

## **Environmental And Safety Program**

It shall be the policy of the Board to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property or at school sponsored events.

The Board shall insist that its staff adhere to recommended safety practices as these pertain to the school plant, special areas of instruction, student transportation, school sports, occupational safety, etc.

The practice of safety shall also be considered a facet of the instructional program of the district schools. Accident prevention, safety information, and emergency procedures shall be covered in the appropriate grades and classes.

Every principal shall be responsible for the supervision of a safety program for his or her school. This safety program shall include all necessary and appropriate preventive measures as well as all necessary and appropriate emergency response procedures.

The superintendent or his or her designee shall have overall responsibility for district safety procedures, and is expected to insure that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, sanitation, public health and occupational safety.

Adopted: 1971

Revised: January 1, 1977

Revised: October 14, 1979

Revised to conform with practice: date of manual adoption

Revised: January 21, 1992

Revised: May 22, 2001

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (construction requirements, fire escapes, etc.)

C.R.S. 22-3-101 through 22-3-104 (eye protective devices)

C.R.S. 22-32-110(1)(k)

C.R.S. 22-32-124(2),(3) (building inspections)

CROSS REFS: ADE, Crisis Management

## **Emergency Preparedness**

The superintendent or his/her designee shall maintain a district crisis response plan that is complete and current. All procedures contained in the district crisis response plan shall be in compliance with all relevant regulatory requirements. The district crisis response plan shall be reviewed and updated yearly, and shall include the following components:

1. District-level roles and responsibilities during a crisis
2. District-level crisis communications procedures
3. Emergency evacuation plans and procedures
4. Site emergency preparation requirements
5. Crisis Response Handbook containing response procedures for specific crises

The principal of each district school shall maintain a site crisis response plan that is complete and current. All procedures contained in site crisis response plans shall be consistent with, and coordinate with, procedures contained in the district crisis response plan. Site crisis response plans shall be reviewed and updated yearly, and shall include the following components:

1. School-specific roles and responsibilities during a crisis (Crisis Response Team)
2. School-specific communications procedures
3. School specific details for evacuation (on-site and off-site)
4. Locations of emergency equipment and supplies
5. Locations of building floor plans and blueprints
6. Emergency drill schedule and checklist

Principals and site managers shall insure that all sites are prepared to respond quickly and appropriately to a crisis according to procedures outlined in the district Crisis Response Handbook or an approved school-specific version of the Crisis Response Handbook. Principals shall insure that all required emergency training and drills are completed according to schedules and procedures specified in the district emergency response plan.

A copy of the District Crisis Response Handbook, or an approved school-specific version of the crisis response handbook, shall be immediately and readily available in all rooms at all sites. Evacuation routes shall also be posted next to primary exit doors at all sites.

Adopted: May 22, 2001

CROSS REF: ADE, Crisis Management

Adams County School District No. 1/Denver, CO

## **Fire Prevention Procedure**

### Fire Fighting Equipment

The placement of fire extinguishers shall meet all local fire department regulations. The Custodial Supervisor shall ensure that all fire extinguishers are inspected and tagged annually. When an extinguisher is empty, the Custodial Supervisor shall be notified immediately so that it can be recharged.

### Materials for Decorations

Flammable materials shall not be permitted for decoration of school buildings or in costumes. All flammable materials such as untreated cellophane, regular cotton, excelsior, straw, corn stalks, lacquer-based paint and wax shall be prohibited, unless specifically approved by the principal after implementing any necessary precautions that are consistent with applicable fire codes. Flame-proofed materials may be used for decorations. Poster paper may only be used for bulletin boards.

Trees must be set in moisture such as a mixture of sand and water and must be kept at least two feet away from any source of heat. They must be placed so that they will not block an exit.

No flammable material may be added to regular costumes or used as a costume.

### Open Flames

Open flames shall not be used in auditoriums or any regular classroom except in laboratories and such classrooms as homemaking where proper metal trays and appliances have been provided.

The use of lighted candles shall be limited to classroom instruction or approved activities. Bonfires shall not be permitted on school grounds.

### Electrical Cords and Wiring

All cords shall be U.L. approved. All electrical cords must be checked periodically by the head custodian. Employees shall make no changes in existing wiring or electrical connections. All changes in electrical connections must receive approval of a qualified electrician.

### Flammable Fluids

The use of flammable fluids shall not be permitted except when approved and supervised by properly qualified personnel.

Approved: January 6, 1986

Revised: May 22, 2001