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Introduction

The Fairfax County Public Schools’ Office of Safety and Security has the responsibility to develop a safety and security program, to include loss prevention and control, and to execute this program to meet the needs of Fairfax County Public Schools (FCPS). The office is directly responsible to the assistant superintendent, Department of Facilities and Transportation Services, and is provided with staff members, time, budget, and authority appropriate to its tasks.

The general areas of responsibility include, but are not limited to, the following:

- In-service safety training
- Accident prevention procedures development
- Facility inspections - including theaters, playgrounds, outdoor facilities
- Assist in transportation safety programs
- Fire prevention techniques
- OSHA, VDOT, EPA, and Fairfax County police, fire, and health department coordination
- Emergency and natural disaster procedures
- Chemical storage and hazardous waste disposal procedures
- Indoor environmental quality investigations
- Liability exposure identification
- Develop, implement, and monitor techniques to manage risks
- Safety audit program
- Student walking route development
- Occupational safety and health monitoring
- Bloodborne pathogen exposure

All FCPS employees are responsible for these risk management areas:

- Awareness of hazards
- Avoidance of unnecessary dangers
- Exercise of reasonable safety precautions
- Documenting and reporting of risks
- Assist in providing for a secure learning and work environment
- Accurate reporting of claims
- Prompt and appropriate actions in case of an emergency
- Accident reporting

Managing Risks: A Safety Manual provides regulatory and procedural information relevant to the safe and secure administration of the school division. Its purpose is to promote a greater awareness of and participation in sound principles of managing risks and to help staff members understand specific FCPS procedures for handling various situations.
Management of Risk

The concept of risk management includes everything that is done in an organization to promote health and safety and to significantly reduce or eliminate liability claims or suits. In FCPS, risk management involves the actions and efforts of all staff members in every school and office. It depends upon the planning and implementation of the instructional program; the design, construction, and maintenance of facilities; the operation of all FCPS vehicles and school food services; the formation and implementation of personnel policy; and every other area of school division operations.

The Office of Safety and Security (OSS) coordinates safety and security functions. It provides direct service in the areas of security, inspections, environmental health, and safety. Each section has distinct duties and responsibilities. The sections interact significantly, working closely together to promote safety and health and to limit risk and injury. The Risk Management office, a component of the Office of Finance, oversees liability claims, contract review, student accident reporting, and unusual field trip approvals.

The objectives of FCPS are as follows:

- Institute every practical measure available to eliminate injuries to students, employees, or others and to prevent losses to property.
- Protect the assets and resources of FCPS from a single loss or an accumulation of losses that could affect significantly its financial position or its ability to perform some part of its educational mission.
- Achieve the above in an effective and efficient manner.

In recent years, matters pertaining to the management of risk in FCPS have grown in scope and complexity. This growth has resulted in an increased need by personnel in schools and offices for information and guidance regarding a wide range of issues.

The main objective of this manual is to provide guidance and procedures for an optimum degree of safety and accident prevention in FCPS. Individual chapters provide information on specific topics. The manual helps school and office personnel by answering frequently raised questions and providing a broad range of information about safety and security along with risk management issues. Most importantly, it clarifies where and who to call about risk management issues and responsibilities.

The telephone numbers for the various sections of the office and other useful phone numbers are listed in Appendix A. The first section of each chapter lists the directives pertinent to the chapter and gives a brief overview of the directive. Consult Policies, Bylaws, and Regulations for more complete information.
Chapter 1  
Accident Reporting and Record Keeping

I. REGULATIONS AND POLICIES

A. Regulation 4720-Employee Work-Incurred Injuries-Workers’ Compensation Benefits  
Establishes procedures for reporting work-incurred injuries, determining eligibility for workers’ compensation, and processing claims.

B. Regulation 5780-Reporting Procedures for Vandalism, Theft, or Break-In  
Prescribes procedures to be followed by school principals and program managers when incidents of vandalism, theft, or break-in occur at schools or administrative facilities and result in loss to contents or damage to facilities.

C. Regulation 5770-Reporting Student Injuries  
Prescribes procedures for reporting injuries, whether caused by accidental or intentional acts.

D. Regulation 8635 –Bloodborne Pathogen Post-Exposure Report: Medical Evaluation and Follow-Up

II. STUDENT ACCIDENTS

The school principal or program manager should take the following action in the event of a student accident.

A. Online Reporting  
Student injuries should be reported online using STARS within five days of occurrences.

Make no assessment of responsibility or liability. (For the small number that result in claims, a professional investigator determines if there is legal liability.)

B. Follow-Up Information  
Provide information that was not available for the initial report on the online form.

C. Accident Prevention  
Review accidents within the school to determine what actions should be taken to prevent similar accidents in the future.

D. Record Keeping  
Retain any handwritten documents pertaining to a student accident in the school for the remainder of the school year or for four months, whichever is longer.

III. EMPLOYEE ACCIDENTS

The school principal or program manager should take the following action in the event of an employee accident.

A. Accident Prevention
Review employee accidents for the school or office to determine what actions should be taken to prevent similar accidents in the future. Call OSS if there are questions or if an inspection is requested.

B. Initial Report
If the employee accident or injury appears to warrant it, each employee must call Liberty Mutual (1-800-524-0740). If the accident involves exposure to blood (not simple contact but transfer from person to person) refer to Regulation 8635 (current version) pertaining to postexposure procedures for bloodborne pathogens. Specific questions concerning workers' compensation should be directed to the Office of Benefit Services.

IV. CITIZEN ACCIDENTS

The school principal or program manager should take the following action in case of an accident of a citizen.

A. Injury
Provide a Citizen Injury Claim # form for each incident that results in an injury to anyone except "on-duty" employees or students during school-related activities. The involved citizen has responsibility to complete the form and submit it to Risk Management, Department of Financial Services.

B. Property Damage
Provide a Citizen Property Loss Claim form for each incident that results in citizen property damage. The involved citizen has responsibility to complete the form and submit it to Risk Management, Department of Financial Services.

V. EMERGENCY SITUATIONS

A staff member should contact OSS immediately to report the death of any employee or the job-related hospitalization of three or more employees. Also, a staff member should contact Risk Management immediately to report major damage to, or loss of, FCPS property.

VI. RECORD KEEPING

Periodic review of records by OSS provides information needed in evaluating the effectiveness of safety programs and helps pinpoint areas needing improvement. In addition, records are often needed to show that appropriate actions or preventive measures were taken prior to, during, or following an incident or activity. The following chart lists reports, their retention time, and frequency of review.

<table>
<thead>
<tr>
<th>Report</th>
<th>Retention Time</th>
<th>Review Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reports - Employee Student</td>
<td>Current year plus five 18 years</td>
<td>Annual</td>
</tr>
<tr>
<td>Fire Marshal's Inspection Report</td>
<td>Current year plus three</td>
<td>Annual</td>
</tr>
<tr>
<td>Kitchen Hood Inspection Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Drill Reports</td>
<td>Current year plus one</td>
<td>Annual</td>
</tr>
<tr>
<td>Tornado Drills</td>
<td>Current year plus three</td>
<td>Done online by OSS</td>
</tr>
</tbody>
</table>
I. REGULATIONS AND POLICIES

A. VOSH 1910.331-335, 339-Electrical Safety Standard
   Stipulates electrical work-related practices designed to protect employees from the risk of electrical shock.

B. VOSH 1910.146-Confined Space Standard
   Establishes a procedure designed to protect employees from asphyxiation, engulfment, entrapment, or other injuries that might occur in confined spaces such as unventilated crawl spaces, grease traps, septic tanks, or boilers.

C. VOSH 1910.147-Lockout and Tagout (Control of Hazardous Energy Sources)
   Describes the requirement for lockout and tagout of hazardous energy sources. Requires that machines or equipment that are undergoing repair or service are properly disconnected or rendered inoperable to prohibit unexpected energization, startup, or release of stored energy that could cause personal injury.

D. Code of Virginia 22.1-275-Protective Eye Devices
   Defines requirements concerning eye protection devices (e.g., where to use, standards to use, and source of devices).

E. Policy 8615-General Safety
   Establishes the basis for procedures described in this manual.

II. SAFETY EDUCATION

A. Electrical Safety
   1. Purpose
      The electrical safety program describes electrical safety-related work practices designed to protect employees from the risk of electrical shock or other injuries resulting from direct or indirect contact with electrical circuits or equipment side conductors, or installation of optical fiber cables when they are installed along with electrical conductors.

   2. Scope and Application
      All employees facing a risk of electrical shock or other electrical hazards are covered by the work practices described in the FCPS Electrical Safety program. Covered employees include those who work in, near, or with premises wiring, wiring for connection to supply, installation of outside conductors, or installation of optical fiber cables when they are installed along with electrical conductors.

      Employee groups that may reasonably be covered include building engineers, custodians, electrical and electronic engineers and technicians, electricians, elevated-platform operators, industrial machine operators and service technicians, materials-handling equipment operators, mechanics and equipment service personnel, painters, scaffold assemblers and users, supervisors of affected personnel, tree trimmers, welders, electrical inspectors, and mechanical inspectors.

B. Aerial Work Platforms–Genie Lift
   The Aerial Work Platform (AWP) program meets the Virginia OSHA requirement to train employees in the safe use of powered aerial lifts, scaffolds, and ladders. A similar program exists to train students who use powered aerial lifts. In addition to being trained in the safe use of the equipment, participants are taught to recognize problems, defects, or
repairs that could contribute to an accident. For information on the training and program requirements, or to review the student handbook, contact OSS.

C. Other References to Training
1. Fire Extinguishers-Chapter 5, VIII.B.
2. Bleachers-Chapter 6, III.
3. Science-Chapter 9, II.C.
4. Bloodborne Pathogens-Chapter 10, II.B.

III. ACCIDENT PREVENTION AND INJURY CONTROL

A. Inspections
The Office of Safety and Security

Concession stands, press boxes, storage buildings, ticket booths and other outdoor athletic facilities at all FCPS sites will be inspected by OSS annually. Recommendations resulting from this inspection will be given to the principal in a written report. Any recommendation involving significant (immediately dangerous to life and health) structural, electrical, plumbing or fire code violations must be corrected before the facility can be occupied or used.

B. Respiratory Protection
The FCPS Respiratory Protection program establishes a procedure governing the use of respirators by FCPS employees. Its provisions shall meet or exceed the requirements of the Virginia OSHA Standard. The procedure applies to all FCPS employees assigned to tasks requiring the use of a respirator.

1. Policy
In protecting employees from respiratory hazards caused by breathing air contaminated with harmful dusts, fumes, sprays, mists, fogs, smokes, vapors, or gases, the primary objective shall be to prevent contamination. This shall be accomplished as far as feasible by accepted administrative or engineering control measures (i.e., enclosure or confinement of the operation, general or local ventilation, and substitution of less toxic materials). When effective engineering and administrative controls are not feasible, or while they are being instituted, appropriate respirators shall be used by employees pursuant to the procedures described in this document.

2. Responsibility
The safety and health section of the Office of Safety and Security (OSS) shall have the primary responsibility for developing and maintaining the FCPS Respiratory Protection program. In addition, the safety and health section shall perform the following: identify employee groups exposed to respiratory hazards, analyze respiratory risk levels, select and purchase appropriate equipment, test fitness of the equipment, coordinate employee medical evaluations, coordinate employee training, maintain records related to respiratory protection, and enforce work procedures described in the written program.

C. Lockout and Tagout Procedure
This procedure ensures that employees who are repairing or servicing machines or equipment are not injured by the unexpected operation of the item being worked on. For example, a motor maintenance employee is reinstalling an exhaust fan motor. He has shut off the electrical circuit by tripping a circuit breaker located in a panel box in another room. In order to ensure that no one will reset the circuit breaker as repairs are performed, the motor maintenance employee must lock the panel box with a specially labeled lock that only he or she can unlock. He or she must place, in a conspicuous spot, a clearly marked tag or sticker describing the work being performed.
D. **Confined Space Entry**

A confined space entry is any space not intended for continuous employee occupancy, having a limited means of entry and exit and being subject to either the accumulation of an actual or potentially hazardous atmosphere.

An atmosphere is considered hazardous when it presents a potential for death, disablement, injury, or acute illness from any one or more of the following causes: a flammable gas, vapor, or mist in excess of 10 percent of its lower explosive limit; an oxygen-deficient atmosphere containing less than 19.5 percent oxygen by volume; an oxygen-enriched atmosphere containing more than 23 percent oxygen by volume; an atmospheric concentration of any substance listed in CFR 1910, Subpart Z, General Industry Standard, above the numerical value of the permissible exposure limit; or any condition that is immediately dangerous to life or health.

**All FCPS employees are prohibited from entering any confined space area where the existence of a hazardous atmosphere is demonstrated by tests by a qualified person.** Any confined space containing a hazardous atmosphere shall be mechanically ventilated under the direction of a qualified person until the concentration of the hazardous substance(s) is reduced to a safe level. When the mechanical ventilation is used to reduce the concentration of a hazardous substance, all entrants to the area shall wear a continuous monitoring device with an alarm system capable of signaling unsafe atmospheric conditions and be accompanied by an attendant.

Before entering a confined space, the entrant shall take all necessary precautions to prevent the accidental closing of the entry or exit opening. Precautions may include the labeling and securing in an open position of the entry or exit cover (door, hatch) or the assigning of an attendant at the opening.

Questions concerning the Confined Space Entry program or the VOSH Standard 1910.146 should be addressed to the Office of Facility Management.

E. Theater Safety Guidelines

*Theater Safety-A Guide for Students, Teachers, and Administrators* is a publication of OSS that gives specific safety guidelines for using theatrical lighting equipment, constructing safe scenery, using ladders and lifts, preventing fires, and following rules for nine other safety issues associated with the use of auditoriums. This guide is a textbook for all high school technical theater classes and describes the expectations and limitations for student stage technicians. All middle, high, and secondary schools have received copies for use by administrators and theater arts teachers.

F. **Back Safety**

1. **Guidelines**

   Back injuries are a leading cause of workers' compensation claims and loss of productivity. One way of avoiding injury is prior planning. If a heavy object needs to be moved, the following steps should be taken by the employee prior to attempting to lift it.
   a) Determine the scope of the task. Is it just one item? How far does it have to be moved?
   b) Ask for help. Sharing the load will make the task easier.
   c) Plan the task. Check the path to be traveled to eliminate any trip hazards or obstructions.
   d) Do not carry anything that can be rolled. Use a hand truck or dolly whenever possible.
   e) Gently stretch and exercise the muscles before lifting. Cold stiff muscles and tendons are more susceptible to injury.

   After preparing for lifting, the employee should follow these next steps.
   f) Take a position close to the object to be lifted. If it is necessary to lift from floor level, dropping one knee to the floor and having the opposite leg's foot flat on the
floor often gives the power to begin a lift.
g) Lift with the back as straight as possible. Keeping the chin up by looking up will help prevent bending over.
h) Keep the object to be lifted close to the body. Heavy items held away from the body cause unnecessary strain to the back.
i) Keep feet and toes pointed forward. Never twist the back to move an object. Instead, shift the feet to adjust direction before setting the object down or walking with it.

2. Students Lifting Heavy Equipment
FCPS personnel shall not ask or allow students to lift heavy, awkward, or otherwise dangerous material, equipment, or supplies. Only designated employees may lift or move items such as pianos, desk top computers, printers, volleyball net poles, copy paper boxes, lab tables, chemicals, and warming ovens. (There are exceptions. Contact OSS if clarification is needed.)

G. Eye Protection
The importance of eye protection in preserving the sight of students and staff members cannot be overemphasized. A firm and consistent program of eye protection use should be established at the start of the school year and then maintained.

1. Compliance with the Code of Virginia
Protective eye devices must be worn by students and teachers in accordance with the Code of Virginia in courses involving any of the following activities:
a. Vocational or industrial arts shops or laboratories involving experience working with molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping any solid material; heat treating, tampering, or kiln firing any metal or other material; performing gas or electrical arc welding; repairing any vehicle; or working with caustic or explosive materials.
b. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids (persons are required to wear industrial-quality eye protective devices at all times while participating in such courses or laboratories).

2. Industrial Quality
Industrial-quality eye protective devices provide side protection and meet the standards of the American Standards Association safety code. Protective glasses of this quality are required in FCPS.

3. Signs or Decals
Principals should have signs posted at all entrances to classrooms where eye protection is required, indicating "Eye Hazard Danger." Standard 5" x 8" sign decals are available from OSS on request.

4. Contact Lenses
   a. Science teachers shall advise students and parents of the potential danger of wearing contact lenses in science laboratories under conditions that require protective eye devices. Although safety goggles will offer some protection against mechanical intrusion or liquid splash, toxic or corrosive vapor may infuse under contact lenses and cause irreparable eye damage.

   b. The American Chemical Society strongly recommends that contact lenses not be worn in science laboratories under conditions that require the use of protective eye devices. Wearers of contact lenses should be encouraged to substitute eye glasses for their contact lenses when working in laboratories where toxic or corrosive vapors may be present.

5. Solar Eclipse
a. At no time may a student be permitted to look directly at the sun or a solar eclipse. Severe eye damage can be caused by intense sun rays. Smoked glass, dark glass, sunglasses, or developed exposed film shall not be used as shields for solar viewing because they do not adequately protect the eyes.

b. In a solar eclipse, the only viewing method recommended is indirect viewing. This can be accomplished by projecting the sun’s image through a small hole in a piece of cardboard onto a piece of white paper. With this arrangement, the student’s back is toward the sun.

6. Microscopes
Teachers shall instruct students not to use microscopes in direct sunlight. Eye damage can result when direct sunlight is reflected off the microscope mirror into the viewer’s eye.

H. Rocketry, Radio Controlled Airplanes, and Unmanned Aircraft Systems (Drones)

The Federal Aviation Administration (FAA) has instituted a District of Columbia (DC) Flight Restriction Zone (FRZ) and has issued a Notice to Airmen (NOTAM) 0/8326 for the DC FRZ. As a result of the issuance NOTAM 0/8326, the operation of model rockets, radio controlled airplanes and unmanned aircraft systems (drones) are prohibited in the DC FRZ.

On FCPS property, the use of rockets, radio controlled airplanes, and unmanned aircraft systems is limited to ONLY curriculum based school related classes, FCPS afterschool clubs and authorized facility related observations/surveillance with prior approval of the principal and/or the Office of Safety and Security. Community use based use of rockets, model airplanes and unmanned aircraft systems are prohibited.

No school owned and/or commercial Unmanned Aircraft Systems shall be allowed at any FCPS activity and/or event. Commercial operators or authorized FCPS staff may operate unmanned aircraft systems for official facility related observations/surveillance with the prior approval of the Office of Safety and Security. Law enforcement may operate unmanned aircraft systems on FCPS property as allowed by state and federal law.

Specific guidelines for of rockets, model airplanes and unmanned aircraft systems are can be found further down in this section.

**FCPS schools on the below list are located outside of the DC FRZ and are allowed to operate model rockets, radio controlled airplanes and unmanned aircraft systems (drones) without FAA permission.** All other FCPS school (those not on the list) may petition the FAA for a waiver from this restriction using the FAA’s waiver system at: [http:// waivers.faa.gov](http:// waivers.faa.gov). Any school submitting a waiver must do so with the school principal’s permission and must notify the Office of Safety and Security’s Safety Coordinator (571-423-2010) upon FAA approval.

