prescription medication, the Student Self-Medication Authorization form must be completed and kept on file in the Health Room.

If a student is noted to have questionable behavior or cause staff concerns over the taking of oral medication or a questionable drug substance, the building administrator or designee will contact parent/guardian immediately to resolve such concerns.

## **POLICE OR CHILD PROTECTIVE SERVICES INTERVIEWS AND INTERROGATIONS**

- Law enforcement personnel or Children's Protective Services worker entering a school must report to the building administrator and provide personal and professional identification (official badge).
- An officer or Children's Protective Services worker may request and be granted student information such as address, telephone number, parents' names, date of birth and other directory information if the parent, or student over 18 years of age, has not filed a written objection to the release of directory information.
- Student records protected by FERPA may only be examined or released following written permission of a minor student's parent or an adult student, pursuant to a court order or subpoena, in response to a health or safety emergency, or in order to better serve the student in the juvenile justice system prior to adjudication.

### Interviews and interrogations:

- While the district encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement officer to conduct any necessary questioning.
- If the student is over twelve (12) years of age, the principal shall make a reasonable effort to first contact the parent/guardian or a designated adult noted as an emergency contact, for their consent. If unable to reach a contact, the officer may proceed when, in the judgment of the office an emergency exists and further delay would impair the handling of that emergency. The officer shall advise and afford a student all legal rights required by law.
- If a student is under twelve (12) years of age, parent/guardian or designated adult notification and permission is required before any interview/interrogation will take place.
- The single exception for the above procedures is if child abuse or neglect is alleged.

### Child Protective Services:

- Building administrator shall permit Children's Protective Services worker to conduct any questioning when child abuse or neglect is involved outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation.
- Prior to commencing the interview, the Children's Protective Services worker or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and if so shall make reasonable efforts to accommodate the child's wishes.
- Unless the child objects, the Children's Protective Services worker or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

Release into custody:

- An officer is not required to have a warrant in order to release the student into law enforcement custody.
- If a student is taken into custody by a law enforcement officer, the school will immediately notify the parent or guardian unless directed not to by the law enforcement officer.
- A Children's Protective Services worker is required to have a warrant in order for the school to release custody of the student, unless the CPS worker is accompanied by a law enforcement officer.

**STRANGERS/VISITORS**

Stranger arrives on campus without checking in at office:

- Building administrator or staff member will contact the person and inform him/her of district policy, which requires visitors to check in at the school office upon arrival on campus.
- If the person identifies him/herself and provides satisfactory reason for the visit, the person may remain on campus after checking in at the office.

If the person appears agitated or presents the potential for disruption of the school program or physical harm to the students or staff, the following steps will be taken:

- Staff will ask person to leave the campus.
- Call 911 if person refuses to leave the campus.
- Contact building administrator or main office immediately.
- Keep the individual calm.
- Obtain a description of the person (physical build, facial features, clothing, etc.) and a description of the automobile (make, model, license number). Document information for the authorities. Do not rely on memory.
- Follow lockdown procedures if necessary.
- Office will notify the Superintendent's Office (4504).

**STUDENT DEMONSTRATIONS**

If demonstration occurs on campus:

- Contact building administrator/main office immediately.
- Try to keep students in class but do not use force. Keep hallways clear of students as much as possible.
- Building administrator will attempt to meet with demonstrators, preferably in an empty room, to discuss the concern(s). Remain calm and unhurried. Ask another staff member to take notes.

If demonstration escalates:

- Call 911 if necessary.
- Only authorized persons and law enforcement officers will be admitted on campus.
- Follow lock down procedures is necessary.
- Office will notify the Superintendent's Office (4504).

**SUICIDE**

Individual has threatened suicide:

- Contact building administrator or counselor immediately.

