

# MEMORANDUM

August 8, 2019

Action Required - ANNUAL



Department of Systemwide Safety  
and Emergency Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

TO: All Principals and Directors  
FROM: Edward A. Clarke, Chief Safety Officer *EAC*  
SUBJECT: ***Safety Requirements and Support Resources***

## Summary

This memorandum provides student and staff safety and health guidance and requirements. Compliance with these guidelines and requirements is a very important management responsibility, so please take time to review the attached information in full with your leadership teams and appropriate staff members. Hyperlinks to corresponding forms and documents are provided for your convenience. This safety and health information is also available on the [Systemwide Safety Programs web page](#).

## Background

MCPS is committed to ensuring a safe and healthful learning and working environment for all students, employees, contractors, and visitors. The attached information provides procedures and staff contact information for you to use to ensure your students and staff perform educational and work activities in a safe manner, consistent with MCPS procedures and regulatory requirements.

## Important Dates

- All school-based staff must complete mandatory online Bloodborne Pathogens training by **September 30, 2019** (see Attachment, page 1).
- All facilities must post their OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, from **February 1, 2020**, through **April 30, 2020** (see Attachment, page 1).
- All facilities must inventory their hazardous chemicals and submit the *Additions to Chemical Information List* to Mr. Peter Park, team leader, Systemwide Safety Programs, by **November 15, 2019** (see Attachment, page 2).

## Action Required

- Please review the attached document, Systemwide Safety Program Information and Procedures, with your leadership teams and take appropriate steps to meet systemwide safety requirements for each area listed. If you have questions or need assistance, please contact Mr. Park at 240-314-1070.

## Links/Additional Information

Attachment—Systemwide Safety Program Information and Procedures  
[Systemwide Safety Programs web page](#)

Approved by:

A handwritten signature in blue ink, appearing to read 'Andrew M. Zuckerman', is written over a horizontal line.

Andrew M. Zuckerman, Chief Operating Officer

## SYSTEMWIDE SAFETY PROGRAM INFORMATION AND PROCEDURES

- **Emergencies**—In the event of a fatality or serious injury involving any student, employee, and/or any other facility occupant, please notify Mr. Peter Park, team leader, Systemwide Safety Programs, immediately at 301-370-2141 (cell) or via e-mail. Also, contact your school's area associate superintendent (or the Office of the Chief Operating Officer at 240-740-3050 for non-school facilities) and the Department of Systemwide Safety and Emergency Management at 240-740-3066. I will report such emergencies to state authorities as required by state law.
- **MOSH (Maryland OSHA) Inspections**—If a Maryland Occupational Safety and Health (MOSH) safety/health compliance officer visits your facility, please notify Mr. Park immediately at 301-370-2141 (cell) or via e-mail so that he can be present during the MOSH inspection. Please request that the compliance officer wait until Mr. Park arrives before conducting the opening conference.
- **Accidents**—All accidents involving students should be reported to the Employee and Retiree Service Center (ERSC) by completing MCPS [Form 525-2, Student Accident Report](#). A managed care program for employees injured on the job is administered by CorVel Corporation. Supervisors are responsible for calling CorVel Corporation at 1-888-606-2562 to file the *Employer's First Report of Injury*. To assist supervisors when calling CorVel Corporation to report their employee's work-related injury/illness, refer to Montgomery County Self-Insurance Program (MCSIP), *How to Report Employee Work-Related Injuries/Illnesses*. Information about the program is available from ERSC at 301-517-8100.
  - When an employee driving in an MCPS vehicle is involved in an accident (no matter how minor), the employee must call 911 immediately. In addition, the employee must notify his/her supervisor and contact Mrs. Christina L. Miller, risk management specialist, ERSC, at 301-517-8100. Also refer to MCPS [Regulation DIE-RC, MCPS Staff Vehicles](#).
  - MOSH requires employers to maintain records at each work site of occupational injuries and illnesses on the OSHA Form 300, *Log of Occupational Injuries/Illnesses*. A preprinted form, OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, summarizing recordable occupational injuries and illnesses at your school/facility during the calendar year 2019 will be distributed by February 1, 2020, for posting through April 30, 2020. These logs must be maintained and retained for five years following the end of the associated calendar year.