<table>
<thead>
<tr>
<th>HS locations outside the DC FRZ</th>
<th>MS locations outside the DC FRZ</th>
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<tbody>
<tr>
<td>Centreville HS</td>
<td>Carson MS</td>
</tr>
<tr>
<td>Chantilly HS</td>
<td>Franklin MS</td>
</tr>
<tr>
<td>Herndon HS</td>
<td>Herndon MS</td>
</tr>
<tr>
<td>South Lakes HS</td>
<td>Hughes MS</td>
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<tr>
<td>Westfield HS</td>
<td>Lanier MS</td>
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<td>Liberty MS</td>
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<tr>
<td></td>
<td>Rocky Run MS</td>
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<td></td>
<td>Stone MS</td>
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<table>
<thead>
<tr>
<th>ES locations outside the DC FRZ</th>
<th></th>
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<tbody>
<tr>
<td>Aldrin ES</td>
<td>Herndon ES</td>
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<tr>
<td>Armstrong ES</td>
<td>Hunters Woods ES</td>
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</tbody>
</table>
Brookfield ES  
Bull Run ES  
Centre Ridge ES  
Centreville ES  
Clearview ES  
Crossfield ES  
Cub Run ES  
Deer Park ES  
Dogwood ES  
Dranesville ES  
Eagle View ES  
Floris ES  
Forest Edge ES  
Forestville ES  
Greenbriar East ES  
Greenbriar West ES  
Hutchison ES  
Lake Anne ES  
Lees Corner ES  
London Towne ES  
Lutie Lewis Coates ES  
McNair ES  
Navy ES  
Oak Hill ES  
Poplar Tree ES  
Powell ES  
Sunrise Valley ES  
Terraset ES  
Union Mill ES  
Virginia Run ES  
Waples Mill ES  
Willow Springs ES

ROCKETRY GUIDELINES
Limited to ONLY curriculum based school related classes and FCPS afterschool clubs with the principal’s approval. FAA waiver is required for any school not on the above list.

The construction and launching of model rockets shall be carefully supervised and requires the permission of the school principal. The following precautions adapted from the National Association of Rocketry (NAR) Safety Code shall be taken:

1. Preliminary Actions
   Before the launching of any rockets, the teacher shall review the NAR Model Rocketry Safety Code with the class. All students must be properly trained to perform their specific tasks before the launch day. Below is a description of each position that may be needed and a layout of the field to help organize the launch day.
   a. The range safety officer (RSO) is the teacher or student who is in charge. The RSO has the final say in all situations. The RSO carries the safety key at all times and checks the airworthiness of all rockets.
   b. The launch control officer (LCO), a student, is responsible for actually firing the rocket. The person is also responsible for the control panel setup and dismantling.
   c. The tracking officer (TO), also a student, is responsible for the setup, operation, and coordination of the tracking sites.
   d. Tracking sites can consist of several positions at each site that could include someone tracking the rocket to measure its altitude, someone recording altitude data, and a runner to communicate with the TO back at the launch pad.
   e. The recovery team includes several people who follow the flight and recover and return the rocket to the range.

2. Rocket Construction
   a. Materials
      Rockets are made of lightweight materials such as paper, wood, rubber, and plastic suitable for the power used and the performance of the model rocket. Rocket weight shall be limited to a mass of one-half pound (227 grams). Do not use any metal for the nose cone, body, or fins for the rocket.

   b. Engines or Motors
      The rocket engine or motor must be a commercially made NAR-certified model rocket engine in the manner recommended by the manufacturer. Engines shall be no larger than a type A (produces no more than 1.26-2.50 Newton-seconds of total impulse) or type B (produces no more than 2.51-5.00 Newton-seconds of
total impulse). Never alter the model rocket engine, its parts, or its ingredients in any way.

c. Recovery
The rocket shall include within its construction an effective means for returning safely to the ground without causing injury to persons or property. The recovery device material (parachute or other) ejected from the rocket during the launch-flight sequence shall be of flame-resistant material. Permit recovery of the rocket by only the recovery team or the builder. If the model rocket becomes entangled in a power line or lands in another dangerous place, do not attempt to retrieve it.

3. Launch Site
The launch site shall consist of a firing area and a recovery area. The firing area is the area within 15 feet of the launching device. The recovery area shall include the firing area and be based on the estimated height achieved by the model rocket. (See manufacturer's height estimations.) The launch and recovery area shall contain a minimum of 5,000 square feet. The launch site shall not be located in an area that could easily catch fire, such as a field of dry grass. It shall not include any buildings, structures, high voltage lines, major highways, or areas where other activities are being conducted.

Rockets launch sites will ONLY take place on either grass or concrete/asphalt surfaces. Launch sites shall NOT take place on artificial turf fields.

4. Launch Platform
Each model rocket shall be launched from a platform using a launch guide (tube or wire) to restrict the horizontal motion of the rocket until sufficient flight velocity is achieved to maintain stability during flight. Model rocket engine ignition shall be by remote electrical means under the control of the LCO launching the model, directly supervised by the RSO.

5. Launch
All personnel conducting the firing shall maintain a clear distance of 15 feet from the launch platform during countdown and firing. All personnel assisting or observing the firing shall maintain a clear distance of 25 feet from the launch platform during countdown and firing. In the event of a misfire, remove the safety key from the controller and wait 60 seconds before disconnecting the micro clips. Then remove the rocket and replace the igniter.

6. Launch Angle
A launch angle of 90 degrees from the horizon shall be used. If the winds carry the rocket away from the recovery area during descent, then adjustments can be made to the launch angle to a maximum of 30 degrees from vertical to compensate for this condition. The RSO shall supervise the aiming, arming, and firing of the rocket.

Radio Controlled Airplane Guidelines
Limited to ONLY curriculum based school related classes and FCPS afterschool clubs with the principal’s approval. FAA waiver is required for any school not on the above list.

1. Fly below 400 feet and remain clear of surrounding obstacles.
2. Keep the aircraft within visual line of sight at all times.
3. Remain well clear of and do not interfere with manned aircraft operations.
4. Do not fly within 5 miles of an airport unless you contact the airport and control tower before flying.
5. Do not fly in adverse weather conditions such as in high winds or reduced visibility.
6. Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and any school buildings.
7. Fly only on/above FCPS property.
8. Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the unmanned aircraft systems.
9. Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual’s permission.
10. Do not fly near people or stadiums.
11. Do not fly an aircraft that weighs more than 10 lbs.

Unmanned Aircraft Systems (drones) Guidelines
Limited to ONLY curriculum based school related classes and FCPS afterschool clubs with the principal’s approval. FAA waiver is required for any school not on the above list. No school owned and/or commercial Unmanned Aircraft Systems shall be allowed at any FCPS activity and/or event. Commercial operators or authorized FCPS staff may operate unmanned aircraft systems for official facility related observations/surveillance with prior approval of the principal and the Office of Safety and Security. Law enforcement may operate unmanned aircraft systems on FCPS property as allowed by state and federal law.

1. Fly below 400 feet and remain clear of surrounding obstacles.
2. Keep the aircraft within visual line of sight at all times.
3. Remain well clear of and do not interfere with manned aircraft operations.
4. Do not fly within 5 miles of an airport unless you contact the airport and control tower before flying.
5. Do not fly in adverse weather conditions such as in high winds or reduced visibility.
6. Do not intentionally fly over unprotected persons or moving vehicles, and remain at least 25 feet away from individuals and any school buildings.
7. Fly only on/above FCPS property.
8. Ensure the operating environment is safe and that the operator is competent and proficient in the operation of the unmanned aircraft systems.
9. Do not conduct surveillance or photograph persons in areas where there is an expectation of privacy without the individual’s permission.
10. Do not fly near people or stadiums.
11. Do not fly an aircraft that weighs more than 10 lbs.

Schools shall report all suspicious activity related to unauthorized drone use on or adjacent to their property to the police nonemergency number at 703-691-2131 and the Office of Safety and Security at 571-423-2000.

I. Lasers
Lasers are classified by power and must meet specific labeling and mechanical standards established by the Bureau of Radiological Health of the Food and Drug Administration. Because a laser beam is a potential health hazard, great caution must be exercised when laser equipment is used in the classroom. Laser beams are capable of producing skin burns and permanent eye damage. Only low-powered lasers (Classes I and II) shall be used in FCPS without prior review by OSS. To control hazards related to the operation of laser equipment, the following precautions should be taken:

1. Preparation
   a. Instruct all students with regard to the hazards in using laser equipment.
   b. Post the following sign at the entrance to the area whenever a laser is in use: "Caution, laser in use. Do not enter without permission of the instructor."
   c. Prohibit all activities that could contribute to the direct viewing of the laser beam.
   d. Prepare and test demonstrations without students present.

2. Class Procedure
   a. Use only objects with non-reflective surfaces for support equipment.
   b. Keep the beam height below or above the eye level of the viewers.
c. Use the lowest amount of optical power necessary for the successful completion of the activity.
d. Use only off-axis holograms that do not require looking directly into the beam.
e. Terminate the laser beam in a non-reflective light-absorbing surface.
f. Block the beam whenever it is not in use.

3. Storage
Store the laser in a locked, secure area when it is not in official use.

J. Art
1. Toxic Art Materials
The Code of Virginia prohibits the use of art materials containing toxic substances in kindergarten through grade five. The purpose of this requirement is to provide special protection to these children from unreasonable risk of exposure to toxic substances. Whether a material is toxic should be evident on the label. All art materials used in public schools are required to be labeled in accordance with the American Society for Testing Materials Standard ASTM D-4236. Art materials ordered from the instructional supplies catalog conform to this standard.

Teachers and principals should exercise great care when making direct purchases of art materials. For grade K-5, the purchase of materials that are labeled with the following words should be avoided:

- **CAUTION** indicates that the product is toxic and a chronic hazard.
- **DANGER** means that the product is highly toxic.
- **POISON** indicates that the product is highly toxic by ingestion.
- **WARNING** means that the product is toxic with short-term effects.

Take the time to understand what label terms are used and what they mean. A marking pen that contains no toxic fumes may, in fact, release toxic vapors.

It is more important to know what a product contains than what it does not contain. Label statements such as "contains no..." or "...-free" may be misleading. Additional information on the ingredients, health effects, and precautions can be found on the material safety data sheet.

2. Hot Glue Guns
Hot glue guns are electrical devices that heat solid sticks of glue and dispense the glue as a liquid. As the name implies, the dispensing tip of this device is hot and can cause a burn. In addition to the danger of the glue gun tip, the glue itself can cause severe burns since it may adhere to skin and continue to burn the victim seconds after the initial contact.

Extreme caution must be used when working with hot glue guns. Warnings should be provided to all present. Elementary school students are prohibited from using them; middle and high school students are permitted to use them with supervision.

3. Paper Cutters
The general safety guidelines for the use of paper cutters/trimmers listed below are in no way a substitute for the rules of safe use set out in the manufacturer's operations manual. To use cutters/trimmers safely, you should:
• Keep your fingers away from the cutting edge.
• Store paper cutters/trimmers away from work and traffic-circulation areas.
• Never allow elementary school children to operate a paper cutter/trimmer.
• Never try to transport a cutter/trimmer by the handle or blade.
• Make sure that the cutting guard is in place.
• Concentrate on the cutting task and be sure that your hands, fingers, and clothing are clear from the blade.
• Secure the cutter/trimmer with a locking device if your classroom is used for after school activities.
• Allow only person at a time to use the paper cutter/trimmer.

Paper cutters should have the FCPS paper cutter warning sticker affixed to the paper cutting surface. These stickers are available through the Office of Safety and Security at 571-423-2010.

![Paper Cutter Warning Sticker](image)

Paper cutters should never be used by elementary school aged children. However, at the middle and high school level, teachers and administrators can use discretion in determining which student exhibit “adult” characteristics. This discretion should take into consideration such attributes as responsibility, capability, reliability, sophistication, attentiveness to detail, ability to follow instructions, and overall level of maturity. In any case paper cutters should never be left in an open area for easy access by any student.

K. Cheerleading
Cheerleading coaches are required to follow the guidelines in the FCPS Cheerleading Coaches Handbook and the Spirit Rules. The guidelines regarding use of spotters and performing pyramids are especially important. Pyramids are to be limited to two persons high, meaning the base (person[s] on the bottom) has direct weight-bearing contact with the performance surface (floor or ground), and the top person on a pyramid must receive primary support from a base in direct contact with the performance surface.

Any questions concerning the Cheerleading Coaches Handbook should be
directed to the coordinator of student activities and athletic programs.

L. **Firearms**
Displaying firearms, knives, or other weapons in classrooms must have the school principal’s approval. Adults must transport the firearm(s) to and from the school and must be present for the display. No student may handle any weapon, ammunition, and no firearm may be fired while the bearer is on campus. Principals may be asked by the presenter to provide a letter of permission to bring the weapon(s) onto campus.

M. **Mock/Ceremonial Weapons and Air Rifle Ranges**
Career and Technical Education criminal justice and some Junior Reserve Officers’ Training Corps (JROTC) programs have curriculum requirements that may require students to train with mock/ceremonial weapons or fire air rifles. Safety of students during training events and the proper security of these mock/ceremonial weapons and air rifles during non-training is paramount.

1. **Criminal Justice Mock Training Weapon Guidelines**

Training weapons used in Career and Technical Education criminal justice programs are designed to simulate the weight and feel of actual weapons. These weapons are brightly colored and have no moving parts. The criminal justice programs uses mock training weapons as a part of the Virginia Department of Education (VDOE) approved curriculum and are identified on the VDOE approved equipment list.

**Type of mock training weapons**
- Knives
- Hand Guns (revolver/semi-automatics)
- Long Barrel (rifle/shotgun)

**Weapon construction**
- Solid training weapons (no moving parts)
- Brightly colored (no black training weapons)

**Weapon Storage**
- All training weapons are to be stored when not in use in a steel weapon cabinet.

**Training Exercise Signage**
- Training exercises utilizing mock weapons in the classroom or in common areas of the school must be identified with at least two signs stating “Training Exercise in Progress”.
- Criminal Justice teachers must inform surrounding classrooms and local administration as to when and where training exercises will be occurring, the duration of the training exercise, and the participants who will be involved.
- It is recommended that a student in the criminal justice class be stationed at the signage in order to answer any questions a passerby may have.

2. **JROTC Air Rifle Ranges**
These guidelines shall apply to the use of .177 air rifles for JROTC units with Marksmanship Programs held on FCPS property. A Memorandum of Understanding [MOU] must be signed by the sponsoring school’s principal and the appropriate
Air Rifle Range Considerations and Layout

- **Space:** The selected location must have a minimum length of 45 feet. The minimum width of each firing point will not be less than 1 meter.

- **Safety Barrier:** The side and front walls [as you look down range] of the room must be secure or capable of being secured from inside the range. These walls must have no exposed windows or other areas that could be damaged by a stray pellet. Any doors forward of the firing line must be capable of being locked from the inside and a sign posted on the outside of the door stating “Caution-Do not Enter Live Firing in Progress” when in use as a range.

- **Target Backstops:** Target backstops must effectively capture and retain 100% of the pellets fired at the targets mounted on the target holders. A minimum of 1/8 inch galvanized steel must be incorporated into the construction of the backstop. The steel must be hard enough that frequent shots in the same location will not dent it. Plans for air rifle backstops are available for downloading from the Civilian Marksmanship Program website at [http://www.odcmp.com/Coaching/target_stand_plans.htm](http://www.odcmp.com/Coaching/target_stand_plans.htm)

- **Firing Line:** The firing line must be visibly marked with a tape or paint stripe that is a contrasting color with the floor. The firing line designates an absolute limit to the forward movement any person may make while firing is taking place.

- **Range Officers Stand:** A Range Officer stand will be located immediately to the rear of the firing points, approximately 10 feet to the rear of the firing line. The Range Officer must have clear visibility of all students from this point.

- **Ready Area:** A space behind the firing points and Range Officer stand should be designated for cadets to assemble prior to moving to the firing line. This area may also have seating for spectators.

- **Range Supervision and Live Fire Conduct:** All dry firing or live firing exercises involving the handling of air rifles on a JROTC unit range must be supervised by an Army JROTC Instructor. Cadets who fire on other ranges will fire under the control of the range officer.

Health and Hygiene

- **No Lead Policy:** Effective January 11, 2007 FCPS determined that the usage of lead based air rifle pellets is inconsistent with the design of the JROTC classrooms. No lead projectiles are allowed on FCPS premises. Only non-lead projectiles will be used for air rifle activities within FCPS facilities. Lead projectiles may be used by participating air rifle programs at non-FCPS ranges that are properly ventilated and designed for air rifle activities. Air rifles must be thoroughly cleaned to remove all lead residues prior to being brought onto FCPS property! It is the responsibility of the JROTC instructor to effectively clean all air rifles prior to being transported onto FCPS property.

- **No Food:** No food items of any kind are permitted on an air rifle range. Closed top beverage containers such as a screw top bottle are permitted.

- **Hand Washing:** After firing all persons who have handled pellets must wash their hands with soap and water.

- **Pellet Trap Cleaning:** Only instructors or other designated adults should handle spent pellets or remove them from the pellet traps. Student cadets are not allowed to clean the range.

- **Compressed Gas Cylinder Safety:** CO2 cylinders must be secured to a wall with a chain or other approved method in accordance with the Virginia Occupational Safety and Health Administration (VOSHA) requirements.

Air Rifle and Ceremonial Rifle Storage and Security

- **Locked Room:** Air rifles and non-functional drill rifles must be stored within
a locked room which is accessible using a FCPS key. Additional non-FCPS locks may not be installed on this door. Under FCPS Security regulation all rooms within FCPS property must be accessible to authorized FCPS personnel.

- **Secondary Lock:** Stored air rifles and drill rifles must be secured with a second locking system within the locked room. A second lock on a cabinet, storage container or a lockable gun rack is acceptable.

3. **Theater and Performance Arts Theatrical Prop Weapons**
See the current version of FCPS Regulation 8627 for specific requirements.
Chapter 3
Traffic, Walking-Route, and Bus Safety

I. REGULATIONS AND POLICIES

A. Regulation 1383P-Student Safety Patrol Handbook
   Contains information, guidelines, and procedures relative to student patrols and their use in assisting the safe movement of students to and from schools.

B. Regulation 8617-Student Transportation-Eligibility, Routes, and Schedules
   Establishes student eligibility rules for riding school buses and guidelines for developing bus routes and schedules.

C. Regulation 8619-School Bus Safety-Behavior and Emergency Drills
   Prescribes standards for student behavior on school buses, special considerations for loading and unloading, and procedures for emergency drills.

II. WALKERS

A. Distance Criteria
   Elementary school students may walk up to one mile to school or a bus stop, provided the route is free of unusual hazards. High school and middle school students may walk up to one and one-half miles. Transportation is provided for students living in excess of these mileage limits. Students living within the mileage limitations shall be transported if unusual hazards make walking to school unsafe.

   All walking distance measurements are made by area transportation personnel using a measurement wheel. The wheel contains an odometer that measures distance in number of feet. Walking routes are measured from school grounds access (either the beginning of the property line or the nearest established opening in a fence line surrounding the property) to resident property lines. In the case of two or more acceptable walking routes leading to the residence property line, the shortest route is selected and considered valid.

B. Crossing Guards
   Crossing guards help students across busy streets and intersections. The need for a crossing guard is based on the street size and type, volume and speed of traffic, age and number of students affected, visibility at the crossing, frequency of gaps in the traffic, effectiveness of safety patrols, and other criteria. Crossing guards sometimes help buses with exiting the school driveway; however, this is not their primary function. The Fairfax County Police Department (FCPD) Traffic Division approves and funds all crossing guard positions. Schools wanting a location evaluated for a crossing guard should make the request in writing to the Office of Safety and Security (OSS), which will then perform a preliminary survey to determine if the crossing meets minimum criteria to warrant an official study by police. If it is determined that an official study is needed, OSS will notify the police and school principal.

C. Safety Patrols
   The safety patrol organization is a vital part of an elementary school program. Patrols learn to accept responsibility and authority, and are given the opportunity to develop leadership skills, and become aware that they make an important contribution to their schools and communities. Three types of patrols are used: walking patrols, bus stop patrols, and bus
1. Walking Patrols
   The patrols assigned to walking posts encourage good safety habits in students walking to and from school. A patrol does not direct traffic. Walking patrols are normally assigned to posts near their homes. When on duty, walking patrols observe the flow of traffic past their posts, help other students cross the street, and encourage safe conduct among walking students.

2. Bus Stop Patrol
   One or more patrols are assigned to duty at each bus stop. The patrols are responsible for keeping students out of the street and orderly while at the bus stop.