Individual has attempted suicide:

- Provide immediate medical attention.
- Stay with individual.
- Call 911 immediately.
- Contact building administrator/main office immediately.
- Office will contact parent/guardian if individual is a student or spouse/family member if individual is a staff member.
- Building administrator, counselor, or nurse will serve as liaison between school and family.
- Building administrator will conduct a staff meeting as soon as possible to apprise staff of the situation and discuss strategies to follow in preparation for the individual's return to school.
- Office will notify the Superintendent's Office (4504).

Individual is deceased:

- Call 911.
- Contact building administrator/main office immediately.
- Building administrator will conduct a staff meeting as soon as possible to apprise staff of the situation, discuss strategies, and make arrangements for building assistance.
- Office will notify the Superintendent's Office (4504).
- Direct all inquires from the press, public, and students to an Administrator.

**VANDALISM**

Vandalism in progress:

- Call 911 immediately
- If students are involved, assess safety risk before attempting to stop or prevent further vandalism or attempting apprehension. Do not attempt to prevent vandalism or apprehend individuals if weapons are involved. In no case should staff endanger self or others.
- If adults are involved, do not attempt to apprehend.
- Contact building administrator/main office immediately.
- Document pertinent information including description of individual(s), automobile, license number, etc.
- Document all evidence, phone calls, conversations, and observations. Sign and date all documents.
- Office will notify the Superintendent's Office (4504).
- Office will fill out Incident report form.

**WEAPONS**

If someone on campus is carrying or is suspected of carrying a dangerous weapon on campus, assess safety risk. In no case should staff endanger self or others.

Immediate Danger!

- Call 911.

- Contact building administrator/main office immediately.
- Suspect will be brought to the office until police arrive.
- Follow lockdown procedures if necessary.
- Office will contact the Superintendent's Office (4504).

**IMPORTANT PHONE NUMBERS**

**EMERGENCIES Dial 911**

**FIRE AND POLICE BUSINESS NUMBERS**

KING COUNTY SHERIFF	206-296-5036
KING COUNTY FIRE DIST. 45 DUVALL	425-788-1625
KING COUNTY FIRE DIST. 10 CARNATION	425-333-4129
DUVALL/CARNATION POLICE DEPARTMENT	425-788-1519/425-333-4190
WASHINGTON STATE PATROL	425-649-4370
DEPARTMENT OF FISH & WILDLIFE (Cougars, bears, etc.)	425-775-1311

**HOSPITALS**

CHILDREN'S HOSPITAL (SEATTLE)	206-987-2000
GROUP HEALTH HOSPITAL (CENTRAL)	206-326-3000
GROUP HEALTH HOSPITAL (EASTSIDE)	425-883-5151
OVERLAKE HOSPITAL (BELLEVUE)	425-688-5000
VALLEY GENERAL HOSPITAL (MONROE)	360-794-7497
EVERGREEN HOSPITAL (KIRKLAND)	425-899-1000

**MISCELLANEOUS**

CHILDRENS' PROTECTIVE SERVICES (WEEKDAYS)	425-649-4110
CHILDRENS' PROTECTIVE SERVICES	1-800-962-0073

(24 HOURS)	
24 HOUR CRISIS CLINIC www.crisisclinic.org	1-800-244-5767
POISON CENTER www.wapc.org	1-800-222-1222
ENCOMPASS (formerly Children's Services)	425-888-2777
KING COUNTY ANIMAL CONTROL	206-296-7387
KING COUNTY LIBRARY – DUVALL	425-788-1173
KING COUNTY LIBRARY – CARNATION	425-333-4318
KING COUNTY HEALTH DEPARTMENT	1-800-244-4512

**UTILITIES**

PUGET SOUND ENERGY (POWER OUTS/NATURAL GAS LEAKS)	1-888-225-5773
CITY OF CARNATION	425-333-4192
CITY OF DUVALL	425-788-1185
CARNATION WATER DIST	425-333-4192
WATER DIST. 119- STILLWATER	425-788-2885
UNDERGROUND UTILITIES LOCATOR	1-800-424-5555