Please refer to the [Employee Injuries/Illnesses web page](#) for further details. Questions regarding worker injury/illness records may be referred to Mr. Park at 240-314-1070 or via e-mail.

- **Online Safety Training**—All school-based and many central office employees are assigned mandatory online safety courses to comply with MOSH safety training requirements. All school-based staff are required to complete online bloodborne pathogens training annually. To access and complete mandatory online safety training:

- Go to the [SafeSchools web page](#) and log on using your Outlook user name; no password is needed.
- The training home page will list mandatory and suggested (voluntary) training courses.
- Click any course name to begin training.
- Print a certificate of completion after completing each course.

Please refer to the [Online Safety Training web page](#) for additional information and detailed directions on completing online safety training, viewing training completion records, and printing certificates of course completion. Questions regarding online safety training may be directed to Mr. Park at 240-314-1070 or via e-mail.

- **Hazardous Chemicals**—State and county law require each MCPS facility to maintain an accurate Chemical Information List (CIL). The CIL must list all hazardous chemical products used or stored at the facility. Common hazardous chemical products include science chemicals, cleaning products, paints, glues, compressed gases, fuels, oils and greases, art products, and wood that will be sawn or sanded.
  - The following CILs are linked for your convenience—please print the CIL corresponding to your facility and keep it in your main office files to comply with state and county requirements:
    - [Elementary Schools CIL](#)
    - [Middle Schools CIL](#)
    - [Thomas Edison High School of Technology CIL](#)
    - [High Schools CIL](#)
    - [Division of Maintenance CIL](#)
    - [Department of Transportation CIL](#)
    - [Lincoln Center Print Shop CIL](#)
    - [Lincoln Center Warehouse CIL](#)
    - [Office Facilities CIL](#)
  - Please work with your building service manager, cafeteria manager, art resource teacher, science resource teacher, media services technician, and other appropriate staff to review and add any additional chemicals being used and/or stored at your facility on the form: [Additions to Chemical Information List](#). The completed form should be returned by **Friday, November 15, 2019**, to Mr. Park by e-mail or the Pony, 45 W. Gude Drive, Suite 4000, Rockville.

Other requirements related to hazardous chemicals include:

- All employees who use hazardous chemicals at work must complete the following online safety training courses to comply with state law:
  - *Hazard Communication: Right to Understand (GHS)*
  - *Safety Data Sheets (GHS)*
- Only MCPS-approved chemicals/products may be used and/or stored at MCPS facilities.
- Any new chemical products must be reviewed by Environmental Services/Indoor Air Quality (IAQ), Division of Maintenance, and/or Mr. Park before being considered for use in the school system.
- Air fresheners may not be used at MCPS facilities, except by Division of Maintenance staff under the approval of Environmental Services/IAQ.

- Hazardous chemical spills should be reported immediately to the following:
  - Environmental Services/IAQ, Division of Maintenance, Department of Facilities Management (DFM), at 240-740-2500; **and**
  - Systemwide Safety Programs, at 301-370-2141 (cell) or via e-mail.

Please refer to the [Hazardous Chemicals web page](#) for additional information. Questions or concerns regarding hazardous chemicals may be directed to Mr. Park at 240-314-1070 or via e-mail.

- **Automated External Defibrillators (AEDs)**—Systemwide Safety Programs manages the MCPS Automated External Defibrillator (AED) program, implemented for compliance with state and county laws requiring AEDs for all secondary and special schools and any facilities with public swimming pools. Each high school with an athletics program is equipped with two AEDs in wall-mounted cabinets: one by the main gymnasium and one in proximity to the stadium field, generally in the ticket booth or the concession stand. Additionally, portable AEDs are assigned to the athletic director for use at school athletic events and practices. Each middle school is equipped with two AEDs in wall-mounted cabinets: one by the main office and one by the main gymnasium. AEDs are located where most appropriate in other designated schools.