3. Bus Patrols
   a. Front patrols help students get on and off the bus. When the students are being discharged from the bus and need to cross the street, a signal from the driver instructs the students to cross.
   b. Middle and back patrols maintain order on the bus and help with bus evacuations.

D. Patrol Sponsors
   A faculty patrol sponsor is highly important to the operation of a school patrol force. The sponsor sets the tone and models expected behaviors. The responsibilities of the patrol sponsor include the following:
   1. Select patrols in the spring, train them, and assign walking, bus stop, or bus posts.
   2. Schedule a meeting of patrols before school opens in the fall and make final preparations to ensure that patrols are ready to assume their duties.
   3. Maintain current lists of posts and patrols assigned to them.
   4. Establish and implement substitute procedures.
   5. Establish and coordinate the routine for patrol reports on student behavior.
   6. Develop and implement a program of student recognition and awards.
   7. Meet with patrols at least twice a month throughout the school year.
   8. Contact your designated Office of Transportation Services staff member for available training during the summer and limited patrol camp opportunities.
   9. Guide student patrol officers, usually including the summer camp trainee(s), in their duties and planning efforts.
   10. Help patrols educate the student body concerning safety.

A variety of FCPS and AAA Safety Patrol resources can be found on the Office of Transportation Services Safety Patrol Training and Resources website: [http://fcpsnet/fts/transportation/SafetyPatrol/SafetyPatrolTraining.shtml](http://fcpsnet/fts/transportation/SafetyPatrol/SafetyPatrolTraining.shtml). This link is available only through computers within the internal FCPS network (FCPSnet). The **Student Patrol Manual** provides guidance and suggestions for developing a strong and respected safety patrol force and is a good source of information for patrol sponsors.

III. TRAFFIC

A. Pupil Transportation Manual
   The **Pupil Transportation Manual** (PTM) is a publication produced by the Office of Transportation Services and is issued to every school bus driver and attendant. The PTM is contained in a three-ring binder and is updated yearly. The PTM covers all rules governing driver responsibilities and behavior, school bus inspections and operations, and resource information about transportation employee benefits.
B. Wink-O-Matic Lights

These yellow blinking lights support and protect crossing guards and students. Approval for the placement of the lights is a collaborative decision of FCPD and OSS. Approval for the lights is based on the possibility of several different criteria. They are one or more of the following, where all of the specific criteria are met:

1. A roadway that has a posted speed limit in excess of 25 mph.
2. There are children utilizing the school crossing that do not have bus service;
3. The school crossing is in a marked crosswalk with a FCPD crossing guard assisting the children in the crosswalk.

OR

1. A roadway that has a posted speed limit in excess of 25 mph.
2. There is a limited sight distance issue for the school driveway that is directly accessed from the roadway by either School Buses or Kiss & Ride motorists. Where the sight distance for the school entrance is below the minimum sight distance as outlined in the current VDOT “Minimum Standards of Entrances to State Highways”.
3. And there is not a controlled intersection at that the school driveway. A controlled intersection shall mean an intersection controlled by any of the following:
   a. Traffic Signals
   b. Multi-way stop signs

OR

1. A roadway that has a posted speed limit in excess of 25 mph.
2. There are secondary children utilizing the school crossing that do not have bus service;
3. The school crossing is a marked VDOT school crossing crosswalk
4. There are no other controlled intersections within a walking route free of unusual hazards. A controlled intersection shall mean an intersection controlled by any of the following:
   a. Traffic Signals
   b. Stop sign(s) protecting crosswalks
   c. Crossing already established with guard/officer present

C. Traffic Flow Signs

It is the responsibility of the school division to install and maintain signs and markings on school property. New signs and markings may be requested through OSS. The Office of Facilities Management in the Department of Facilities and Transportation Services has the responsibility for sign maintenance and pavement re-striping. To request the repair or replacement of signs that are bent, defaced, faded, or in disrepair, submit an online work order request to the Office of Facilities Management.

Installation and maintenance of street signs, signals, and markings located off school property are normally the responsibility of the Virginia Department of Transportation (VDOT). If signs for a crosswalk, stop, school advance, no parking, or other traffic control are needed or in disrepair, contact OSS, which will forward the request to VDOT.

D. Bus Loading and Unloading Areas

The following actions must be observed in these areas:

1. Keep the loading and unloading areas free of all traffic except other buses.
2. Load and unload buses on level terrain. Under no circumstances should buses be lined up on a grade where students will have to walk between the buses.
3. Arrange buses for loading and unloading in such a way that all unessential backing
maneuvers are eliminated.

E. Kiss and Ride

Kiss and Ride areas are established to provide locations where parents may pick up or discharge their children whom they are transporting by private vehicles. These areas are identified by Kiss and Ride signs and are usually separated from the bus loading and unloading areas. For the process to work safely and efficiently, adult supervision is necessary to oversee and direct traffic in these areas. Additional information about the Kiss and Ride procedures is available in a pamphlet *Kiss and Ride: A Driver's Guide*. The brochure is available online and links to the brochure can be found on the OSS Kiss & Ride factsheet at: [http://www.fcps.edu/fts/safety-security/publications/saf-4.pdf](http://www.fcps.edu/fts/safety-security/publications/saf-4.pdf). The brochure is available in a variety of languages and intended to be printed locally.
I. Regulations, Laws and Policies

   School boards shall ensure that every school it supervises develop a written school crisis
   and emergency management plan consistent with the definition in the code.

B. *Regulation 1350-Emergency Closing and Delayed Opening of Schools*
   Establishes procedures, responsibilities of program managers and principals, and
   announcements to parents, employees and students.

C. *Regulation 2102-First Aid, Emergency Treatment, and Facilitation of Student Medication
   Use*
   Establishes procedures for these topics.

D. *Regulation 8619 -School Bus Safety-Behavior and Emergency Drills*
   Prescribes standards for student behavior, considerations for loading and unloading,
   and emergency drill procedures.

E. *Regulation 8633 [Rescinded]-Emergency Control Center*
   Provides guidance during major emergency conditions involving resources from one or
   more schools and support services. It also defines major emergency.

F. *Regulation 8613-Bomb Threats*
   Establishes procedures for handling bomb threats.

G. *Regulation 8625-Tornadoes, Tornado Drills, and Severe Weather*
   Establishes procedures designed to provide guidance for protection from tornados and
   severe weather.

H. *Regulation 8635-Bloodborne Pathogens*
   Specifies procedures for follow up when a school board employee receives a work-
   incurred exposure to human blood.

I. *Regulation 4720-Employee Work-Incurred Injuries*
   Establishes procedures for dealing with work incurred injuries.

J. *Regulation 8613-Security, Safety and Emergency Procedures*
   Establishes safety and emergency procedures for providing a safe school environment.

K. *Regulation 4215-Employee and Visitor Identification Badges*
   Establishes guidelines and procedures for identification and visitor control.

L. *Regulation 7330 (Rescinded)-Security of Students and Others at School*
   Establish procedures to protect students, employees, and others involved in school
   operations from persons who might cause them harm.
II. SCHOOL RESPONSE TO A CRISIS OR EMERGENCY

A. Purpose
To identify procedures to follow when an emergency involving a crisis or health issue occurs in or on FCPS property.

B. General Information
Anyone may recognize the onset of a crisis or health emergency, so the initial response and subsequent steps that are taken will vary depending on the event and role of the individual. However, each school and center is required to develop and maintain a plan for managing emergencies. This plan will include management through an incident command system, establishing a crisis management team, notification of public safety officials, and flexible procedures for dealing critical incidents. Training on plan implementation and practice should be conducted in accordance with established procedures. The Office of Safety and Security (OSS) assists with and offers a variety of training topics. Staff can also refer to School Health Care Emergencies, Suggestions for Temporary Care for guidance in medical emergencies.

C. Emergency Response
Individuals recognizing a serious accident or critical incident occurring (not hesitating if the course of action is uncertain), should call 911 and immediately notify the principal or program manager or his or her designee.

Activate the crisis management team that is responsible to:
1. Maintain calm.
2. Evaluate the situation and action already taken; call 911.
3. Take action as appropriate, (evacuate the building, perform lockdown or shelter-in-place).
4. Defer to public safety officials responding to the scene, who will assume control.
5. Maintain student accountability and organize parent-student reunification when necessary.
6. Coordinate with the Office of Community Relations and provide an explanation to staff and community members, when appropriate, of what occurred.
7. Take steps necessary to restore normalcy to the facility following the incident.

Notify the following persons or agencies:
1. The affected child’s (children’s) parent(s) or guardian(s).
2. The Fairfax County Health Department, when an acute infectious disease is implicated.
3. The Regional Assistant Superintendent.
4. The Department of Communications and Community Outreach (DCCO)
5. The Office of Safety and Security (OSS), which will:
   a. Respond as soon as possible and coordinate with public safety officials when necessary.
   b. Help the fire and rescue services remove the hazard when appropriate and identified (e.g., chemical spill).
   c. Investigate accidents to determine cause or identify the source when the cause is not immediately obvious.
   d. Obtain outside investigatory assistance if necessary.
   e. Coordinate the corrective action required to prevent a recurrence.
   f. Assist with determining when the affected building may return to normal operations.
   g. Assist in informing the community as needed.
D. Response to Non-emergencies

The individual recognizing the problem should immediately notify the principal or program manager or his or her designee, who will determine the appropriate response and advise the faculty, staff, and parents as appropriate. The administrator should:

1. Notify the public health nurse of any non-emergency outbreak of illness and request assistance.
2. Request the assistance of OSS when an indoor environmental quality is suspected. OSS will conduct an investigation according to the protocol described in Environmental Health Complaint Procedures (See Appendix F).
3. Request school security to provide assistance when appropriate.
4. Notify the Office of Community Relations for information purposes.

E. Tornados and Severe Weather (see also Chapter 11 “Severe Weather”)

1. Shelter Areas: Each school is to select the best available shelter area for its students according to the criteria stated in the current version of Regulation 8625. Technical assistance from OSS is available.
2. Drills: Each school is required to conduct one tornado drill every school year in the month of March.
3. Reporting: Schools shall use the Safety and Transportation Online Drill reporting application to report the performance of the tornado drill at: http://10.41.64.210/SafetyDrillReports/. This link is available only through computers within the internal FCPS network (FCPSnet).

III. SECURITY

A. Purpose

To identify procedures to be followed for providing effective security at all FCPS facilities.

B. General Information

It is the duty of all FCPS employees to promote and assist in providing safe and secure learning and work environments for students, staff members, and visitors. Each principal is required to submit a school crisis plan in consultation with staff members and parents. Such plans shall be submitted via the online application for approval to OSS by September 30 of each year. The plans should include components for limiting access, visitor control procedures, and general security provisions, to include during construction, in accordance with the current version of Regulation 8613.11. For security reasons, an updated Emergency Call-Out List, form (SD-16), must also be submitted by September 30 each year. A template for submitting combined crisis management and security plans and the SD-16 can be found on the OSS intranet website under resources and security forms.

C. Access Control

Signs must be posted on all doors directing visitors to report to the main office. If the main office is not apparent to a visitor entering the main door of the school, a sign inside the main door shall direct visitors to the main office location.

Storage rooms, utility closets, and unoccupied classrooms shall be locked when not in use. Temporary classroom doors (trailers) shall remain closed and locked while class is in session.

Schools and centers equipped with electronic door access control devices shall maintain and use the equipment at all times during the school day. Exceptions may occur for
special events, such as use of the site as a polling place, or for the limited time of school arrival and departure. Work orders for any malfunctioning devices shall be submitted, and OSS should be notified as soon as possible.

Schools and centers must register to receive electronic notification on the registration of sex offenders residing within the same or contiguous zip code. They may do so on the Virginia Sex Offender and Crimes Against Minors Registry website located at: http://sex-offender.vsp.virginia.gov/sor/. FCPS will publicly notify parents of the availability of this website in accordance with state law.

Temporary classrooms should remain closed and locked at all times. Unoccupied classrooms utility closets, storage rooms, and outbuildings shall remain closed and locked when not in use.

D. Visitor Control

1. Signs must be posted on all doors directing visitors to report to the main office. If the main office is not apparent to a visitor entering the main door of the school, a sign inside the main door shall direct visitors to the office location.

2. Every school is responsible for establishing and maintaining a log to record each visitor and contractor entry and each badge issue and return. All visitors and contractors shall be required to present identification and must wear the issued badge in a conspicuous manner at all times while in the building. More direction on this matter is provided in the current version of Regulation 4215.7.

E. Employee Involvement

1. Employees shall wear their issued identification at all times while in FCPS facilities and on school grounds. By doing so they set the example for security and it is easier to identify unauthorized visitors.

2. Faculty and staff at FCPS buildings should direct unidentified persons to the main office and report all suspicious activity immediately to administrators (when appropriate, contact public safety and school security). School security can be reached 24 hours a day at 571-423-2000.

3. The OSS security section has a planning office staffed by personnel designated to assist schools with planning and security needs. The office can be reached by calling 571-423-2000.

4. Questions regarding matters involving the police can be directed to the Fairfax County Police staffed at the school liaison commander in OSS at 571-423-2026.

5. For anonymous and confidential reporting of threats and other incidents disruptive to the school environment OSS provides and continuously monitors a Tip Line. The Tip Line phone number is 703-658-3636.

6. Threats of targeted violence to include workplace violence present unique situations and can be extremely harmful to schools and centers. All employees should be strongly encouraged to take all threats seriously and report them to an administrator immediately. They can also call the Tip Line.
Chapter 5
Fire Safety

I. REGULATIONS AND POLICIES

A. Regulation 2102-First Aid, Emergency Treatment, Health Plans, and Facilitation of the Use of Medications for Students
   Establishes procedures for these topics including guidelines for oxygen cylinder safety.

   Prescribes responsibilities and procedures designed to provide a high degree of fire safety.


II. FIRE PREVENTION

A. Staff Responsibility
   Fire prevention is generally accomplished through education, inspection, and enforcement. All instructional and support staff must be made aware of the potential for fire in each of their areas of responsibility. Teachers should explain fire safety to students and set an example by maintaining a safe classroom. Support staff members must carefully monitor the storage and use of combustible liquid materials. Administrators should establish fire prevention as one of their primary goals and demonstrate this daily through their actions.

B. Use of Electrical Extension Cords for Computers
   The following information is provided by the Fire Prevention Division of the Fairfax County Fire and Rescue Department. These guidelines are established to comply with the fire department's interpretation and enforcement of the Virginia Statewide Fire Prevention Code and the National Electrical Code.

1. Primary Goal
   Whenever possible, computer equipment (and any other electrical device) should be plugged directly into a wall receptacle. Extension cords are intended for temporary installations, such as providing power to a projector that must be placed in the middle of the room for an instructional presentation. Computer stations are considered permanent installations and should be located in classrooms so that they can be plugged into existing receptacles without the use of extension cords.

2. Multiple Plugs
   It is recognized that in almost every classroom, the number of power cords for computer equipment will exceed the number of available wall receptacles. The Fire Marshal will allow two methods of grouping multiple plugs:
   1. Plug all components into the factory-installed receptacles provided on many of the computer tables in use in our schools. These receptacles are then energized by a single cord and plug.
   2. Plug all components into an approved circuit strip that is energized by a single cord and plug. Approved circuit strips must meet all following criteria:
      a. Grounded Circuits-the receptacles and plug must be three-wire-ground circuit protected.
b. Power Switch-an on-off switch must be provided to de-energize the power strip without unplugging it. An indicator light is required to show when the power is on.

c. Circuit Breaker-a circuit breaker with a rating of 15 amperes or less must be provided. This device will shut off power to the circuit strip if it is overloaded or if there is an electrical short circuit.

d. Testing Lab Approval-the circuit strip must have been tested by a recognized testing agency and bear a label attesting to its acceptance. Most electrical equipment will have the UL mark of the Underwriter's Laboratories.

e. Circuit strips must be plugged directly into a wall receptacle (outlet). Plugging a circuit strip into an extension cord or another circuit strip (daisy chaining) is prohibited.

3. Trip Hazards
Care must be taken to arrange all electrical cords so that they do not present a trip hazard. In addition to the immediate danger of injury to the person who trips on the cord, the sudden tug on a cord can damage the insulation or plug prongs. Extensive damage to electrical cords can result in electrical shock or a fire.

Avoid placing cords across paths of travel. If this is necessary, use a heavy rubber cord protector designed for this use. **Do not run cords under carpeting or rely on adhesive tape to secure cords.** Both of these methods mask damage to cords and may cause a fire or electrical shock.

4. Non-permissible Devices
The following must not be used in schools for any purpose:

a. Damaged Equipment-cords that have cut insulation or plugs with missing ground pins can cause injury or fire.

b. Light Duty Two-Wire Cords-extension cords that have only two wires (and two prongs on the plug) are not grounded and lack full protection in the event of an electrical short circuit.

c. Ground Adapters-devices that allow a three-prong grounded plug to be inserted into a two-prong non-grounded receptacle circumvent protection from electrical shock. (Some plugs such as those found on audio and video equipment lack the ground plug. This equipment is constructed so that the ground wire is not necessary. This method of protection is called "double insulation" and may be safely plugged into any two- or three-wire receptacle.)

d. Triple Taps or Cube Taps-these are devices that branch a single receptacle into three without the protection of a circuit breaker.

e. Non-listed Devices-these are cords or electrical equipment that do not meet the standards of a recognized testing agency.

C. Oxygen Cylinder Safety
The following precautions should be taken with any oxygen cylinder needed by a student in the classroom:

1. Thoroughly review the manufacturer's instructions.
2. Supervise the other students closely, keeping them away from adjustment valves and outlets.
3. Secure the oxygen cylinder in an upright position.
4. Keep oxygen away from direct heat and direct sunlight and at least 10 feet from open flames or equipment that may spark.
5. Avoid the use of petroleum-based lubricants, including Vaseline, within 10 feet of the oxygen.
6. Never do any of the following:
a. Touch the frosted cylinder fittings.
b. Attempt to repair or make adjustments to the equipment unless specified by the manufacturer.
c. Force foreign objects into valve openings.
d. Change the flow settings without a doctor's written permission.

D. Flame Retardant
A flame retardant is a chemical substance that is applied to combustible materials to retard the spread of fire. Permanent displays such as a collection of national flags or a commemorative quilt must be flame resistant. If the material is not inherently flame resistant (such as a nylon flag), then it must be treated with a flame retardant. Some temporary-use items, such as haunted houses, must be treated with a flame retardant because of their potential to injure a large number of people should a fire break out.

The Virginia Statewide Fire Prevention Code no longer allows “self application” of fire retardant, and requires that a professional vendor perform that service. A certificate attesting to the application of the flame retardant (either from the manufacture of the item or the vendor applying flame retardant) should be filed in the school's Fire Safety Manual. The Office of Safety and Security (OSS) can conduct a flame test of stage curtains that were installed by the Office of Design and Construction or replaced by the Office of Facilities Management to determine the presence or the effectiveness of a flame retardant.

III. FIRE PREPAREDNESS—FACILITIES

A. Decorations (see also Appendix H)
1. Combustible Displays
   Combustible displays in halls and classrooms must follow strict guidelines (see Fire Safety Manual.) These guidelines are designed to keep displays away from doors, to prevent long continuous runs of combustible materials, to maintain clear visual contact with exit signs, and to prevent burning material from falling from above.

2. Winter Holiday Decorations
   The decorating of room doors shall not be permitted. Combustible decorations in the halls must follow the guidelines illustrated in the Fire Safety Manual.

   Natural trees shall not be permitted in school buildings. Noncombustible artificial trees may be used if these guidelines are followed:

   a. Trees must be kept away from heat sources and out of line of emergency egress.
   b. Trees and other decorations must not be put up earlier than five school days before the start of the holiday vacation.
   c. All tree lights must bear the UL label of Underwriters Laboratories.
   d. Extension cords may not be used.
   e. Tree lights may not be used on trees with metal trunks or needles. Indirect lighting must be used in these cases.
   f. Tree lights and other electrical devices may be turned on only when the room is occupied.
   g. Electrical decorations may not be used on the exterior of a building or on the school grounds. No decorations are permitted that require any person to work on the roof.

3. Candles
   The use of lighted candles is governed by the Fire Marshal's office.
a. Theatrical use. The use of a lighted candle as a prop for a stage play is strongly
discouraged in favor of battery powered “candles” with a flickering flame effect.
If use of a real candle for a play is necessary, it must be protected by a chimney
or a globe to prevent contact with combustible material or must have a device to
extinguish the flame if the candle is knocked over. A fire permit request must be
submitted to the Fire Marshal's office, and if approved, a $50 permit fee for each
days use must be paid.

b. Honor Society ceremonies. A fire permit request must be submitted to the Fire
Marshal's office, and if approved, a $65 permit fee for each days use must be
paid.

B. Storage
1. Halls and Stairs
   Storage of any kind is prohibited in halls and on stairs. The areas under stairs are
   particularly dangerous places to store combustibles because the smoke and heat of a
   fire will quickly gain strength due to the chimney effect of the stairwell and eliminate the
   escape route for upper floor occupants.

2. Electrical, Mechanical, and Boiler rooms
   Do not store any item on top, or within 30 inches of any electrical panel or transformer.
   Storage in any room labeled as a mechanical room or electrical room is prohibited.

3. Kilns
   Maintain an 18-inch clearance on both sides of ceramic kilns. Combustible items must
   not be placed within the 18-inch clearance, nor shall any combustible materials be
   mounted on the wall behind, nor above any kiln.

   Gasoline/diesel fuel must be stored in OSHA-approved safety cans that are equipped
   with self-closing caps with anti-flashback devices. An approved can will have the FM
   (Factory Mutual) or UL (Underwriters Laboratories) mark. The capacities of the safety
   cans shall not exceed 5 gallons. No more than 25 gallons of gasoline and 60 gallons
   of diesel fuel may be stored in safety cans outside an approved storage cabinet or
   room.

   Gasoline/Diesel fuel storage areas shall have a National Fire Prevention Association
   (NFPA) Hazardous Materials placard (as outlined in section 704 of the NFPA) with the
   highest hazard indicated on the placard (typically gasoline). Gasoline/diesel fuel
   storage areas shall not have pesticides, fertilizers or other oxidizing materials stored in
   the same room.

   Gasoline/diesel fuel-powered equipment such as lawn mowers, weed trimmers, and
   snow blowers must be stored in sheds or exterior rooms that can be entered from
   outside the school. Rooms attached to the school must have solid masonry walls and
   cannot be connected to the main building’s ventilation system. Detached storage
   sheds, which can be made of wood, are preferred.

   For more information on the proper storage of gasoline and diesel fuels please see
   Appendix J.

C. Exits and Exit Signs
   All exit doors should be checked daily to ensure the proper operation of the panic bar
devices and clear access to the exit doors and beyond. All illuminated exit signs should be
checked daily to ensure that both lamps function properly and that nothing blocks the view of the signs. Do not block any fire door in the open position, unless held open with approval magnetic hold-open devices.

D. Door Chains
The use of padlocks, chains, and similar items to secure exit doors is strictly prohibited at all times.

E. Appliances
Heat producing appliances (toaster ovens, hot plates, coffee makers, space heaters, etc.) and microwave ovens not used in the curriculum process, should not be allowed in classrooms. Heat producing appliances and microwave ovens have obvious safety hazards associated with their use and the potential for student injury. Students should not be allowed to use microwaves.

Refrigerators in the classroom raise concerns about food in classrooms and associated hygiene issues (pest control), energy consumption, non-approved/inspected appliances, and electrical infrastructure overload.

If an appliance is going to be used in a classroom, it must first be approved by the program manager (principal). A DC-407 must be submitted so that Facilities Management may inspect the appliance to assure that it is UL listed to meet fire code requirements and to ensure that the proper electrical circuitry exists to safely operate the appliance.

F. Charcoal and Gas Grills
Cooking grills may be used only outdoors away from combustible materials and then only by adults. The grill should be located so that it is a minimum of 15 feet from any structure, and is isolated from normal travel paths such as sidewalks. It should be positioned so that the person cooking cannot be bumped into. The area around the grill should be protected with a physical barrier, such as a ring of tables.

When individuals finish using a grill, they must observe the grill until it has cooled to prevent accidental burns. Gas-fueled grills are preferable to charcoal because charcoal grills require careful disposal of the hot coals and ashes. When charcoal grills are used, the coals must be soaked with water when the cooking has been completed. The soaked coals should then be stored outside the school for 24 hours before they can be placed in a dumpster for disposal.

G. Natural Gas Odors
If someone smells the odor of natural gas in the building, follow these procedures:
1. Evacuate the building.
2. Call the fire department by dialing 911. The fire department has gas-detection instruments to determine the severity and source of the leak.
3. Call the Work Order Section of the Office of Facilities Management at 703-764-2415. Maintenance will call either Washington Gas or Commonwealth Gas so they can respond to the school. Minor repairs inside the building are the responsibility of maintenance services.
4. If unable to contact Facilities Management, call the gas company. (Washington Gas’ emergency number is 703-750-1400. Armstrong Elementary, Hutchison Elementary, and Herndon Elementary, Middle, and High Schools must call Commonwealth Gas at 1-800-543-8911 or 703-631-5363. McNair Elementary School must call Columbia Gas at 1-800-544-5606 or 703-754-6635.)

If odors are detected outside the building, it is not necessary to evacuate the building.
Evacuation is necessary only if the odors seep into the building. Call the fire department's non-emergency number (703-691-2131) to report the smell. Then follow the procedures listed above beginning with item 3.

H. Evacuation Plans
An evacuation plan shall be posted in every classroom. This copy of the school map with classroom locations highlighted shall indicate both the primary and the secondary evacuation routes. The map shall be labeled EVACUATION PLAN in bold red letters and shall be posted prominently next to the classroom exit and near the light switch if possible. The plan shall be oriented so that the arrow indicating the exit route from the room is pointing in the direction of the evacuation path. (This may require that many plans will be posted upside down or sideways.)

I. FIREWORKS
Any pyrotechnic device classified as Division 1.3G (fireworks) or Division 1.4G (consumer fireworks), including sparklers, are prohibited for use inside and outside any FCPS facility.

Exception: Contracting with an approved fireworks vendor, including all required insurance certificates and a Virginia licensed Pyrotechnician-Proximate. The use of any type of fireworks for indoor performances or events must be approved by the Fire Marshal. A Fire Prevention Code Permit will be required. (SFPC 5601.2, Permit type F3FW4).

IV. FIRE DRILLS

A. Frequency
The Code of Virginia (Section 22.1-137) requires all public schools to conduct fire drills once a week for the first 20 school days of the school session and then once a month for the rest of the school year. In addition, FCPS requires that during summer school, fire drills shall be conducted for both the morning and afternoon sessions at least once a week for the first two weeks.

B. Procedures
Strict procedures must be followed that include notification of OSS prior to conducting a fire drill. See the current version of Regulation 8633, section V, C and VII, for additional information.

C. Accountability
Being accountable for the safe evacuation of students is essential. Many principals may select several students who are removed from the student body prior to a practice drill in order to test the ability of staff members to quickly identify any missing students.

D. Building Search
The principal should assign appropriate staff members to search all areas of the building to ensure that all occupants have evacuated.

E. Simulation of Blocked Exits
Principals should intentionally block an exit using a staff member or a sign to indicate the presence of smoke. This strategy tests the abilities of teachers and students to quickly implement their secondary evacuation plans.

F. Selection of Manual Pull Stations
Regulation 8633 requires that a different manual pull station be used to conduct each drill. The purpose of this is to systematically test the operation of all pull stations over a period of
time.

G. Reporting
The principal must complete a fire drill form at the end of the drill, file the original in the Fire Safety Manual. No distribution of the report is needed. These reports should be kept in the manual for the current year plus one.

V. FIRE ALARMS

A. Volume
Fire alarms should be audible throughout all areas of the school that are normally occupied. On occasion, the sound reduction wall treatment in music rooms will prevent occupants in those rooms from hearing an alarm. To request adjustment of the volume of the nearby alarm, submit an online work order request.

B. Time-Delay Fire Alarm Systems
All secondary and high schools have a three-minute-delay fire alarm reporting system. These systems have a presignal at the annunciator panel, located in the main office, which notifies the school staff that a manual pull station has been activated in a particular zone. This pre-signal allows staff members to determine if the pull station was activated as a prank. During the three-minute delay, the alarm is not sounded throughout the school.

If it is discovered that the pull station was activated for a legitimate fire, the delay can be overridden so that the alarm signal can be immediately sounded throughout the school.

If it is determined during the three-minute delay that the pull station was activated as a false alarm, the system can be reset without going into a general alarm and evacuation. If the system is reset before the sounding of the general alarm, no signal is sent to security. If the cause of the alarm cannot be credited to a prank, the delay runs out, and the general alarm sounds automatically.

The three-minute-delay feature is controlled by a key switch located near the annunciator panel. The delay can only be used during regular school days between the hours of 7 a.m. and 5 p.m. The key must be switched off all other times.

There is no requirement to report a false alarm to security, but it must be documented in the school's Fire Safety Manual under the tab marked Fire Activity Log. If false alarms become a continuing problem, contact security and give them a copy of the log to provide a documented history of the problem.

C. Fire Alarm Horns and Strobes
Newer fire alarm systems feature audible horns and visual strobes in every room that can be occupied. The strobes benefit persons with hearing disabilities and are required by the Americans With Disabilities Act (ADA). The horns have been engineered to emit a strongly uncomfortable sound. This sound is designed to force occupants out of the building when the alarm sounds, but it does not damage hearing. Audio tests at schools with new alarms have consistently shown sound pressure levels that would allow a four-hour exposure to the alarm every school day without the need for hearing protection.

D. Trailer Classrooms
Installation of fire alarm or strobe devices in trailer, duplex trailer, quad trailer, or parko classrooms is unnecessary because anyone in one of those structures has already evacuated the main building. In the unlikely event of a major structural fire, the fire department personnel may choose to evacuate trailer classrooms if the situation warrants.
E. Modular Buildings
Modular buildings, temporary structures with hallways and more than four rooms, are equipped with a fire alarm system including manual pull stations, smoke detectors, and audio/visual alarm devices. Fire alarm systems are required for modular buildings because occupants must share common halls as the exit access route. The fire alarm system installed in modular buildings is NOT connected to the main school building’s alarm system. When the alarm sounds in the main school building, it does not sound in the modular. Likewise, the alarms for the modular do not sound in the main building; however there is an annunciator alarm that sounds in the main office to alert staff that the fire alarm is sounding in the modular.

Schools with modulars must use an alarm pull station for both the main building and the modular to conduct a fire drill. Since the alarm systems are separate, fire drills can actually be conducted on a split shift so that the entire school population is not participating in the monthly fire drill at the same time. Conducting drills in this manner is a more realistic practice of what would probably occur during a real fire emergency, since the likelihood of fires starting in both structures simultaneously is very remote. Modulars (and trailer classrooms) are sited on school grounds so that a fire in any one structure will not threaten adjacent buildings.

VI. FIRE EVACUATION STAGING AREAS (FESA)

Elevators must not be used during a fire evacuation. A FESA is an upper floor room to which students with physical disabilities report when the alarm sounds, if they are unable to evacuate the building without using the elevator. Staging areas serve as transition areas for students with disabilities as they await removal by the fire department.

A. Requirement
Multilevel schools equipped with elevators must have a primary and, in most cases, a secondary FESA. Schools with this profile should contact OSS for assistance.

B. Selection
OSS must identify all FESAs in consultation with school administrators and fire and rescue personnel.

C. Equipment
FESAs must have a window, a door with identification signs, an exterior sign, an automatic door closure device, a telephone, and either two identification flags (one for the window and one for the hall) or an exterior strobe indicator and an interior identification for the hallway. FESAs are generally located near a stairwell.

D. Use
FESAs retain their normal functions. Many are teacher workrooms or offices, but most are regular classrooms. The rooms are used as a staging area only during a fire evacuation drill when a student with disabilities is on the upper floor at the time of the drill. A staff member equipped with a two-way radio will report to the room and supervise the FESA during the evacuation. During a tornado warning or a bomb threat, the staging areas are not used; the elevator should be used to evacuate to a safe area.

E. Further Information
See the current version of Regulation 8633, section VII, G. for additional information.

VII. PLACES OF ASSEMBLY
A “place of assembly” is any facility designed for an occupancy of 50 or more persons, such as auditoriums, lecture halls, cafeterias, and gymnasiums.

A. Occupancy Load Signs
The Fire Marshal's office will occasionally require a school to post occupant load signs in certain rooms of the school. The occupant load is the maximum number of people that can be in the room at one time. This requirement can be applied to any room designated for use by 50 or more persons. Typically these places of assembly are music rooms, multipurpose rooms, gymnasiums, and auditoriums. If a school is required to post signs, the Office of Design and Construction will determine the occupant load and install the occupant load sign. The occupant load for any posted area must not be exceeded.

B. Non-fixed Seating
In cafeterias, gymnasiums, and multipurpose rooms that are to be used as auditoriums, the following guidelines must be used when arranging the placement of non-fixed chairs.
1. Number of Seats in a Row
   The maximum number of seats in a row extending from one aisle to another is 16. The maximum number of seats in a row extending from one aisle to a wall is eight.
2. Aisle Width
   All aisles must be a minimum of 44 inches wide.
3. Aisle Termination
   Every aisle must lead to an exit door or to a cross aisle (an aisle running parallel with the seat rows and leading to an exit door).
4. Distance Between Rows
   There must be at least 30 inches from the back of the seat in the next row measured in a horizontal direction.
5. Occupant Load Maximum
   The maximum number of persons permitted in the room (occupant load) must never be exceeded.

In auditoriums with fixed seating, additional chairs must not be used without the written approval of the Fire Marshal. In some cases, additional chairs placed between the first row and the edge of the stage have been approved. Loose chairs must never be placed in an auditorium aisle.

C. Emergency Evacuation Announcements
Any time a place of assembly is used by any group other than a regularly scheduled class (for example, a play or a concert, a PTA or community meeting, or a ball game), an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency. This announcement may be recorded or made live and must give basic evacuation instructions including the location of all fire exits and the paths of egress beyond the exits.

VIII. FIRE EXTINGUISHERS AND BLANKETS

A. Requirement
OSS is responsible for the location of all fire extinguisher and fire blanket installations. They are generally located near potential ignition points such as science labs equipped with gas burners, mechanical rooms, and kitchens.

B. Authorized Use
Fire extinguishers may be used only by trained employees. Custodians who have
completed the certified custodian training program have received training and have participated in extinguishing practice fires. **Students are prohibited from using fire extinguishers.**

C. **Inspections**

All fire extinguishers are inspected annually by a service contractor for the Office of Facilities Management. School administrators are responsible for inspecting extinguishers on a monthly basis to ensure the following five requirements are met;

1. **VISIBILITY** – Ensure that the fire extinguisher is clearly visible.
2. **ACCESSIBILITY** – Ensure that the fire extinguisher is not blocked.
3. **SEAL** – Determine if the plastic seal that secures the safety pin is unbroken.
4. **CHARGE** – Check to make sure that the proper charge is indicated by the pressure gauge.
5. **VANDALISM** – Look for signs of vandalism to the operating handle, hose, and nozzle.

These inspections occur during the first five days of every month and are documented on the yellow inspection tag located near each extinguisher. Additional tags (and the plastic ties to secure them to the wall) may be obtained by contacting the Office of Safety and Security.

**IX. FIRE SAFETY REQUIREMENTS**

A. **Inspections**

School administrators should establish programs of continual inspections of all areas and activities in their schools to identify and correct any potential fire hazards. Inspections should be documented in the Fire Activity Log section of the school's Fire Safety Manual.

OSS has an inspection program for all school buildings that includes fire safety-related items. An inspector from the Fire Prevention Division inspects all schools annually. This department is responsible for the administration and enforcement of the Fire Prevention Code and has final authority in all matters related to that code.

B. **Permits**

The Fire Prevention Code permit is issued annually by a representative from the Fire Prevention Division upon successful completion of its inspection. This permit should be posted/readily visible adjacent to the Fire Annunciator Panel.

C. **Fire Safety Manual**

This manual is a three-ring binder that is issued to each school. The purpose of this manual is to bring together regulations and guidelines; inspection reports and permits; and documentations of drills, maintenance, and inspections. The manual must be kept in the main office in the wall-mounted Plexiglas holder so that maintenance or fire department personnel can easily find it.

D. **Fire Lanes**

Fire lanes at schools are sections of parking lots and roadways that are designated by the Fire Prevention Division for use of emergency equipment. The enforcement of the no parking restriction is by the fire department or the local police department.

The Office of Transportation Services has an agreement with the Fire Prevention Division that allows school bus drivers to pick up or discharge students in a designated fire lane. Bus drivers are allowed to park in a school fire lane, but they must remain in or near the bus so they can clear the fire lane in case of an emergency.
E. **Automatic Fire Suppression Sprinklers**
   All new schools and new additions to schools include fire-suppression sprinkler systems. Any time an existing school is renovated, a full fire-suppression sprinkler system is installed. Sprinkler systems are inspected annually.
I. REGULATIONS AND POLICIES

A. *Regulation 2152-Smoking and Use of Tobacco Products by Students*
   Prohibits smoking and the use of tobacco products by students, grades K-12.

B. *Regulation 4412-Asbestos Safety Requirements-Guidelines Regarding Notification and Training*
   Outlines the responsibilities of program managers and certain other employees with regard to safety requirements relating to asbestos.

C. *Regulation 8580-Indoor and Outdoor Bleachers*
   Establishes procedures for operating and maintaining indoor gymnasium bleachers and outdoor bleachers at middle, high, and secondary schools.

D. *Regulation 8565-Requests for Maintenance and Repair*
   Prescribes procedures for submitting requests for maintenance and repair of school buildings, grounds, equipment, and furniture.

E. State Mandated Virginia Code and Fire Prevention Code

F. *Code of Virginia-School Safety Audit, § 22.1-279.8*
   Requires a written assessment of the safety conditions in each public school.

- **INSPECTIONS and STATE MANDATED AUDITS**
  School Safety Audits are performed every year. This audit is a written assessment of the safety conditions in each school made to identify and if necessary develop solutions for physical safety and security concerns. A copy of the safety audit must be kept on file in the principal's office and made available for review upon written request.

  Staff members should be advised to be alert to possible unsafe conditions and to report these conditions to appropriate staff members.

II. AUDITORIUM AND STAGE

A. **Safety**
   Auditorium aisles and exits must be clear of chairs and other obstructions. The stage area should be clear of discarded scenery, debris, and trash, and the dressing rooms should be kept neat and clean. Theater Arts rooms should be neat and clean with no accumulation of paints, costumes, scenery, paper, or combustible stage paraphernalia.

   Auditorium seats should be fastened securely and should function properly. All lighting instruments must be securely mounted and be equipped with safety chains.

B. **Security**
   The door to the control room and the doors to the catwalk should be locked except when they are in use.

C. **Additional Information**
   For additional information, see *Theater Safety-A Guide for Students, Teachers, and*
III. INDOOR BLEACHERS

A. Operation
Before operating bleachers, review the current version of FCPS Regulation 8580.

School staff members must receive training by the Office of Maintenance Services before staff members may open or close bleachers.

Students are not permitted to open or close bleachers.

B. Repairs
Broken bleachers should be reported to the Office of Maintenance Services. When necessary for the safety of students, bleachers should be removed from service until repairs can be made. The equipment taken out of service should be tagged and locked. Under no circumstances should any person other than authorized maintenance service staff members put such bleachers back in service or operate them in any way.

IV. BOILER AND MECHANICAL ROOMS

A. Storage
Boiler rooms and rooms designated as electrical rooms shall be kept free of combustible materials. All storage must be at least three feet away from electrical panel boxes (outside the painted area). Intake vents in mechanical rooms and electrical panel boxes must be unobstructed.