Supervision of school AED program activities is the responsibility of the principal/administrator. Key responsibilities for schools include:

- Ensure school staff conduct monthly inspections for all AEDs:
  - All AEDs must be inspected monthly using the [AED Monthly Inspection Form](#).
  - AED inspection forms must be maintained and available for review by Systemwide Safety Programs and state/county regulators.
  - MCPS' AED contractor (Rescue One) provides annual inspections with supply replenishment.
- Ensure designated staff complete biennial cardiopulmonary resuscitation (CPR) and AED training, and that a CPR/AED-trained employee is present at all school-sponsored athletic events. Employees who must complete training include the following:
  - All high school athletic directors, coaches, and security personnel;
  - All middle school athletics staff, intramural coaches, and security staff; and
  - All pool operators.

Training is provided or coordinated by:

- Department of Systemwide Safety and Emergency Management for all security personnel;
- Athletics Unit for all high school athletics staff; and
- Systemwide Safety Programs for all middle school athletics and intramural staff and designated staff at special schools and other facilities with AEDs.

- **Schools with AEDs must immediately contact Mr. Park at 301-370-2141 (cell) or via e-mail if:**
  - Anyone (student, employee, parent, visitor, contractor, etc.) at the school experiences suspected cardiac arrest—even if the AED is not retrieved.

- AED pads are placed on anyone for any reason (including unauthorized use).
- An AED is brought to any suspected medical emergency—even if the AED is not used.
- An AED or any AED accessory or supply is missing, damaged, or inoperable.

Please refer to [Automated External Defibrillator \(AED\) Program Guidelines](#) and the [Safety and Health Compliance Guidance web page](#) for MCPS AED program requirements and information. Questions regarding the AED program should be directed to Mr. Park at 240-314-1070 or via e-mail.

- **Aerial Work Platforms (Lifts, Scaffolds, etc.)**—MCPS must comply with OSHA/MOSH regulations and American National Standards Institute (ANSI) standards related to aerial work platforms. Several schools have vertical mast lifts (such as Genie lifts) that are used to perform various building services functions, such as changing light bulbs in gymnasiums and auditoriums. Maintenance and materials management personnel use various types of aerial work platforms, including lifts that require specialized training and equipment (such as fall protection training and body harnesses/lanyards for boom and vehicle-mounted lifts). Requirements for aerial work platforms include:
  - Only employees with documented training are permitted to operate aerial work platforms.
  - All aerial work platforms must be inspected annually by an MCPS-approved vendor (United Rentals).
  - Records of employee training and inspections must be maintained by the school.
  - Schools may only acquire aerial work platforms from an MCPS-approved vendor (United Rentals).
  - Schools may only acquire electric vertical mast-type lifts (30 feet maximum height).
  - Schools may not acquire boom or articulated lifts, scissor lifts, vehicle-mounted lifts, trailer-mounted lifts, material lifts, scaffolds, or boom or jib extensions.
  - Schools may not acquire multi-person, driveable, or self-propelled aerial work platforms.
  - Aerial work platforms must be equipped and operated with MOSH-compliant guardrails and toeboards at all times.
  - Aerial work platforms must be inspected at the start of each shift during which they will be used and the inspections must be recorded using form, [Manlift Pre-shift Inspection Checklist](#).
  - Any aerial work platform believed to be damaged or defective may not be used until inspected, repaired (if necessary), and approved for use by an MCPS-approved vendor.

Questions regarding aerial work platforms should be directed to Mr. Park at 240-314-1070 or via e-mail.