B. Safety
Boiler room floors must be kept clear of grease, oil, and other slippery substances.

C. Security
Boiler rooms, electrical rooms, mechanical rooms, electrical switchboards, breaker boxes, and high voltage transformers shall be locked.

D. Inspection
State-licensed inspectors must inspect steam boilers and pressure vessels every two years. A current certificate of inspection showing the date of the last inspection shall be displayed. The following pressure vessels are exempted from pressure vessel inspections:
1. Water Heater for hot water supply with less than 120 gal./200,000 BTU/hr input.
2. Pressure Vessel for air storage with less than 8 cu. ft. (60 gal.)/175 psi set pressure.
3. Pressure Vessel for potable/industrial water supply with no steam coil/less than 300 psi, and temperature not exceeding 210°F.
4. Pressure Vessel for general air and water supply with less than 120 gal.

V. DOORS

A. Accessibility
Exit and entry doors should be clear of obstructions. Doors and doorframes should be free of paper, decorations, and other combustible materials (see chapter 5). Exit doors must never be chained shut.

B. Visibility
Full glass doors must have opaque stripes or distinguishing colors painted across them at eye level. Doors in heavy traffic areas and classroom doors must contain glass windows
through which a person can see another approaching from the other side.

All classroom doors must have vision panels. For safety and security reasons, classroom door vision panels shall not be obstructed with paper or opaque media unless the school is conducting a “lock-down”.

C. Panic Bars
Panic bars should be inspected frequently to ensure proper operation.

D. Portable Partitions
Portable partitions are very useful in dividing large rooms into smaller instructional areas. When partitions are used, exit routes must be maintained so students can easily and quickly find their way to exit corridors or exit doors. The placement of the partition should be checked in relation to the illuminated exit signs. The Office of Design and Construction must approve the relocation of the partitions before any change is made. If the signs are blocked, the partitions must be moved. It is important to remember that the signs must be easily visible from the vantage point of the student.

The partition must also be stable and resist falling over if pushed. Some partitions are on casters that will roll if pushed; others have wide bases or a fanfold design to provide stability. A “hands off” policy for students should be adopted.

If partitions are purchased directly through the vendor, ask about the Flamespread Index and Smoke Development Index. The product must meet the ASTM E84-95 Standard Test Method for Surface Burning Characteristics of Building Materials.

VI. FLOORS

A. Weather
Floors must be kept dry. Water from rain and melted snow should be mopped or wiped up, paying particular attention to floors with a smooth terrazzo or mosaic finish in which there is no carborundum antislip mixture. Keep appropriate no-slip mats or entry rugs in position outside and inside all entry and exit doors in inclement weather.

B. Cleaning
Floors that have been newly mopped or waxed should be either blocked or the area should be posted with wet floor signs.

VII. KITCHENS

A. Fans
A wall or ceiling fan should be protected with a guard if the periphery of the blades is less than seven feet above the floor or working level. Fly fans should be positioned so that the airflow is straight down.

B. Exhaust Hoods for Gas-Fired Equipment
Hoods must be turned on when ovens are turned on. Exhaust hoods and filters must be kept clean. Hood systems and the integral fire suppression systems shall be inspected and serviced every six months by a qualified contractor.

C. Portable Fire Extinguishers
All kitchens shall be equipped with a portable fire extinguisher. Fire extinguishers in kitchens equipped with an exhaust hood fire suppression system shall have an extinguishing agent that is compatible with the hood suppression system agent. Kitchens
equipped with vegetable oil fryers shall have a Type K portable fire extinguisher mounted within 30 feet of the fryer.

D. Screen Door Latches
Kitchens equipped with screen doors for ventilation must meet the following requirements:
- If the door is not a required fire exit, the screen door may be secured with any type of latch. (Required fire exits will be identified with an illuminated “EXIT” sign.)
- If the door is a required exit, and the screen door is equipped with a panic bar, no other locks or latches can be installed.
- If the door is a required exit, and there is no panic bar installed, the only type of latch permitted is the Stanley Hardware #763610 surface bolt. This hardware was approved by the Fire Prevention Division in 1999, and reviewed for approval again in 2004.

D. Floors
Floors should be kept free of grease, oil, water, food particles, and other substances that can cause slips and falls.

E. Aisles
Boxes, cans, cartons, and other tripping hazards should be kept out of aisles.

F. Grease Filters
Grease should not be allowed to accumulate on grease filters.

G. Cafeteria Folding Tables
Cafeteria folding tables ten feet long or longer must be placed for use, moved, and stored by adults only. Tables folded for storage should be secured with the locking bar in place to maintain them in the A-frame position. Stickers with storage instructions should be attached to the tables. Extra stickers are available from OSS.

VIII. STAIRWAYS AND PASSAGEWAYS

A. Safety
Stairway treads should be fastened securely and any broken edges and cracked or raised tiles should be repaired. Handrails must be kept in place and secure. Working light bulbs must be maintained in corridors and staircases.

B. Obstructions
Areas under the stairs must be clean and clear of stored material, and hallways and stairs must be clear of stored material, equipment, paper, and debris. Hallways should be clear of items with sharp projections and sharp edges.

C. Display of Student Work and Decorative Materials

The Virginia Statewide Fire Prevention Code (VSFPC) defines Decorative Materials as: All materials, such as curtains, draperies, fabrics and surface coverings applied over the building for decorative, acoustical or other affect; additionally cloth, cotton, hay, straw, vines, leaves, trees and similar items utilized for decorative effect, including foam plastics and materials containing plastics.

Section VSFPC 803.3 of the Statewide Fire Prevention Code states that ALL decorative materials shall either be non-combustible or flame resistant.

The office of the Fire Marshal recognizes the importance of displaying children’s artwork
and other educational materials within the schools. Therefore, this policy shall be strictly adhered to regarding the display of any materials. Educational materials and students’ work on the walls of stairway landings, foyers, lobbies, halls, and corridors must meet the distance requirements.

The distance requirements for: all school areas, halls, and classrooms can be found in Appendix H.

C. Lobby Furniture
A Fairfax County amendment to the Virginia Statewide Fire Prevention Code in July 2006 prohibits furniture, furnishings, displays, or other objects being placed in exit corridors of schools. The requirement does have an exception which allows furniture and other objects to be placed in corridors if they meet the following criteria:

a. Furniture located in lobbies must be secured in place, either by tethering it to a wall mounted eye-bolt with a cable and padlock, or by bolting it to the floor.

b. There must be a minimum of 72 inches between the outermost projection of the furniture and the opposite wall, lockers, or other furnishings.

c. Upholstered furniture must meet the NFPA 260 flame resistance requirements for Class 1 furniture.

Please see Appendix I for the specific code language and the code commentary notes as a means of understanding and implementing the requirements of Section 803.3.3.

IX. WINDOWS

A. Operating Windows
Classroom windows should be checked periodically for easy opening. Students shall not be allowed to operate windows. Windows should be freed by using proper lubrication rather than by thrusting or pounding on them with the heel of the hand.

B. Window Latches
Latches should be checked periodically to ensure proper working condition.

C. Window Protrusion
Windows opening into the classroom or walkway (inside or outside) should not protrude beyond the window sills.

X. LEAD-BASED PAINT

A. Danger
The ingestion of lead-based paint chips or the inhalation of lead-based paint dust can cause lead poisoning. The symptoms of lead poisoning among children include behavioral changes, appetite suppression, weight loss, sleep disturbance, hyperactivity, attention disorder, and hearing impairment. Exposed children are more likely to have learning disabilities and require special education. The effect of lead poisoning on mental development is most severe among children under the age of six years.

B. Status at FCPS Facilities
Some lead-based paint may be in buildings constructed before the ban of the paint in 1978, particularly on steel structural supports primed by the manufacturer. These structures are generally not accessible to children. There is no need for concern about buildings or additions constructed after 1978.
The identification of lead-based paint requires sophisticated laboratory analysis or the use of an instrument called an X-ray fluorescence spectrum analyzer (XRF). Using an XRF, OSS has determined that there is very little lead-based paint in FCPS buildings or on playground equipment.

C. Removal
Identified lead-based paint is not necessarily removed. A risk assessment is performed to determine the seriousness of the hazard: the condition of the paint, the surface and structure to which it adheres, whether the surface is subject to regular impact or abrasion, and whether it is within reach of small children. In many cases, the safest thing to do is to leave the paint alone.

D. More Information
Contact your family physician or the Fairfax County Health Department, 703-246-2411, for questions regarding your child's health. Additional information is available through the Virginia Department of Health, Childhood Lead Poisoning Prevention program, 804-786-7367.

For more information on the inspection of FCPS facilities, contact OSS. For information on testing your home, contact the Fairfax County Health Department at 703-246-2300.

XI. INDOOR AIR QUALITY (IAQ)
Children are especially susceptible to air pollutants even at low concentrations because children breathe a greater volume of air relative to their body weights. Also school building occupants often include those who are allergic or asthmatic or have respiratory disease or suppressed immune systems that make them particularly susceptible to the effects of poor air quality. As a result, any inquiries or complaints related to air quality should be addressed in a timely manner.

A. Causes
1. Secondhand Smoke
   Tobacco use is prohibited in FCPS buildings and FCPS vehicles.
2. Radon
   All FCPS buildings have been tested for radon. The few buildings with elevated levels have been fitted with mitigating devices that minimize the concentrations of the gas.
3. Asbestos
   FCPS has a management plan in buildings that have asbestos-containing materials to eliminate the potential of asbestos fiber release. Questions regarding the asbestos-abatement plan should be directed to the Asbestos and Radon Section of the Department of Facilities Services.
4. Other Contaminants
   Contaminants from outdoors, such as engine exhaust from idling vehicles, or contaminants from building materials, furnishings, or activities can be controlled through the mechanisms for source removal, such as local exhaust ventilation, general mechanical ventilation, or substitution of materials. The use of some materials, such as leaded ceramic glazes or formaldehyde, is prohibited. The use of pesticides is controlled through work practices that minimize their release or reduce the likelihood of incidental exposure.
5. Environmental Stressors
   Improper lighting, noise, vibration, overcrowding, heat and humidity, ergonomic stressors, and occupation-related psychosocial problems such as peer pressure may cause discomfort and induce symptoms similar to those associated with poor air quality.
6. Sick Building Syndrome
   This problem is characterized by nonspecific complaints including eye, nose, and throat
irritation; dry mucous membranes and skin; arrhythmia, mental fatigue, and headache; respiratory infection and cough; hoarseness of voice and wheezing; hypersensitivity reactions; and nausea and dizziness.

7. **Building-Related Disease**
   This problem is characterized by specific medical conditions that can be documented by physical signs and laboratory findings that are traceable to a specific contaminant source.

**B. Solutions**

Often poor IAQ is the result of inadequate ventilation. Correcting the problem may require simply improving the ventilation or discontinuing the activity that is the source of the problem.

1. **Green Plants**
   Plant metabolic exchange rate is inconsequential when compared to mechanical ventilation rates and room air changes per hour. In addition, poorly maintained planters and excess moisture may actually promote the growth of microorganisms that may become airborne contaminants.

2. **Air Cleaners**
   While most air cleaners are effective in removing some air pollutants, most are designed to filter air in a room that is one-sixth the volume of the average FCPS classroom. The use of multiple devices will create an unacceptable noise level.

3. **Ozone Generators**
   There are many brands and models of ozone generators on the market. They vary in the amount of ozone they can produce. In many circumstances, the use of an ozone generator may not result in ozone concentrations that exceed public health standards. Results of some controlled studies show that concentrations of ozone considerably higher than these standards are possible even when a user follows the manufacturer’s operating instructions. **Ozone generators should not be used in classrooms.**

4. **Humidifiers**
   Humidifiers are commonly used in homes to relieve the physical discomforts of dry nose, throat, lips, and skin. The moisture they add to dry air also helps alleviate common nuisances brought on by winter heating, such as static electricity, peeling wallpaper, and cracks in paint and furniture. However, excess moisture can encourage the growth of biological organisms in the home. These organisms include dust mites, which are microscopic animals that produce materials causing allergic reactions to household dust, and molds.

   Recent studies by the Environmental Protection Agency (EPA) and the Consumer Product Safety Commission (CPSC) have shown that ultrasonic and impeller (or "cool mist") humidifiers can disperse materials, such as microorganisms and minerals, from their water tanks into indoor air.

   Microorganisms often grow in humidifiers which are equipped with tanks containing standing water. Breathing mist containing these pollutants has been implicated as causing a certain type of inflammation of the lungs. **Humidifiers should not be used in classrooms.**

5. **Source Control**
   The most effective way to improve IAQ is to control the contaminants at their source.
C. Procedures for Handling IAQ Complaints

The school administrator should:

1. Respond immediately. When a complaint is ignored and left unresolved, the emotional reaction to the lack of response may displace the physical discomfort that caused the original complaint.

2. Increase fresh airflow. Lack of fresh air is often the cause of an IAQ complaint.

3. Look for obvious signs of air contaminants. Discourage nonroutine activities such as spray painting or cooking that create strong odors. Advise drivers of idling vehicles to move away from the building or shut off their engines.

4. Suggest regular consumption of fluids. Irritated eyes and raspy throats are more likely caused by low humidity than anything else in the building, particularly during the heating season.

5. Evaluate the effectiveness of custodial equipment maintenance. Check to see if vacuum bags and filters are changed frequently.

6. Consider the substitution of materials and supplies that may be sources of air contamination. Read product labels carefully.

7. For general IAQ concerns, call the environmental engineer within the Office of Facility Management for an analysis of IAQ. The environmental health specialist within the Office of Safety and Security can assist in IAQ concerns. The safety specialist within the Office of Design and Construction can assist with IAQ concerns that arise during renovation projects.
Chapter 7
Grounds

I. REGULATIONS AND POLICIES

A. Regulation 8580 - Indoor and Outdoor Bleachers
Establishes procedures for operating and maintaining indoor gymnasium bleachers and outdoor bleachers at middle, high, and secondary schools.

B. Regulation 8511 - Custodial Services-Instructions Concerning Snow Emergencies
Gives instructions to be followed in snow emergencies.

C. Regulation 8565 - Requests for Maintenance and Repair
Gives procedures for submitting requests for maintenance and repair of school buildings, grounds, equipment, and furniture.

D. Regulation 8579 - Athletic Fields and Equipment-Installation, Modification, and Relocation
Establishes procedures for ensuring that all athletic fields and equipment are in safe operating condition following installation, modification, or relocation.

II. BUILDING EXTERIORS

A. Stairways and Walkways
Handrails along steps must be kept in place and secure, and the steps must be in good condition with no broken edges. School grounds should be kept clear of holes, depressions, protrusions, rocky areas, broken glass, and debris. Sidewalks, driveways, and parking areas should have no major cracks, holes, or uneven surfaces. Fences and gates should be in good operating condition with no protruding ends or other projections.

B. Safeguards
Safeguards must be provided to prevent students from climbing on building roofs and climbing inside open culverts and storm drain entrances.

A 2/A:40/B:C type fire extinguisher should be provided at gas pumps during filling operations, and the extinguisher should be stored in a safe location when the pumps are closed.

C. Trash
Trash cans should be emptied regularly, and dumpsters should be located on a paved surface with doors and lids closed.

D. Snow Removal
Immediately following the end of a snowfall, principals shall notify custodians to remove the snow from these areas:
1. Sidewalks. (Concrete pathways up to one year old should not use chemical deicers.)
2. Entrances.
3. Bus loading and unloading areas.
4. Oil tank filler caps and stick line caps.
   When a snowfall occurs over the weekend or at any other time when school is not in session, the areas listed in 1, 2, and 3 above shall be cleared prior to school opening.
   See Regulation 8511.1 for additional information concerning snow removal.
5. Fire Hydrants and Fire Department Connections (hose connections located on
E. Flora and Fauna Problems
Bird's nests should be kept out of fire bells, grills, and screens. Any evidence of rodent or insect nesting should be reported to the Office of Plant Operations.

Students and teachers should be made aware that some plants are poisonous and can be fatal when eaten. A list of poisonous plants is found in Appendix D.

Pets should not be exercised on school grounds. For more information on this issue, contact the Office of Safety and Security (OSS).

III. PLAYGROUNDS

A. Installation
Installation of playground equipment must be approved by the Regional Assistant Superintendent before equipment is purchased.

The procedure for Installation of Outdoor Playground Equipment policy must be followed when planning additional playground equipment. This document may be obtained from the Office of Design and Construction Services.

An appropriate ground cover (shock-absorbing Woodcarpet®) should be placed under the playground equipment to provide cushioning and proper drainage.

B. Maintenance
Playground equipment and areas beneath and around it should be kept free of trash and sharp or dangerous objects, such as cans, broken glass, nails, etc. An adequate depth of ground cover should be maintained under equipment (eight inches is recommended).

C. Inspections
Procedures should be established for regular inspection (e.g., "The first thing on Monday morning...") of all playground equipment to identify any part needing repair or replacement. Documentation of the inspections will aid in the tracking of recurring problems or maintenance response.

A Bi-annual inspection (twice a year) of playgrounds by a certified playground inspector is performed by the Infrastructure & Environmental Engineering section of the Office of Facilities Management.

A careful inspection for bees, especially during the spring and summer months, is necessary. Covered areas of play structures are ideal locations for nests. Remove nests or report them to the Plant Operations Services Section, Pest Control.

D. Supervision and Safety Practices
Adequate supervision on playgrounds must be provided at all times but especially when children are using the equipment. An adult supervisor should be available for every 25 students or one classroom and positioned to observe students' play. The supervisor should look for children misusing equipment, attempting to perform unsuitable stunts, climbing on structures such as swings, and participating in general roughhousing. Adults supervising the playground should be equipped with a cell phone or portable radio in case it is necessary to call for assistance.

General safety rules for the entire playground area should be posted and taught to children and staff members and reviewed periodically. It is recommended that the rules be posted
for students and staff members to see.

A plan for training playground supervisors in safe playground management should be developed. Cooperative faculty planning with the physical education teacher and curriculum specialist is recommended. The plan should be reviewed at a meeting at the beginning of the year.

During mowing periods, activities on the field or on the playground should be discontinued or moved. Power mowers are capable of hurling rocks, glass, and other objects a hundred yards with sufficient force to cause serious injury.

IV. OUTDOOR ATHLETIC FACILITIES

A. Fields and Courts
Playing fields and courts must be kept clear of broken glass and debris, and asphalt courts must be maintained without significant cracks or depressions that would be likely to cause a tripping problem.

Outdoor equipment, backstops, goalposts, and fences must be kept free of defects. Athletic equipment, such as football sleds and benches, must be stored away from the activity area when not in use. The border around jumping pits must be flush with the ground, without protruding ends or raised edges.

Portable goals on FCPS fields may be owned by FCPS or local youth athletic leagues. Youth athletic leagues utilizing FCPS facilities and fields must follow all FCPS regulations as outlined in The Safety Manual (8615 (8615).P). It shall also be the responsibility of the local youth athletic leagues or private soccer club owners to identify each individual soccer goal being stored or used on FCPS property with the owners name and a contact telephone number.

Portable soccer goals can be unsafe because they are unstable when they are either unanchored or not properly anchored or secured. These movable soccer goals pose a risk of tip over to children who climb on goals (or nets) or hang from the crossbar. Portable soccer goals must have warning stickers giving instructions to never climb on goals. All portable goals shall be either anchored or secured to prevent overturning when in use (see Appendix G). These stickers are available through the Office of Safety and Security at 571-423-2010.

After all local youth athletic leagues play, portable goals (soccer, field hockey, or lacrosse) used on FCPS athletic fields must be either properly stored off the athletic field using chains to mitigate any turnover risk or physically removed from FCPS property. Athletic leagues must obtain the permission of the local program manager to securely store these goals on FCPS property.

During the soccer competition season, FCPS portable soccer goals used on competition athletic fields (High School) can remain in place by being secured in the ground by utilizing auger/stake anchors or can be stored off the athletic field using chains to mitigate any turnover risk. Portable soccer goals must be properly stored off the athletic field using chains to mitigate any turnover risk after the season.

FCPS portable soccer goals used on non-competition athletic fields (Middle School and Elementary School) must be properly stored off the athletic field using chains to mitigate any turnover risk after use after use.
It is the responsibility of the local Director of Student Activities (at the High School level) or the local Physical Education teacher (at the Middle School and Elementary School level) to assure that soccer goals are secured while in use, secured in place, and/or stored off the athletic field using chains. It shall be the responsibility of the above FCPS staff members to maintain the proper securing equipment (augers, stakes) and chains/locks for storing.

B. Outdoor Bleachers

1. Regulation 8580
   This regulation establishing procedures for operating and maintaining indoor and outdoor bleachers should be reviewed annually with appropriate staff members.

2. Inspections
   Regular inspection ensures the safe use of outdoor bleachers. Specified staff members in middle, high, and secondary schools shall inspect outdoor bleachers before and after each use and at least monthly during the off-seasons. Off-season inspections are required because the bleachers are accessible to the public even when not in use by the school. The current version of Regulation 8580 lists the items to examine during inspections.

3. Maintenance
   The Office of Facilities Management shall inspect all outdoor bleachers with a staff member in accordance with an established schedule. Facilities Management personnel shall initiate work orders for repairs identified during the inspection with repairs completed before the opening of the football season. Scheduled inspections shall also be made during October and April. Problems identified during the April inspection shall be corrected before graduation practice begins. Baseball bleachers shall be inspected annually during February, with repairs completed before the start of the baseball season.

4. Bleacher Repairs
   Needed repairs should be reported by bleacher section number by submitting an online work order to the Work Order Section of Facilities Management. A broken bleacher board shall be considered an emergency and reported immediately.

5. Emergency Situations
   School staff members are responsible for immediately securing any area where broken bleachers, handrails, or supports are observed. Facilities Management will take immediate action when notified of an emergency situation involving bleachers.

C. Outdoor Athletic Facilities

Concession stands, press boxes, storage buildings, ticket booths and other outdoor athletic facilities at all FCPS sites will be inspected by OSS annually. Recommendations resulting from this inspection will be given to the principal in a written report. Any recommendation involving significant (immediately dangerous to life and health) structural, electrical, plumbing or fire code violations must be corrected before the facility can be occupied or used. All FCPS outdoor storage buildings shall be secured by an FCPS approved lock on the FCPS grand master key system (see current version of FCPS Regulation 8624). The 3456 master padlock and the Schlage locks keyed to the appropriate building master sets are the only approved FCPS padlock.

Outdoor storage buildings not owned by FCPS (e.g. athletic boosters, community use groups, or parent teacher organizations) shall be approved by the program manager and
erected through the DC-407 Capital Outlay process.

Non-FCPS outdoor storage building shall not be used to store chemical products such as pesticides, fertilizers, or fuel containers for power equipment. All non-FCPS outdoor storage buildings shall be secured by the 3456 Master padlock or a Schalage padlock accessible by the FCPS grand master key system (see current version of FCPS Regulation 8624). In the event access is not readily obtainable during an inspection, OSS staff may forcibly remove any lock found on these buildings and replace it with a FCPS padlock.

V. HELICOPTER LANDING AREAS

A. Prohibition
The landing, operating, or storing of helicopters on school grounds is prohibited, unless specifically approved by the Regional Assistant Superintendent or a landing is required for medical, fire, or rescue emergencies.

B. Exceptions
When the Regional Assistant Superintendent grants an exception for a helicopter to land on school grounds, call the Department of Public Safety Communication (703-691-2131) using the center’s non-emergency telephone number when:

1. Dignitaries or government officials are being transported.
2. A helicopter is landing for a class demonstration or school display.
3. A pilot requests that fire and rescue be standing by.

In the event of an emergency, dial 911.

VI. STEEL CABLE OR CHAIN BARRIERS

Installation of steel cable or chain barriers is prohibited without the specific approval of OSS. If there is an approved steel cable or chain barrier located on the school grounds, it must be sleeved with plastic PVC pipe for greater visibility.
Chapter 8
Loss Control and Liability

Risk Management provides guidance, reviews, and recommendations to school and department personnel concerning contractual issues, liability assessments, and loss control topics. It is involved with loss control primarily because of potential liability issues that emerge during the normal process of operating a large and diverse school system. The issues are wide ranging in scope and are raised by many FCPS employees. Many of these issues are quickly resolved with little time involved. Others require time-consuming research and, occasionally, legal opinions.

I. REGULATIONS AND POLICIES

A. Code of Virginia

B. The Code of the County of Fairfax, Virginia

C. Policies, Bylaws, and Regulations, Fairfax County Public Schools

II. LIABILITY

See the web page for Risk Management at fcpsnet/fnx/OFAS/rm.htm

II. ASSISTANCE

Many recurring issues or activities must be considered individually because they are so complex and variable. The following is a sample of issues that should be discussed with Risk Management, Department of Financial Services, on a case-by-case basis:

A. Amusements (moon bounce, dunk tank, Velcro jumping, etc.)
B. Unusual field trips or events (slip-n-slide, truck day)
C. Unusual athletic events, including competitions (e.g., 3-on-3 basketball, 5K race, wrestling club, hiking off campus)
D. Changes in approved school transportation mode or route
E. Child care in schools
F. Mentor and tutor programs
G. Donations to and from FCPS
H. Homecoming floats (built off campus)
I. Hovercraft construction
J. Reptiles in the classroom
K. Unusual fund-raising activities
Chapter 9
Chemical Safety

I. REGULATIONS AND POLICIES

A. Regulation 8628 - Chemicals/Chemical Products for Instruction

II. PURPOSE

A. The regulation specifies a strict procedure for purchasing potentially toxic materials used in the instructional program to provide for the safety of students and employees. The procedures are designed to:

1. Prevent the purchase of materials that pose an unacceptable risk.
2. Control the quantities of the materials that are purchased.
3. Ensure that the users of approved materials have safety and health information as required by Virginia's Hazard Communication Standard (VOSH 1910.1200).

B. Material Safety Data Sheets (MSDS)
These information sheets describe the hazards related to the use of each chemical. The hazard communication standard requires that an MSDS be available to all employees who use each chemical.

C. Purchasing Procedures
No hazardous chemical may be purchased without the written approval of the environmental health specialist. This restriction applies to chemicals ordered using regular purchase request (PR) through the county and school procurement system, cards, green dollars, and non-appropriated funds. Before requesting the purchase of a hazardous chemical, employees shall determine whether or not the chemical has been previously approved. He or she shall also obtain and review the MSDS to compare the potential hazard of the chemical against the educational benefit, and shall choose a less hazardous alternative whenever feasible.

All requests for purchase of hazardous chemicals not previously approved shall be reviewed by the environmental health specialist. The review may be facilitated by using the purchase request for non-approved chemicals. The applicable MSDS shall be obtained and forwarded to the environmental health specialist with the purchase request form.

Purchase requests approved by the environmental health specialist are forwarded to the Office of Supply Operations or to the vendor, as appropriate. A copy of the approval and the applicable MSDS shall be forwarded to the originator of the purchase request via fax.

A disapproved request is returned to the originator with a written explanation for the denial and/or a suggestion for a safe alternative. A disapproved request may be resubmitted after removing the chemical that poses an unacceptable health or safety hazard and/or reducing the quantity ordered.

D. Prohibited Chemicals
Chemicals that have been classified as human carcinogens or a potential risk are prohibited from being purchased, stored, or used by any school or office.
E. Chemical Gifts
No one is permitted to accept gifts of chemicals from individuals, government agencies, corporations, companies, or any other source without written authorization from the Office of Safety and Security.

F. Exemption
Chemicals ordered through the Office of Supply Operations from the Instructional Supplies Catalog or listed as approved by OSS are exempt from this regulation.

II. RESPONSIBILITIES

The guidelines provide simplified directions in order to ensure minimizing exposures, to students and employees, to hazardous materials and conditions in science classrooms. It should be kept in mind that any activity that cannot be done safely must not be done at all.

A. Office of Safety and Security
OSS, with the cooperation of the Instructional Services Department (ISD), is responsible for developing and modifying the guidelines and for determining what materials can be safely used in a specific facility.

B. Instructional Services Department
ISD, with the cooperation of OSS, is responsible for selecting the minimal variety of materials required to accomplish the program of studies (POS) and for assisting in the enforcement of these limitations.

C. Science Teachers
Science teachers are responsible for instructing students in the proper safety procedures related to each process and for conveying health hazard information on the materials being used. Each new group of students should receive this information in the form of an instructional unit, reinforced through discussion, handouts, and quizzes. Teachers should also supervise students as they work to ensure that safe procedures are being followed and that student work areas are safe.

III. GENERAL SAFETY PROCEDURES

A. Precautions
Teachers must inform students of the emergency exit route from the building and plan and practice evacuation. They must post appropriate safety rules and review them frequently with the class.

Teachers should inspect the laboratory before each class for obvious safety hazards, wet floors, broken furniture, and accumulated trash and anticipate the actions required if a spill should occur, providing neutralizing and cleanup materials in an accessible location. They must determine what safety equipment is required and verify its accessibility and proper working condition.

All safety equipment in laboratories shall be accessible at all times. Eyewash stations should be tested monthly and prior to lab activities. Drench showers should be tested biannually. Fume cupboards should draw at least 90 linear feet per minute (lfm) when the bottom edge of the fume cupboard door is positioned 12 inches from the fume cupboard deck. Information detailing laboratory safety equipment can be found in Appendix K or on the OSS FCPSNET site at http://www.fcps.edu/fts/safety-security/factsheets/seh-38.pdf.
B. **In-Class Procedures**

Teachers should enforce safety rules, cease any activity that creates hazardous working conditions, prohibit the consumption of food and beverages, and discourage the use of contact lenses. (See Chapter 2, Section III, Paragraph F.4.) Teachers should not use malfunctioning or damaged equipment. They should refer all repairs, modifications, and construction to authorized persons. Thorough hand washing at the end of the class is encouraged.

IV. **CHEMICAL SAFETY PROCEDURES**

A. **Selection**

Use of chemicals must be limited to those required by the program of studies and those that can be safely used in the facility. Alternative materials should be carefully considered and safer products substituted whenever possible. Cost should not influence the choice.

Teachers should read and follow the product manufacturer's instructions and read and understand the health and safety information provided by the MSDS.

B. **Handling**

Teachers should ensure that the following precautions are taken:

1. Always use personal protective equipment (goggles, gloves, etc.) as specified in the use instructions.
2. **Allow only a teacher, a trained student assistant, or a staff member to handle concentrated materials requiring mixing or diluting.**
3. Handle materials gently. Avoid splashing, sloshing, or spraying.
4. Work in a fume cupboard or under a hood, or use local exhaust. Consider moving the handling of concentrated ingredients to a science laboratory preparation room or similar facility where better safety equipment is available. Exercise great care when moving chemicals from room to room.
5. Transfer chemicals using large-mouth funnels and other appropriate lab ware.
6. Clean up spills promptly, following required precautions. Use appropriate absorbents and neutralizing materials.
7. Wash hands thoroughly after handling any chemicals.
8. Rinse thoroughly, with clean water, all contaminated utensils and equipment after each period of use.

C. **Storage**

Chemicals must be stored properly after referring to the Chemical Storage Inspection report. Diluted or mixed chemicals should be stored in clearly labeled and dated containers (do not use food or beverage containers). Chemicals to be reused should be covered and transferred to closed and clearly labeled containers.

Chemical storage rooms must remain locked to prevent unauthorized entry. Chemical storage rooms must have all entrance doors properly labeled identifying the room as ‘Chemical Storage’. The location of the MSDS book shall be indicated on the chemical storage sign. Chemical storage room stickers are available through OSS at 571-423-2010.

D. **Future Reference Section**

E. **Specific Situations**

1. Compressed Gas Cylinder Safety

   Compressed gases are a unique safety concern in that they have the potential for
simultaneous exposure to both mechanical and chemical hazards depending on the particular gas. Compressed gases are normally stored in containers of such high pressure that they must be handled as high-energy sources or explosives. The sudden release of any compressed gas could cause the cylinder to become a missile and cause severe personal injury or property damage. Users should avoid damaging the valve assembly. Cylinders with removable valve guards should never be moved unless the valve guard is installed.

When in use, the cylinders must be in the vertical position and securely anchored by a chain or strap to a wall, workbench, or appropriate cart to prevent toppling. Do not store cylinders near sources of heat or ignition, or in direct sunlight. Never open the valve of a cylinder that is not properly labeled. Do not rely solely on the cylinder color for identification. Return empty cylinders to the vendor. Never use a gas without first reviewing the MSDS. Always follow the precautions for the specific gases being handled.

2. Dry Ice

Dry ice is the frozen solid form of carbon dioxide. It is extremely cold (109 degrees F below zero). Direct contact with dry ice may cause severe burns. Use tongs or gloves to handle dry ice. Never store dry ice in closed containers or containers with stoppers.

As the dry ice sublimes (melts), carbon dioxide gas is liberated. Carbon dioxide gas is heavier than air and can displace oxygen. This displacement may result in suffocation. Never use dry ice in unventilated areas. Do not store dry ice in containers that require the insertion of the head or shoulders to reach the bottom.

V. CHEMICAL PURCHASE PROCEDURES

A. Process

Supplies on hand should be inventoried before placing an order. Follow the ordering procedures found in the current version of Regulation 8628, purchasing only those chemicals required by the program of students or approved by the OSS, Coordinator for Safety and Environmental Health.

Date products as they are received, and use the oldest first; use dating to determine rate of consumption. Obtain a material safety data sheet for each product ordered.

B. Considerations When Ordering

Consider alternatives. (See section IV.A. above.) Reduce the potential for overexposure to more hazardous materials by purchasing ready-to-use products that require no mixing or dilution of concentrated ingredients.

Avoid bulk purchase unless large quantities of the product are required. While the cost per unit is generally cheaper in large purchases, the cost of the disposal of unused portions must be considered. Very often the cost of the disposal exceeds the original price. Also, unused products deteriorate with age, and contents of large containers are more likely to become contaminated through frequent dispensing. Smaller containers promote freshness, maintain quality, and reduce the likelihood of contamination.

C. Excess Materials

Notify OSS of any unused or discontinued materials so that they can be transferred to a potential user, avoiding wasteful disposal of a usable product.

VI. WASTE DISPOSAL PROCEDURES
A. General Procedures
The manufacturer's label provides directions for disposal procedures.

The accumulation of waste should be avoided by disposing of it as soon as possible after use. This immediate disposal eliminates the complications associated with disposal of large quantities. OSS should be contacted for advice or removal of wastes that cannot be disposed of safely.

B. Mercury Spill Cleanup Procedures
Procedures for the cleanup of a broken thermometer must include precautions against being cut. Since mercury can be absorbed through prolonged contact with the skin, use gloves, tongs, or other instruments.

When mercury is spilled, the potential for exposure is mainly through inhalation. Fortunately, the vapor pressure of mercury is very low, so mercury is not readily released into the air in significant concentrations unless it is dispersed through mechanical action. It is only dangerous in a finely divided form. Users should attempt to minimize the dispersion of mercury. To lessen the dispersion of mercury:

1. Initiate cleanup immediately, warning others without creating panic.
2. Maximize ventilation; open windows and doors and use electric fans.
3. Avoid walking in the spill area; cover shoes with plastic bags, if necessary.
4. Students/staff members that may have walked in or immediately near the mercury spill should remove their shoes at the classroom door prior to exiting into the hallway.
5. Do not use a broom, brush, mop, or ordinary vacuum cleaner to pick up mercury. Gently push the mercury beads together using stiff paper or single-layered cardboard.
6. Draw mercury into a medicine dropper, or push it onto stiff paper.
7. Carefully transfer the collected mercury to a seamless bottle.
8. Label bottle and either give it to the science chairperson or call OSS for pickup.
9. For difficult cleanups, call OSS.
I. REGULATIONS AND POLICIES

A. Policy 2101-Physical Examinations, Immunizations, Contagious Diseases, Treatment of Injuries
   Describes legal requirements regarding health and welfare.

B. Regulation 2101-Physical Examinations and Immunizations of Students
   Provides requirements and procedures for the physical examination and immunization information that must be provided for students entering school.

C. Regulation 2102-First Aid, Emergency Treatment, Health Plans, and Facilitation of the Use of Medications for Students
   Prescribes procedures for the items listed in title.

D. Regulation 2104-Health Services-Specific Health Care Procedures
   Establishes rules to follow when the physician of a student prescribes a specific health procedure to be provided for the student during school hours.

E. Regulation 2108-Human Immunodeficiency Virus (HIV)
   Establishes policy regarding students who are infected with HIV.

F. Regulation 2610-Exclusion (Suspension or Expulsion) of Students From School
   Establishes procedures governing exclusion (suspension and expulsion) of students from school for student conduct on school property, while engaged in or attending a school activity, or while going to or returning from school. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

G. Regulation 4415-Hygiene Practices
   Establishes a hygiene plan for implementation in all FCPS work locations.

H. Regulation 4720-Employee Work-Incurred Injuries-Workers’ Compensation Benefits
   Establishes procedures for reporting work-incurred injuries, determining eligibility for workers’ compensation, and processing claims.

I. Policy 7203-Food Sales and Services
   Provides guidelines for the sale of food in schools.

J. Regulation 7204-Food Services -Food Sales in Schools
   Outlines the restrictions that govern the sale of food items in the schools. In order to help students in establishing good nutrition habits, to assure that sanitary food practices are maintained, and to preserve a sound financial status in each school food service program:

   1. No food or beverage will be offered for sale to students before or during the scheduled school day on the school premises by other than an individual school's food service program.

   2. No school or organization will contract for or offer on its own at other times any sale of food or beverage to students in competition with an established Office of Food and Nutrition Services program.
K. *Regulation 8635 -Bloodborne Pathogens-Postexposure Medical Evaluation and Follow-Up*

Specifies a procedure for obtaining postexposure medical evaluation and follow-up in accordance with Virginia Occupational Safety and Health Regulation 1910.1030 when a School Board employee receives a work-incurred exposure to human blood.

II. INFECTION CONTROL

A. Personal Awareness

1. Hand washing
   - Frequent and thorough hand washing is an essential deterrent to infection.

2. Disposable Latex and Vinyl Gloves
   - Natural latex disposal gloves are normally provided to employees. However, natural latex may cause a hypersensitivity reaction in some people. This allergic reaction may include swelling or redness of the skin or a life-threatening asthma-like response. Vinyl gloves are available for employees who have a latex allergy or who work with children with latex allergies.

   The use of latex gloves provides an effective barrier to the transmission of infectious organisms when used correctly and when coupled with effective hand washing practices. The gloves protect the wearer from exposure to blood and body fluid of others, provide a barrier against transmission of disease from one child to another, and provide a barrier against transmission of disease from the wearer to the child.

   The users of disposable gloves must be fastidious in their use of the gloves and recognize that soiled gloves, as well as dirty hands, may become a serious source of contamination in the classroom. Once the gloves become soiled, the wearer must avoid the handling of furniture, toys, and other objects that might become contaminated. Caregivers must wash hands after use of gloves and change gloves as frequently as necessary in order to avoid the inadvertent spread of disease.

3. Universal Precautions
   - Any FCPS employee who handles human body fluids must be aware of and follow the universal hygiene precautions. These precautions are the subject of a video *It's Up to You* and are prominently displayed in poster form in the school clinic. Additional information is available in the Bloodborne Pathogen Exposure Control Plan that may be found in the school clinic or may be obtained by contacting the Office of Safety and Security (OSS).

B. Bloodborne Pathogens

1. Exposure
   - Employees who routinely administer first-aid or care for students with special needs are considered at an increased risk of exposure to bloodborne pathogens, including HIV and the hepatitis B virus (HBV). Other employees are exposed only as a result of an accident or as a result of performing a Good Samaritan act and, in these cases, only when blood is present.