- **Appliances—Prohibited Appliances in School Buildings**—For safety and energy efficiency, MCPS limits the use of appliances (including refrigerators, coffee makers, microwave ovens, toaster ovens, space heaters, dehumidifiers) in school buildings. The use of appliances (not used for the instructional program) in classrooms and instructional and/or support rooms is prohibited within all schools. Exceptions are for appliances mandated to meet medical needs of students or staff and appliances needed to heat or cool liquid foods for day care, kindergarten, and child development students. Please refer to the [Fire Safety web page](#) for further details.



- **Asbestos**—School Asbestos Management Plans are updated semi-annually and may be viewed on the *myMCPS* site using the following steps:
  - Go to [myMCPS](#).
  - Select the Information tab,
  - From the ‘My Collaboration Sites’ area choose ‘Environmental Services,’ and
  - Select your school from the menu on the left under ‘Documents.’
  
- The Environmental Services *myMCPS* site also contains the annual Asbestos School Notification document that must be sent to all students, staff, and parents/guardians by schools with asbestos-containing materials prior to the school year. In addition, all building services staff must complete a two-hour Asbestos Awareness training session. Please verify that existing and new staff members, within 60 days from their date of hire, have completed this course, whether or not your building has asbestos containing materials. Asbestos Awareness course listings are posted on [Professional Development Online \(PDO\)](#). Please ensure that all building services staff members, including plant equipment operators, sign up for this safety-mandated training through PDO. For questions on asbestos, please contact Mr. John D. Conaway, environmental health specialist, Environmental Services/IAQ, Division of Maintenance, DFM, at 240-740-2331.
  
- **Bloodborne Pathogens (BBP)**—Please ensure that the [Bloodborne Pathogens Exposure Control Plan](#) is available for review by staff. Designated staff members, including all teachers and other school-based staff, must complete annual online training on this subject to meet MOSH training requirements.
  - Hepatitis B vaccinations are available free of charge to all employees who are required to complete BBP training. Vaccinations may be obtained after completing MCPS [Form 230-32, Hepatitis B Virus Vaccination Authorization](#), and submitting it to Mr. Park for approval. All eligible employees who choose not to receive the vaccination must submit MCPS [Form 230-31, Mandatory Hepatitis B Vaccine Declination Statement](#), to ERSC and Mr. Park to comply with MOSH requirements.
  - If an employee is exposed to blood or other potentially infectious materials (including semen; vaginal secretions; cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; and body fluids visibly contaminated with blood), the school must:
    - Have an immediate supervisor call in a “First Notice of Loss” to CorVel (Montgomery County claims reporting program) at 1-888-606-2562.
    - Contact appropriate staff to clean up blood spills using universal precautions and a bloodborne pathogens clean-up kit.
    - Have appropriate staff dispose of blood-contaminated waste in the red biohazard box located in the school health room.
    - Have the employee contact the MCPS-contracted clinic listed below (within 24 hours) to receive a post-exposure medical evaluation and follow-up interview.
      - ❖ Medical Access, 12321 Middlebrook Road, Germantown, Maryland 20874, 301-428-1070
    - Have the employee complete MCPS [Form 230-33, Bloodborne Pathogens Post-Exposure Report](#), as soon as possible. The form should be provided to the examining health care professional. Additional copies must be provided, within five days of the incident, to ERSC and Systemwide Safety Programs. The employee also must provide

the examining health care professional MCPS [Form 230-34, Health Care Professional's Written Opinion](#), which must be sent to Systemwide Safety Programs by the clinic.

- Each school health room has a sharps container and a cardboard biohazard waste box and lid with red biohazard bag. For disposal, call Biomedical Waste Services (the MCPS contractor for bloodborne pathogens waste removal) at 1-800-660-6581.
  - When the sharps container or red biohazard box is full, have the school health nurse contact Biomedical Waste Services, Inc. at 1-800-660-6581 for waste disposal pick-up and a replacement sharps container or biohazard box and red bag. If a new lid is needed, this may be purchased by the school.

Please refer to the [Bloodborne Pathogen Information web page](#) for additional information. Questions regarding the MCPS Bloodborne Pathogens program may be referred to Mr. Park at 240-314-1070 or via e-mail.

- **Indoor Air Quality, Environmental Health, and Mold**—Employees who believe they have been affected by a workplace indoor air quality problem should complete MCPS [Form 230-23, Indoor Air Quality Complaint](#), and submit it to their principal/supervisor. The process for reporting potential IAQ problems is provided on the [Reporting IAQ Problems web page](#). Questions or concerns about indoor air quality or other environmental health concerns should be directed to Mr. Sean Yarup, Mr. Richard T. Cox Jr., or Mr. Brian A. Mullikin, team leaders, Environmental Services/IAQ, Division of Maintenance, DFM, at 240-740-2520.
- **Scheduled Fire Evacuation Drills**—Scheduled fire evacuation drills must be reported to the Montgomery County Emergency Communications Center at 240-683-6520 and then Ark-Alarm Systems at 1-800-356-2222 at least five minutes before the drill and then immediately after the drill is completed.
- **Fire Evacuation Drill Requirements**—For schools that are fully protected by automatic fire sprinklers, **five** fire evacuation drills are required during the school year, two of which must be conducted during the first four months of school. For schools that are not fully protected by automatic fire sprinklers, **eight** fire evacuation drills are required, with at least three during the first four months of school.

The following schools are not fully sprinklered and are required to conduct **eight** fire evacuation drills annually:

- Cedar Grove Elementary School
- Damascus Elementary School
- Emory Grove Center
- Fallsmead Elementary School
- Col. E. Brooke Lee Middle School
- Luxmanor Elementary School
- Maryvale Elementary School
- Monocacy Elementary School
- Poolesville High School
- Carl Sandburg Learning Center

- Tilden Middle School
- Twinbrook Elementary School

Additional fire evacuation drill requirements are:

- Required drills must occur during regular school days (not during professional days).
- Emergency lockdown drills or directed evacuation drills cannot count as fire evacuation drills.
- The county recommends that drills take place at varying times of the school day (e.g., different class periods).

Please maintain a log of completed fire evacuation drills to meet fire code regulations. [School Fire Evacuation Drill Log](#) is a fire drill log form for your use. The fire evacuation drill log should be maintained in the main office in the Fire Code Compliancy Binder (see MCPS [Regulation EBA-RA, Fire Safety](#)) The Montgomery County Department of Permitting Services (DPS), Division of Fire Prevention and Code Compliance, will inspect this binder when conducting annual fire code inspections. Division of School Plant Operations building service supervisors and Department of Systemwide Safety and Emergency Management cluster security coordinators also will check these logs periodically to ensure compliance. Please refer to your cluster security coordinator and the [Fire Safety web page](#) for additional information.

- **Fire Evacuation Drill Requirements (Summer School)**—Schools housing summer programs must conduct fire evacuation drills during their summer sessions. Additional requirements are:
  - A school housing a summer academic program 1–30 days long must conduct at least **one** drill.
  - A school housing a summer academic program 31–60 days long must conduct at least **two** drills, with one during the first 30 days and the second during the next 30 days.
  - Schools with separate, nonconsecutive summer sessions must conduct drills during each session.
  - Drills must be reported to the Montgomery County Emergency Communications Center (240-683-6520) and Ark-Alarm Systems (1-800-356-2222), similar to drills conducted during the regular school year.
  - Drills must be logged, with the log stored in the main office in the Fire Code Compliancy Binder.
- **Unscheduled Fire Alarms**—Without exception or delay, all unscheduled activations of fire alarm systems in schools/facilities must be reported immediately to the Montgomery County Fire and Rescue Service (MCFRS). Dial 911 immediately and fully evacuate the building. If it is determined that a false alarm has occurred and the fire apparatus has not yet arrived, call 911 to report the false alarm. MCFRS personnel will determine if the alarm may be cancelled and if the building may be reoccupied prior to the arrival of fire personnel. Only the fire department has the authority to allow a building to be reoccupied once a fire alarm has been activated. **Only by authority of the fire department may an unscheduled activated alarm be reset or silenced.**



It is a violation of the Montgomery County Fire Safety Code, Section 22-75, to fail to call 911 and evacuate the building immediately when a fire alarm is activated. Failure to follow the fire safety code can and has resulted in the issuance of a \$1,000 civil citation to the administrator of the school/building.