   Exposure is not simple contact with blood. Exposure occurs only when the **blood** of an infected individual enters the bloodstream through a cut or sore, or when it is splashed into the eyes, nose, or mouth. Exposure does **not** occur through contact with other body fluids unless blood is present. Exposure can be avoided by using universal precautions (See Section II. C. above.), including the use of latex gloves.
All FCPS employees are eligible for postexposure medical evaluation and follow-up treatment from FCPS-authorized health care providers, at no cost.

Any employee who is exposed should seek medical treatment from any health provider listed in the current version of Regulation 4720 or as amended as soon as possible and as close to within 24 hours of the exposure incident as possible. The required report forms and detailed procedures are described in the current version of Regulation 8635, and a detailed description of the FCPS Bloodborne Pathogen.

Exposure Control Plan is available in the school clinic. Visitors, volunteers, and parents of children who have been exposed should be asked to seek the advice of a family physician. For additional information, contact the coordinator of the Environmental Health Section of OSS.

2. Hepatitis B Vaccination
Each athletic trainer, director of student activities, and principal must familiarize himself or herself with the Bloodborne Pathogen Exposure Control Plan in order to have a clear understanding of what exposure is, what to do in the event of an exposure, and where to go for help.

OSS is responsible for determining who is at increased risk of exposure to blood and body fluids containing blood and for providing training to these employees on how to protect themselves. The head athletic trainer in each high school is required to provide this training to coaches and to update the training annually. Written verification of training for each at-risk employee must be kept on file at OSS. It is this training report that causes OSS to send a vaccination authorization form to the eligible employees enabling them to receive, at no cost to them, the first in a series of three shots. Eligible employees are asked to complete the series; they may call OSS to get authorization for the second and third shots.

Although head athletic trainers and wrestling coaches are considered to be at greater risk of exposure to bloodborne pathogens, all coaches are subject to the occasional contact with blood when administering first aid. As a result, they should be aware of what constitutes exposure, the universal precautions to avoid exposure, and their eligibility for postexposure medical evaluation and follow-up (see the current version of Regulation 8635) if an exposure occurs.

3. Sharps
The more commonly recognized sharps-objects that pierce-are medical instruments such as syringes, lances, and hypodermic needles but also may include broken laboratory glassware, Exacto blades, and sewing needles that have been contaminated with blood. In addition to the obvious physical hazard, used sharps, if contaminated with blood, may transmit HIV and HBV. Contaminated sharps must be immediately placed in a puncture-proof, clearly labeled container. A container designated for sharps disposal has been provided to each clinic. If the container is inadequately sized or already full, a coffee can or similar container may be used.

Teachers must understand the need to handle contaminated sharps in a way to minimize the risk of transmission of bloodborne diseases. An inadvertent prick with a sewing needle or an intentional jab with a needle as a prank must be handled as if it were a potential source of infection. Teachers and custodians must be especially careful when handling sharps to avoid self-exposure. Broken glass should be handled with gloves, tongs, broom, or scoop and placed in a puncture-proof container whether contaminated with blood or not.
To obtain a new container contact OSS. Full sharps containers should be disposed of in accordance with proper procedures.

Uncontaminated broken glass or other sharp objects are not required to be put in the regulated waste container. After the uncontaminated sharps are placed in a puncture-proof container, such as a heavy cardboard box or an empty coffee can, they can be placed in a regular trash receptacle.

4. Infectious Waste Disposal and Regulated Waste
The red plastic bucket located in the clinic is for the disposal of materials that are soaked with blood. Broken glass and other sharp objects that are contaminated with blood should be placed in a puncture-proof container and then placed in the regulated waste container.

5. Disposal of Other Body Fluids
Materials that are contaminated with human waste (urine and feces), vomitus, saliva, mucus, or perspiration are not considered regulated waste. Regulated waste also does not include used band-aids, sanitary napkins, or dirty diapers. If flushable, these materials should be flushed down the toilet; if not, they should be double-bagged and placed immediately in the dumpster.

6. Human Bites
Some victims of hepatitis B infections may harbor the virus in their saliva. In a few of these cases, a sufficient number of viruses may be in the saliva to represent a transmissible dose. If such an infected individual were to bite someone and copious amounts of saliva were to be introduced into the bloodstream, transmission could possibly occur. The risk of transmission by this route is considered to be extremely small. There have been no documented reports of this occurring.

Despite the small risk, employees who receive a bite that breaks the skin should treat the bite as if it were an exposure to a bloodborne pathogen and follow the procedures outlined in the current version of Regulation 8635. Children and visitors who have been bitten should be referred to their family physicians.

III. FOOD PREPARATION

Contaminated food is a frequent vehicle for the transmission of disease. Handling food with unwashed hands is the single most frequent source of contamination. Everyone should wash his or her hands prior to preparing or eating food.

A. Classroom Food Preparation
In general, these guidelines apply to food activities where food preparation and storage facilities are limited or not readily available. They do not apply where food safety and sanitation are an integral part of the curriculum (home economics or restaurant trades) or where they are already a part of the operating procedures (Office of Food and Nutrition Services).

Avoid potentially hazardous foods such as eggs, meat, and dairy products. Keep hot foods hot and cold foods cold; bacteria will multiply rapidly when food is held at room temperature. Handling raw meat, bringing food from home (other than for designated celebrations), and preparing foods such as soup or ice cream by large groups is prohibited.
Foods such as fresh fruit, fresh vegetables, nuts, cereals, jellies, and peanut butter (items that do not require refrigeration) are considered acceptable when used in their natural states. These become hazardous when combined with eggs, meat, and dairy products. Students may bring unopened ingredients or commercially prepared products. The school cafeteria manager or the home economics department may provide help for the storage and preparation of food.

Encourage the practice of acceptable food preparation procedures such as using personal hygiene (hand washing), proper food handling (no finger tasting), and nutrition; prohibiting ill children from having contact with the ingredients or other children's food; using simple recipes with limited direct contact with food; preparing and serving food in small sample sizes to avoid bulk preparation; using disposable eating utensils; serving food immediately after preparation; and keeping hot food hot (over 140 degrees F) and cold food cold (45 degrees F or under). Also ask an adult to operate appliances, use wax paper or plastic wrap to line work surfaces, and plan the food lesson so that it does not interfere with the students' appetite for lunch.

B. Food Preparation for Classroom Special Events
Follow the food preparation procedures described in section III. A. above. Serving individual portions of commercially prepared, prepackaged food items is desirable, provided that perishable items are held at the proper temperature until served. Ice cream bars or cups are preferred over the use of bulk ice cream that requires dipping. Fruit juice, fruit drinks, and sodas may be dispensed in disposable cups, provided that the ice is from an approved source and the beverage, ice, and cups are handled in a manner to prevent contamination. Prepared food originating from a commercial source, properly delivered, and properly cooked prior to use may be served using disposable tableware.

Homemade nonperishable baked goods and confections may be served when properly dispensed using disposable tableware, provided that the food is protected from contamination during delivery and properly held until served. The serving of perishable homemade foods is not permitted. During culturally oriented in-school preparation or service of food, obtain the cooperation of the Office of Food and Nutrition Services, the home economics department, or the restaurant trades program, unless the food is not potentially hazardous.

C. Food Service Guidelines for Fund-Raising
The fund-raising activities of all school-sponsored organizations or supporting organizations must conform to local regulations governing the service of food to the public. The types of foods that are permitted to be served to the public are limited when health department-approved facilities are not available for use. Contact the Fairfax County Health Department for additional information.

Acceptable food preparation procedures should be followed. Homemade nonperishable baked goods and confections may be sold when dispensed in pre-wrapped portions. The sale of other homemade food is not permitted. The sale of individual portions of commercially prepared prepackaged food items is allowed without restriction provided that perishable foods are held at proper temperatures until sold.

Fruit juice, fruit drinks, and sodas may be dispensed into disposable cups. The cups must be protected from contamination; unused, unwrapped cups must be discarded. Beverage ice must be from an approved commercial source and properly dispensed. Nothing is permitted to be stored in the beverage ice.
Foods that are not potentially hazardous, such as popcorn, cotton candy, or candy apples, may be prepared provided that the ingredients and finished products have been protected from contamination. Potentially hazardous foods requiring limited preparation (heat and serve) such as hot dogs, hamburgers, and nachos may be prepared only when health department-approved facilities are available. The preparation of potentially dangerous mixtures (meat or fish salads) or food requiring extensive preparation is prohibited.

When health department-approved facilities are not available, potentially hazardous foods requiring limited preparation may be prepared in an approved facility elsewhere, pre-wrapped, and transported to the site of the event. The dispensing of prepared food originating from a commercial source is approved. The delivery in both situations must maintain the required temperature to protect the food from contamination.

For fund-raising involving culturally oriented food, see the last paragraph under section III. B. above.

For restrictions on the sale of food in school to students, see the current versions of Policy 7203 and also Regulation 7204.

**E. Food Service Vending at Youth Athletic Events**

Food served at concession stands during youth athletic events at FCPS must be done with the approval of the health department. Each school is responsible for obtaining a Youth Athletic Event health permit from the Fairfax County Health Department (FCHD).

In order to ensure food is prepared safely, the FCHD also requires that a member of each youth athletic concession stand attend a basic food safety class, which is provided free of charge by the FCHD. A class schedule, application form, and additional information on this process can be found at: [http://www.fairfaxcounty.gov/hd/food/foodpdf/fssworkshopyouth.pdf](http://www.fairfaxcounty.gov/hd/food/foodpdf/fssworkshopyouth.pdf). Some of the topics covered during this training include: no bare-hand contact with foods, proper hand washing, food storage and cooking temperatures, and preventing cross-contamination.

Menu offerings at these concession stands should be as simple as possible. Limiting foods to hot dogs, nachos with cheese, and other items that do not require cooking that produces grease-laden vapors is preferred.

The International Fire Code requires that all equipment (used in a commercial process be they either commercial or residential grade equipment) used to cook foods which produce grease-laden vapors, such as hamburgers, must be installed (complying with the International Mechanical Code) under an approved Type I hood system (capable of removing grease from the air before it enters the duct system) and shall be provided with an approved automatic fire suppression system.

If the youth concession stand does not have a Type I hood system and approved automatic fire suppression system, cooking of foods which produce grease-laden vapors shall not occur. For example, if you have a stove at your concession stand and it is not installed under an approved hood, you can boil hot dogs, which does not produce grease-laden vapors, but you cannot cook hamburgers. Foods that produce grease laden vapors can still be cooked out doors (e.g. hamburgers on a gas or charcoal grill) following FCPS guidelines for grills.

**IV. OTHER PHYSICAL PROBLEMS**
A. Water Quality

1. Public Water Supplies
   Except for Clifton Elementary School, FCPS facilities are connected to public water supplies, which are required to meet water quality standards established by the Environmental Protection Agency (EPA) and enforced by the state department of health. The safety of the drinking water is the responsibility of the water authority that supplies the water. Many of these water authorities have designated FCPS buildings as their distribution sampling sites.

2. Wells on FCPS Property
   Wells serve Clifton Elementary School. Since the wells are on FCPS-owned property, FCPS has the responsibility for ensuring the water quality. The Lead and Copper Rule for Small Waterworks sets action levels for dissolved lead and copper concentrations and requires sampling under specific conditions and at prescribed sites within each distribution system. The action levels are not equivalent to maximum contamination levels, but are levels which, if exceeded, indicate that the owner must initiate control measures to minimize the potential concentration of contaminants. Successful control measures are in place.

   The water regulations also require that FCPS monitor bacteriological quality through the monthly collection of water samples for analysis by the state laboratory. The results of this analysis are consistently negative, meaning the supplies are free of harmful bacteria.

3. Lead in Drinking Water
   In 1988, the Office of Safety and Security tested the drinking water in all FCPS facilities in accordance with an EPA suggested protocol. All fixtures, including refrigerated water coolers, and other plumbing components that were found to be contributing to elevated lead levels have since been removed and replaced. FCPS facilities constructed after 1988, do not contain plumbing fixtures or refrigerated water coolers that contain lead solder or lead components (These were banned in 1983.). Ongoing lead-level monitoring of the drinking water is not necessary, because the relative stability of the plumbing materials themselves is not likely to result in a change in the dissolved lead levels.

B. Cancer Clusters
   When several persons working in the same building are identified as having cancer, the tendency is to label the building as the cause of the cancer. However, this conclusion is often based on incomplete or wrong information, insupportable assumptions, or unfounded fear. The type of cancer, whether or not there is confirmation of diagnosis, whether there is a genetic propensity for the particular type of cancer, and whether age, diet, smoking, or alcohol consumption are factors that must be considered.

C. Tuberculosis
   Tuberculosis (TB) is a bacterial infection of the lungs that causes cough, fatigue, weight loss, swollen glands, and fever. This active tuberculosis infection can damage lungs and spread to other vital organs. About 10 percent of those with active infections will die from the disease, usually from lack of adequate treatment. Those individuals with an inactive tuberculosis infection are not sick and cannot spread the disease.

   A person with active TB will release infectious bacteria into the air while coughing, sneezing, laughing, or singing. The more contact one has with an active case, the greater the risk of exposure. A healthy person's immune system can effectively control the infection, often for a lifetime. Only 10 percent of people who become infected will develop the active disease.

   A simple skin test can identify those who have been infected with the TB germ with a
positive test and indication that the germ is in the body, but not that one is sick. A positive test should be followed by additional tests, including a chest x-ray and/or sputum samples to confirm the absence of an active disease. Treatment of active cases requires taking a combination of drugs over a six- to nine-month period. TB cases with active disease are noninfectious soon after they begin treatment.

All active and suspected TB cases are reported to the Fairfax County Health Department. Each case is contacted by a public health nurse, ensuring appropriate monitoring and treatment. The health department routinely screens refugees, foreign-born students enrolling in school for the first time, and citizens who have resided in a foreign country for five months or longer.

For more information, contact your family physician, school’s Public Health Nurse, or the Fairfax County Health Department.

D. Asthma
An estimated three million school children are affected by asthma. These children are susceptible to acute respiratory distress through constriction of their airways when exposed to a variety of environmental factors including natural air contaminants (pet dander, molds, and pollen), irritating odors, and strong odors. Teachers can help asthmatics avoid these triggers by recognizing and refraining from performing the activities that are likely to produce them. The use of spray paints or adhesives is an obvious example. Less obvious and more insidious is the use of natural materials such as corn stalks or feathers as seasonal decorations.

Teachers must be alert to the signs of distress and seek help for the asthmatic student at the clinic. Symptoms of a consistent mild cough and heaviness or tightness of the chest can progress rapidly to shortness of breath, difficulty in speaking, wheezing, or gasping.

If some unidentified condition is thought to trigger an asthmatic attack in the classroom, contact OSS for a respiratory hazard evaluation.

E. Head Lice
Outbreaks of head lice are common among children in schools and daycare, affecting all social and economic groups. Because there is no evidence that head lice transmit disease, Pediculosis is considered a nuisance rather than a health hazard. Head lice are not spread to humans from pets. Head lice are spread either by direct contact with a person who has head lice or indirectly by contact with personal belongings of an infested person.

Lice cannot jump or fly; they crawl. Lice that drop off a human head are probably dead or dying. Neither lice nor nits survive more than 48 hours at room temperature.

FCPS will not and does not approve of pesticides being applied in classrooms to treat for head lice. Treatment of school classrooms with pesticides is not effective in solving head lice outbreaks. Treatment of affected students is the only effective means of ending a head lice outbreak.

For more information, please contact your school’s Public Health Nurse or the Office of Student Services’ Health and Home Instruction Specialist at 571-423-4402.

F. Food Allergies
All teachers should identify students with life-threatening allergies, learn as much as possible about their allergies, take measures to protect them, and be prepared to handle any severe reactions that occur despite precautions. Teachers of kindergarten and preschool
children are reminded that smaller children are particularly susceptible to food allergies. Besides reacting with swelling, itching, rash, diarrhea, and asthma, some children may react violently to ingesting even trace amounts of implicated foods. Commonly incriminated foods include milk, eggs, nuts, wheat, peanuts, soybeans, chocolate, certain food additives (MSG), and all products containing one or more of these ingredients.

Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Symptoms occur within minutes to two hours after contact with the allergy-causing substance but, in rare instances, may occur up to four hours later. Anaphylactic reactions can be mild to life threatening. The annual incidence of anaphylactic reactions is about 30 per 100,000 persons, and individuals with asthma, eczema, or hay fever are at greater relative risk of experiencing anaphylaxis.

An anaphylactic reaction may begin with a tingling sensation, itching, or metallic taste in the mouth. Other symptoms can include hives, a sensation of warmth, asthma symptoms, swelling of the mouth and throat area, difficulty breathing, vomiting, diarrhea, cramping, a drop in blood pressure, and loss of consciousness. These symptoms may begin in as little as five to 15 minutes to up to two hours after exposure to the allergen, but life-threatening reactions may progress over hours.

Some individuals have a reaction, and the symptoms go away only to return two to three hours later. This is called a "biphasic reaction." Often the symptoms occur in the respiratory tract and take the individual by surprise.

Food-sensitive adults and older children can avoid adverse health reactions simply by avoiding the implicated food or foods that they suspect may cause them problems. A younger child, on the other hand, requires the protection of a vigilant adult who is aware of the child’s sensitivity. Teachers are provided information on the special health needs of sensitive children and must assume the responsibility to protect them from exposure. Teachers should be especially cautious when food made of unknown ingredients is brought into the classroom. All teachers are also reminded to include health warnings in their teaching plans when preparing for a substitute.

For more information, please contact your school’s Public Health Nurse or the Office of Student Services’ Health and Home Instruction Specialist at 571-423-4402.

G. Video Display Terminals

1. Emissions
No scientific evidence indicates that electromagnetic fields (EMF) are responsible for symptoms experienced by the use of video display terminals (VDT). Most of the symptoms are more likely caused by ergonomic problems (posture), improper lighting, or work-related stresses. Burning, irritated eyes have been reported to be the result of the reduction in the frequency of moisture-replenishing eye blinking. A VDT user does not blink as often as does someone who is reading or in conversation. Concerns about VDT emissions can be addressed by contacting the Environmental Health Section of OSS, which can measure the VDT’s EMF emissions.

2. Screen Shields
These filters will effectively reduce the EMF emissions from a VDT. However, all electrical devices emit EMF, so the use of a VDT screen filter does not significantly reduce EMF exposure and therefore is not really cost-effective. Exposure can be reduced effectively by simply moving away from the screen or other source.
H. Pepper Spray
Pepper spray is considered a weapon and should be handled with respect for the damage they may cause. Possession of pepper spray by students is prohibited (see the current version of Regulation 2610). However, no such prohibition applies to teachers or staff members. Teachers and staff members are cautioned that the pepper spray that they may carry for personal protection must be kept out of the reach of children. While pepper spray is considered harmless, it does cause swelling of mucous membranes and a choking sensation that may elicit a life-threatening response from asthmatics and other susceptible children. Even when not directly exposed to the spray, the stress caused by the reaction to the spray in a school has caused asthma attacks among susceptible children.

Leave pepper spray either at home or locked in your car. If you must carry pepper spray with you, keep it hidden and secure. For more information, contact the security coordinator.

I. Heat-Related Illness
(See Appendix E, Prevention of Heat-Related Illness.)

J. West-Nile Disease
West Nile virus is a mosquito-borne virus that can cause encephalitis (inflammation of the brain) or meningitis (inflammation of the lining of brain and spinal cord). The virus was first reported in the United States during summer 1999. It is thought to have been carried into this country by migratory birds. Common house mosquitoes become infected with West Nile virus by biting birds that carry the virus. Humans and birds can become infected with the virus when bitten by infected mosquitoes.