- **Fire Watch Information**—A fire watch is required when the building’s fire alarm system is malfunctioning or is not operational. Fire watches must be logged on the form, [Fire Watch Log](#) stored in the Fire Code Compliancy Binder. When establishing a fire watch, notify:
  - Your associate superintendent
  - Your maintenance depot
  - Montgomery County Emergency Communications Center (240-683-6520)
  - Department of Systemwide Safety and Emergency Management (240-740-3066)
  - Interagency Coordinating Board, if evening events are impacted (240-777-2725)
  - Systemwide Safety Programs (240-314-1070)

An administrator must assign staff members to the fire watch team with two-way radios for communication and ensure each staff member on the team has telephone access in case 911 needs to be called for emergencies. Please refer to the [Fire Safety web page](#) for additional information and a downloadable [Fire Watch Log form](#). Questions regarding fire watches may be referred to Mr. Park at 240-314-1070 or via e-mail.

- **Daily Fire Safety Inspection**—According to the National Fire Protection Association (NFPA) Life Safety Code 101, it is the responsibility of the principal/administrator to ensure daily inspection of the fire alarm control panel, as well as all exits, to ensure their safe operation and clear means of egress. Common fire safety violations are described in [Common Fire Safety Violations in our Schools](#).

Please refer to the [Fire Safety web page](#) for additional fire safety information. Fire safety questions/concerns should be referred to Mr. Park at 240-314-1070 or via e-mail. Questions/concerns related to fire protection equipment and systems (fire sprinklers, fire extinguishers, etc.) should be directed to Mr. Darrel I. Caleb, capital improvement contracting supervisor, Division of Maintenance, DFM, at 240-740-2510 or via e-mail.

- **Disposal and Recycling of Mercury-Containing Fluorescent Bulbs, Lamps, and Tubes**—Schools, departments, and offices are required to properly dispose of these bulbs, lamps, and tubes because they are regulated as hazardous waste (universal waste). Each school has a supply of boxes and/or buckets for this purpose. To order replacement containers once a full container has been sent to the vendor for recycling, complete a web-request form through the [Fluorescent Lamp Recycle web page](#). Please refer to the [Safety and Health Compliance Guidance web page](#) for additional information. Questions can be directed to School Plant Operations (SPO) area building service supervisors at 240-314-1075.
- **Integrated Pest Management (IPM)**—Information is provided annually to parents/guardians and staff about the schools IPM program. More information about the IPM program can be found in MCPS [Regulation ECF-RB, Pesticides Use in Schools](#).
  - Under Maryland law, only licensed and registered pest control workers may apply pesticides or herbicides in a school building or on school grounds. This regulation includes

common products one could purchase for use in one's home. Please ensure that staff and school-related organizations (Parent Teacher Associations, booster clubs, etc.) act in accordance with these regulations.

- Insect repellents for personal use also are considered pesticides under Maryland law and may not be brought to MCPS facilities or applied on MCPS grounds. Insect repellents may be applied on students or staff off MCPS grounds.
  - In the event that a pest or weed problem is identified, a service request should be submitted in Maximo describing the problem so that it can be addressed by IPM personnel. If you have questions or concerns, please contact Mr. Joseph Likambi, environmental design assistant, Environmental Services/IAQ, Division of Maintenance, DFM, at 240-740-2330 or via e-mail.
- **Lead in Drinking Water Program**—MCPS has tested drinking water for the presence of lead. The drinking water test reports can be accessed through the [MCPS - Drinking Water Testing Program web page](#). The U.S. Environmental Protection Agency (EPA) recommends that all drinking water outlets be flushed daily to reduce the potential for any type of contamination in the water. The routine procedure for flushing is as follows:
    - Flush all electric water coolers for 15 minutes each day before students arrive. Flush all other drinking water outlets (classroom/hall bubblers and other drinking sources) for 60 seconds each day before students arrive. This procedure ensures that any accumulated residue will be flushed from the system in accordance with EPA recommendations for daily flushing. Questions regarding this flushing protocol may be directed to Mr. Mullikin, team leader, Environmental Services/IAQ, Division of Maintenance, DFM, at 240-740-2324 or via e-mail.
- **Lead Paint/Caulk Protocol**—Prior to any renovations or disturbance of caulk or paint in buildings constructed prior to 1978, MCPS will evaluate the caulk for PCBs and/or the paint for lead to be in compliance with EPA regulations. Questions regarding the lead paint/caulk protocol may be directed to Environmental Services/IAQ, Division of Maintenance, DFM, at 240-740-2520.
- **Playground Safety**—A safe playground environment requires adequate supervision, properly maintained play equipment and grounds, and appropriate activities. Principals, building administrators, teachers, and playground aides must have a thorough understanding of why playground injuries/accidents occur, be able to recognize hazards, and be knowledgeable about appropriate activities for the available school playground space.
    - Playground supervision is important during recess and at all times students are using play equipment. Playground supervision procedures are provided in [Playground Supervision: Recess Procedures for Playground Aides](#).
    - Playground equipment should be inspected daily for excessive wear, damage, and other potential safety hazards. The [Daily Play Equipment Inspection Form](#) should be completed prior to use each day.
    - It is important to ensure there is sufficient engineered wood fiber (playground mulch) to provide a safe surface for the play equipment. There should be 12 inches (uncompacted) or 8 inches (compacted by use) of engineered wood fiber covering the playground area. If

additional engineered wood fiber is required, please submit a service request to the Division of Maintenance.

Please refer to the [Playground and Recess Safety web page](#) for additional information. Questions regarding playground safety may be referred to Mr. Park at 240-314-1070 or via e-mail.

- **Science Safety**—All science teachers are required to comply with the MCPS Chemical Hygiene Plan (CHP), which has been provided to all science staff. Key requirements of the CHP are that all science teachers must:
  - Complete all required training, including the annual online course, *Science Lab Safety*.
  - Maintain an accurate chemical inventory and safety data sheets (SDSs) for all science chemicals.
  - Train all students in the hazards and safety precautions associated with all science activities, including teacher demonstrations.
  - Conduct all science activities with flammable, volatile, and/or toxic chemicals inside lab hoods.
  - Minimize the purchase, use, and storage of hazardous chemicals.
  - Ensure all students are trained in the use of personal protective equipment (PPE) and safety equipment, such as eyewash stations and emergency showers.
  - Ensure proper PPE is readily available and in good condition, including chemical-resistant gloves and aprons, lab coats, chemical splash goggles, and face shields.
  - Ensure all chemicals—especially flammable and corrosive chemicals—are properly stored.
  - Ensure all doorways, halls, aisles, and stairs used for building evacuation are unobstructed.

Please refer to the [Science Health and Safety web page](#) for additional information. Questions regarding science safety and procedures may be directed to Dr. Rhonda Moreno, supervisor, Pre-K–12 Science, Technology, and Engineering, Department of Secondary Curriculum and Districtwide Programs, at 301-279-3421, or Mr. Park at 240-314-1070 or via e-mail.

- **Theater/Drama Safety**—Stage props, platforms, set pieces, orchestra pit covers, scaffolding, catwalks, and other items that support students and/or staff must be inspected by the Division of Construction for structural safety and fire safety prior to use (including after each installation/reinstallation). In addition, please review the [MCPS Drama and Theater Safety Handbook](#) with appropriate staff.
  - To request an inspection of a stage prop, set piece, pit cover, scaffolding, catwalk, or other weight-supporting structure, contact the Division of Construction 30–60 days prior to the start of the production. Questions and notifications can be directed to Mr. Michael P. Shpur, architect, Division of Construction, DFM, at 240-314-1014.
  - Schools are not permitted to fabricate (or allow parents, volunteers, or unauthorized vendors to fabricate) orchestra pit covers, stage extensions, or storage lofts.
  - Schools wishing to use a vendor-installed fly system must contact Systemwide Safety Programs and ERSC at least 60 days prior to the start of the associated production for approval.

- Contact Systemwide Safety Programs with any concerns related to fall hazards for the theater and catwalks—**under no circumstances may school employees or students wear body belts or harnesses for fall protection.**

For additional information on theater/drama safety, refer to the [Theater Safety and Health web page](#). Questions regarding drama and theater issues may be directed to the Fine Arts Office, Department of Curriculum and Instruction, at 301-279-3250. Questions regarding drama/theater safety may be directed to Mr. Park at 240-314-1070 or via e-mail.

- **Severe Weather**—All MCPS facilities must be prepared to respond rapidly to severe weather conditions, such as strong storms, hurricanes, tornados, and earthquakes. Severe weather can occur at any time of the year, sometimes unexpectedly. The peak activity period for tornadoes is March through early July, according to the National Weather Service; however, tornadoes and earthquakes can occur at any time of the year. The Atlantic hurricane season is from June through November, with the peak season from mid-August to late October. All facilities should:
  - Verify their emergency phones and NOAA weather radios are operational and monitored continuously during the school day.
  - Designate severe weather safe zones and install signage.
  - Conduct and evaluate weather-related emergency drills to ensure preparedness. At least one severe weather drill and one drop, cover, and hold drill (simulating an earthquake) must be conducted each school year by all schools and facilities.
  - When information of severe weather is received, remain alert to worsening conditions by monitoring local television or radio stations in order to observe the path of severe weather and take appropriate protective measures.
  - Consider activating the on-site emergency team (OSET) to assist in implementing a Severe Weather Shelter status when severe weather is expected.

Please refer to your cluster security coordinator and the [Severe Weather web page](#) for additional information.

- **Traffic Safety Concerns and Signage on School Property**—If there are traffic safety issues (e.g., signage, traffic flow, drop-off areas, student/pedestrian safety) please contact Mrs. Diane M. Snoots-VanCampen, transportation safety trainer, Department of Transportation, at 301-879-1060 or via e-mail.
- **Inflatables (Moon Bounces, Bounce Houses)**—Inflatables are permitted at MCPS facilities upon approval by Systemwide Safety Programs and ERSC. At least one month prior to the desired event date, the school must submit the following:
  - A representative photo and description of the inflatable(s) to Systemwide Safety Programs for review and approval.
  - A current certificate of insurance from the vendor to Mrs. Christina L. Miller, risk management specialist, ERSC, for review and approval.

Specific requirements related to installation and operation of approved inflatables may be found on the [Inflatable web page](#). Questions regarding inflatables may be referred to Mr. Park at 240-314-1070 or via e-mail.

For your review, you may access the following safety regulations on the MCPS website:

- COB-RA, [\*Reporting a Serious Incident\*](#)
- EBA-RA, [\*Fire Safety\*](#)
- EBE-RA, [\*Use of Protective Eye Devices\*](#)
- EBH-RA, [\*Reporting Student Accidents\*](#)
- ECF-RB, [\*Pesticides Use in Schools\*](#)
- ECJ-RA, [\*Animals on School Grounds\*](#)
- EKA-RA, [\*Emergency and Disaster Preparedness\*](#)
- DIE-RC, [\*MCPS Staff Vehicles\*](#)