Mosquitoes are poor fliers, so most of the mosquitoes seen around your school come from the school property or adjacent properties. To prevent mosquitoes from becoming a problem, make sure breeding sites are eliminated. Mosquito breeding occurs during months with warm temperatures. Mosquitoes breed in still water. The most effective way to control mosquitoes is to eliminate any standing water where mosquito larvae can live. Check the school grounds for the following:

1. Roof gutters and roof drains
   Ask the building supervisor to check these areas regularly for standing water.

2. Soda cans and other containers
   Discard or recycle all cans and drink receptacles.

3. Trash cans
   Empty trash cans regularly, especially following weekends and/or rainstorms.

4. Birdbaths
   If the school has a nature area, clean and change the water in the birdbath every few days.

5. Puddles and swampy areas
   Drain the water. Submit a work order to have areas filled with clean soil.

To avoid mosquito bites:

1. Wear long pants and long sleeves when outside.
2. Use insect repellent on any skin areas that are not covered.
Follow manufacturer’s recommendations for insect repellent use. Some insect repellents are toxic if ingested and are toxic to children.

V. OTHER SANITARY PRECAUTIONS

A. Tooth Brushing
   Children should wash their hands before brushing teeth. Toothbrushes should be stored separately between uses in clean covered containers. If stored together, they should be racked in such a way that the brushes do not contact each other. Toothpaste should be dispensed from personal, individually assigned tubes or transferred from a common tube using a disposable spatula. Never allow the tip of a common tube to come in direct contact with a toothbrush. Rinse water should be provided in single-service cups. Paper cups must be protected from contamination in storage and discarded after use.

B. Musical (Woodwind) Instruments
   Recorders that are loaned to students for an academic year must be cleansed and disinfected before they are reassigned using the following procedures: clean the recorder in warm water and detergent using a bottle brush or cloth pulled through the instrument, rinse under water to remove the detergent, immerse the instrument in a 1:10 dilution of 5.25 percent sodium hypochlorite (laundry bleach) for 10 minutes, rinse the recorder thoroughly under running water, allow the instrument to dry, and store in a clean, protected place. If a sheath is used, it must also be disinfected following the procedure described above. Because the bleach is caustic, direct skin contact must be avoided by using gloves or tongs. Cleaning the instrument in a dishwasher is not an effective method for disinfecting musical instruments. Cracked, chewed, or scored instruments should be discarded.

   The practice of providing a substitute recorder to children who leave theirs at home should be discouraged to limit the handling of the disinfectant. These children could continue their participation with an instrument having no mouthpiece.

C. Wading Pools
   The use of portable wading pools for recreation is prohibited. Even though the water may be changed frequently, without the benefit of constant filtration and the controlled addition of a chemical disinfectant, the water becomes stagnant and serves as a common vehicle for the transmission of infectious organisms from one child to another.

D. Mildew Control
   Mold and mildew are a seasonal problem in some air-conditioned FCPS buildings, especially in the summer when the relative humidity is high and the classrooms are unoccupied. The key to controlling the presence of mold and mildew is to control the humidity, avoiding the formation of condensation and allowing damp surfaces to dry quickly. This is particularly difficult during the summer because this is the time when the custodial staff does much of its heavy cleaning, including the shampooing of carpets. The problem can be minimized if the custodial staff follows these guidelines:

   1. Shampoo carpets only when extraction (suction) equipment is available for use.
   2. Follow the carpet shampoo mixing directions exactly.
   3. Arrange to use carpet dryers or fans to blow large amounts of air across the wet carpet surface. The goal is to dry the carpet within 24 hours.
   4. Leave the doors open and the lights on.
   5. Make sure all exhaust fans and powered roof ventilators are working.
   6. Operate the air conditioning equipment between 73 and 79 degrees Fahrenheit.

   Contact the Office of Plant Operations for more information about carpet cleaning.
E. Sandboxes and Water Tables
Soiled water in a water table may spread germs in the classroom. The table should be drained and disinfected after each day's use. While sand is less likely to support the growth of germs, the practice of wetting the sand has been discovered in several classrooms to cause the growth of mildew, which may adversely affect the health of sensitive children. Teachers need to check the tables carefully when sand is used. An unpleasant odor will probably be the first sign that the sand should be discarded. The use of food products such as rice or beans in these tables is unacceptable.

Never forget that hand washing is the most important barrier to the transmission of disease among school children. Children must be encouraged to wash hands after playing with sand or water in a water table.

F. Microorganisms and Fungal Cultures
Only nonpathogenic microorganisms shall be cultured or employed for classroom use. Human or human products shall not be used as a source of bacterial or microbial culture materials. The use of blood agar, serum agar, or chocolate agar is to be avoided since these agars promote the growth of human pathogenic organisms.

All bacterial cultures should be handled as if they were pathogenic using the following procedures:
1. Plates or petri dishes should be secured with tape to prevent the accidental exposure to content.
2. Colonies should be counted on closed plates or petri dishes.
3. When working with cultured materials, students should be instructed to keep their hands away from the mouth, nose, and eyes. All students should wash their hands when leaving the laboratory.
4. Pipetting by mouth is prohibited. If pipetting is necessary, a pipetting bulb should be used with a plug of cotton placed between the liquid and the pipetting bulb.
5. Culture plates or petri dishes should be auto-claved for 20 minutes at 140 Kpa (15 lb/in) pressure prior to disposal.

When culturing fungi, measures shall be taken to prevent the release of spores into the environment. Standard aseptic techniques shall be used for any fungal transfers. Disposal of cultures shall be accomplished only after autoclaving at 140 Kpa for 15 minutes. Viral cultures shall not be used. The control and disposal of viral cultures are beyond the capability of high school laboratory facilities.

In elementary schools, bread mold experiments and activities in which agar plates are exposed to the air shall be undertaken with great caution. Some students are allergic to molds; therefore, mold cultures shall be observed only in covered containers. To dispose of molds, cultures shall be placed in sealed plastic bags before being put in trash containers.

G. Hair Restraints
Each of the culinary technology kitchens is subject to the requirement governing food and food service establishments in Fairfax County. Employees in these establishments are required to wear effective hair restraints to prevent loosened hair from falling into food or utensils. The students in the culinary technology program are being trained to work in a commercial setting, must learn the need for full regulatory compliance, and are, therefore, required to wear effective hair restraints.

Students working in the home economics food labs, on the other hand, are learning to
prepare food in a domestic setting and are not subject to regulation. However, these
students should pull their hair away from their faces and off their shoulders for safety
reasons.

If there are questions regarding hair restraints, contact OSS or the Fairfax County Health
Department.

H. Disinfection of Environmental Surfaces
Chlorine bleach (5.25 percent sodium hypochlorite) in a 1:10 dilution is an effective surface
disinfectant that will kill microorganisms and mildew. Bleach should be used only on
colorfast washable surfaces. This solution is too strong to be used on food contact surfaces
or cafeteria tables.

The solution should be mixed immediately prior to use in a cleaned, rinsed plastic container
by pouring one measure of bleach into ten measures of water. This is a concentrated
causic solution, so eye and skin contact must be avoided. When being used to remove
mildew, wring the cloth or sponge tightly to ensure thorough removal of the mold. Change
the solution frequently to keep it clean and effective. Take care to avoid bleaching fabrics
and carpets by splashing or dripping.

Do not mix the solution with any other cleaning agents.

I. Wiping Procedures for Cafeteria Tables
The use of a weak bleach solution is an effective way to reduce the presence of harmful
germs on lunch tables. Using the proportional equivalent of one teaspoon laundry bleach in
two gallons of lukewarm water, mix in a clean plastic or stainless steel container. The
custodian or cafeteria attendant should perform this task daily, using caution when handling
the bleach. The food service manager should test the concentration with test strips to
confirm that the concentration is 50 parts per million. Once the mixing routine has been
established and the concentration confirmed, only occasional testing is necessary.

The solution should be given, to the cafeteria assistant, in small pails with handles. The use
of a spray dispenser by or near children is not recommended. The children's use of the
solution must be carefully monitored. They should rinse clean sponges or reusable
disposable cloths (Handiwipes) in the solution and wipe the tables. When the solution
becomes soiled, it should be changed. Then the used solution should be poured into the
kitchen sink.
I. POLICIES AND REGULATIONS

A. Regulation 8625 - Safety Procedures—High Winds, Severe Thunderstorms, Tornadoes, and Tornado Drills. Prescribes procedures and responsibilities designed to provide protection from tornadoes and other severe storms.

II. DEFINITIONS

A. ADVISORY An advisory is issued when a hazardous weather or hydrologic event is expected to occur, but there is no immediate threat.

B. WATCH A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

C. WARNING A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

D. TORNADO A tornado is a violently destructive rotating storm, accompanied by a funnel-shaped cloud that progresses in a relatively narrow path over land. Most tornadoes have winds less than 110 miles per hour (mph) and last from one to ten minutes. However, stronger tornadoes will last 20 minutes or longer and can have winds greater that 205 mph.

E. SEVERE THUNDERSTORM A storm that is characterized by the presence of heavy rain, lightning and thunder, damaging straight-line winds that can reach 140 mph, and the possibility of large hail.

F. HIGH WIND A situation where sustained winds of 40 mph or higher, and/or wind gusts of 58 mph or higher for one hour or more. National Weather Service should provide more definitive forecasted sustained and/or gusting wind speeds during a High Wind Warning.

III. TORNADOES AND HIGH WIND

Occupants of schools must know how to respond when their location is threatened by strong, damaging winds. Preparation involves several simple steps.

A. Select shelter areas Shelter areas must be established that are sufficient to hold the entire population of the school. The purpose of the shelters are to provide safe areas from the danger of flying glass and debris from broken windows, or in the case of strong tornadoes, injury from structural failure of the school building. Good shelter areas can usually be established in ground floor hallways and interior windowless rooms. When selecting shelter areas, sections of the school with the following features MUST be avoided;

• Areas with direct exposure to exterior windows
• Large rooms with free-span roofs such as gymnasiums and auditoriums
• Second floor rooms and halls
• ANY trailer-type classroom including modular annex buildings

B. Establish emergency plans for occupants of trailer and modular classrooms Students and staff in non-masonry buildings are at greater risk of injury from severe winds. Depending on the strength of the wind, those persons should seek shelter in the main school building.

• High Wind Warning With a Forecast of Sustained or Gusting Winds in Excess of 75 MPH Occupants of all non-masonry buildings (trailer classrooms and modular buildings) must relocate to the main school building. It is NOT necessary for anyone to seek the protection of the school’s tornado shelter areas. Any area in the main school
building is safe during the time period of a high wind warning.

- **Severe Thunderstorm Warnings** If sustained or gusting winds from a thunderstorm exceed 75 mph, evacuate all occupants of all non-masonry buildings (classroom trailers and modular buildings) to the main building. It is NOT necessary for them to use the tornado shelter areas.
- **Tornado Warnings** All trailer and modular occupants must evacuate and seek shelter in the school’s tornado shelter area.

**C. Protection of persons with physical disabilities**

- **Elevators** Persons who are unable to use stairs and rely on the elevator should use the elevator to evacuate from the second floor when a tornado warning is announced. Unlike the procedures used for fire evacuation.

**IV. TORNADO DRILLS**

One (1) tornado drill is required each school year per Virginia State Code 22.1-137.1. The tornado drill must take place in March. Tornado drills are documented by school staff after the drill is completed on the Safety and Transportation Online Drill Reporting intranet website. This website can be found at [http://151.188.241.207/SafetyDrillReports](http://151.188.241.207/SafetyDrillReports).

**V. THUNDERSTORMS AND LIGHTNING SAFETY**

Coaches and sports officials, physical education teachers, playground monitors, and school administrators must recognize the hazard posed by lightning and know what to do to minimize the risk of serious injury or death during outdoor activities.

**A. Identify Safe Shelters**

Determine the closest safe structures in advance of any activity. Safe structures include the nearest school building, a complete enclosure, or a fully enclosed metal vehicle with windows tightly closed. Press boxes, sheds, storage buildings, or dugouts will not provide adequate protection.

**B. Determine How Close the Lightning Is**

Practice the flash-to-bang method of measuring of lightning distance as it approaches. Using this method, one counts the seconds from seeing the stroke to hearing the thunder. For each 5-second count, lightning is 1 mile away. (Example: At 25 seconds, the strike is 5 miles away.)

**C. Participant and Spectator Notification**

Inform participants and spectators when a thunderstorm watch is in effect. Tell them that play will be suspended as lightning approaches, what the clear-the-area signal is, where to go for safe shelter, and what routes to take as they evacuate the area. Prior to outdoor competitions, this should include a formal announcement over the public address system. Select a distinctive, recognizable method to announce or signal the lightning warning and clear-the-area order, such as blasts of a whistle and a shouted command.

**D. Designate a Weather Monitor**

One person should be responsible for monitoring the weather forecasts, watching for the developing weather conditions accompanied by lightning, and timing the flash-to-bang intervals at the first sound of thunder. The use of an inexpensive radio tuned to the all-weather or all-news radio station is recommended (bursts of static on the radio indicate lightning in the area). This person should have the authority to order that the clear-the-area signal be given or be in constant contact with the person who does have the authority.

**E. Know When to Take Immediate Action**

At a count of 15 seconds (3 miles) there is imminent danger, and immediate defensive action must be taken. When lightning strikes this close, participants and spectators are in immediate danger. It is strongly recommended that the clear-the-area signal be given
when the flash-to-bang count is no less than 30 seconds (6 miles), especially when small children or a large number of spectators are at risk.

**F. Determine How Long to Stay Sheltered**
Follow the “30/30 Rule”. Remain in the safety of a shelter for a minimum of 30 minutes from the last nearby lightning strike (flash-to-bang count no less than 30 seconds) before resuming activities.

**VI. WEATHER ALERTS**

**A. WEATHER RADIO**
Every school is equipped with at least one weather radio that is permanently tuned to one of the National Weather Service (NWS) broadcast transmitters.

**B. PROGRAMABLE WEATHER RADIOS**
Many schools are equipped with NWS weather radios that feature S.A.M.E. (Specific Area Message Encoding) technology that allows the school to receive only the weather alerts specific to Fairfax County. It is a good idea to program bordering counties to ensure early warnings of severe weather. The recommended programming codes for these radios are:
- Fairfax County 051059
- Prince William County 051153
- Loudoun County 051107
- Montgomery County 024031

**C. SCHOOL HANDHELD RADIOS**
School employees who use FCPS-issued walkie-talkies can receive weather bulletins by tuning their radios to channel 13. If they have not been programmed to receive the NWS broadcast, they can be modified by the DIT-Field Services Office.

**D. MESSAGE ALERT SYSTEM (MAS)**
FCPS uses the Message Alert System (MAS) to immediately contact you during a crisis, emergency or for urgent administrative messages. The FCPS Message Alert System integration with Meteorlogix’s MXVision Weather Sentry allows individual users to receive weather updates from any one or all of six (6) different school sites. Please log in to manage your account, or click register to set up your account.

The FCPS Message Alert System delivers important alerts, notifications and updates to you on all your devices:
- e-mail account (work, home, other)
- cell phone
- pager,
- Blackberry
- Palm pilot and/or PDA

Authorized senders can instantly notify you using the FCPS Message Alert System. The FCPS Message Alert System is your personal connection to real-time updates and other important information.

**E. HOT WEATHER AND OZONE SAFETY**
When the potential for days with extreme temperatures and/or high ozone levels, the Office of Safety and Security will post “Ozone Action Day Alerts” on the FCPSNET under “What’s New Today?” Alerts will be posted before 07:30 on days when the National
Weather Service (NWS) and/or Washington Metropolitan Council of Governments (MWCOG) issues a forecast for Fairfax County for the following events or combination of events:

- **Excessive Heat Watch** - is issued by the NWS when there is a potential for the heat index value to reach or exceed 110 degrees within the next 24 to 48 hours.

- **Heat Advisory** - is issued by the NWS when the heat index value is expected to reach 105 to 109 degrees within the next 12 to 24 hours.

- **Excessive Heat Warning** - is issued by the NWS when the heat index value is expected to reach or exceed 110 degrees within the next 12 to 24 hours.

- **Code Red for Ozone** – is issued by MWCOG, when the air quality is expected to reach unhealthful levels in the afternoon [Ozone levels between 151-200 parts per billion (ppb)].

- **Code Purple for Ozone** – is issued by MWCOG, when the air quality is expected to reach very unhealthful levels in the afternoon [Ozone levels between 201 - 300 parts per billion (ppb)].

Some of the actions that FCPS will implement on these days are:

- **Heat Advisory/Excessive Heat Warning** - When the heat index is likely to reach the danger category: All FCPS school-based outdoor activity participants and employees should follow precautions to prevent heat related illness. Please follow the below link to the OSS fact sheet on the prevention of heat related illness ([http://www.fcps.edu/fts/safety-security/publications/seh-15.pdf](http://www.fcps.edu/fts/safety-security/publications/seh-15.pdf)).

All VHSL in-season athletics and activities (outdoor athletics, marching band and/or Drill Team/Color Guard): please consult with the school's certified athletic trainer for practice and contest protocols.

All outside physical education, outside recess, outside curriculum activities, and outside pre-conditioning athletics and camp activities will be suspended during the time period of the warning or alert.

- **Code Red and Purple** - When the air quality is expected to reach unhealthy and/or very unhealthy levels: All outdoor physical activity should be suspended between 11:00 am and 6:00 pm: no outdoor recess, no outdoor physical education activities, no outdoor sports activities, no outdoor marching band practice, and no grounds mowing operations (FCPS and contractor operations). Please follow the below link to the OSS fact sheet on the Ozone Action Day alerts ([http://www.fcps.edu/fts/safety-security/publications/seh-35.pdf](http://www.fcps.edu/fts/safety-security/publications/seh-35.pdf)).

Additionally, all FCPS employees should curtail the fueling of gasoline powered vehicles/maintenance equipment during the day.

Additional information can be found in Appendix E.
Chapter 12
Insurance and Self-Insurance

I. POLICIES AND REGULATIONS

A. Policy 5705–Purpose and Responsibilities of Risk Management
   Provides information on the purpose and responsibilities or risk management in Fairfax County Public Schools.

B. Policy 5710–Property and Casualty Coverage and Bonds
   Provides information on the various insurance and self-insurance coverage available to protect School Board property and resources and to safeguard the interests of the School Board, its employees and volunteers, and certain others as appropriate.

C. Notice 5710-Insurance Fact Sheet
   Transmits the insurance fact sheet for employees and volunteers.

D. Regulation 5720–Property Losses
   Requires schools and offices to request repair or replacement of property losses within 30 days, using one of the forms attached to the regulation and an appropriate order form. It also defines coverages, exclusions, and limits.

E. Policy and Regulation 5725-Responsibilities for Students’ Personal Property
   Requires that students be responsible for the personal property that they take to a school building, onto school grounds, on a school-sponsored function (such as a field trip), or on a school bus. Teachers or other employees may not accept responsibility for student property on behalf of the school or the school division.

F. Regulation 5730-Privately Owned Vehicle Accident Reporting Procedures
   Informs employees that the School Board does not cover physical damage coverage on an employee's vehicle. It does provide liability coverage, but only on an excess basis.

G. Policy 5740-Student Accident and Life Insurance
   Requires that student, football, and dental accident insurance, as well as life insurance, be made available, on a voluntary basis, to every FCPS student (except adult education students). It also requires that all students participating in freshman, junior varsity, or varsity football be covered by accident or medical insurance.

H. Notice 5740-Student Accident Claims Procedures
   Notice 5740-Student Accident Claims Procedures
   Notice 5740-Student Accident, Dental Accident, and Life Insurance
   Notice 5740-Student Accident Insurance-Football
   Provides information on the student insurance programs provided by the School Board for purchase by parents or students (optional).

I. Regulation 5742-Field Trip Accident and Illness Insurance
   Defines the terms of coverage for the School Board's field trip accident and illness insurance and establishes claims procedures for benefits under the policy.

J. Regulation 5750-Volunteer Worker Accidents
   Defines limited coverage for medical bills incurred as a result of injury suffered by an approved School Board volunteer worker.
K. Regulation 5770–Reporting Student Injuries
   Provides information for reporting student injuries online.

L. Regulation 5780–Reporting Vandalism, Theft, or Break-in Procedures
   Requires schools and offices to report theft, vandalism, and break-ins within 30 days, using form SD-15.

M. Regulation 3810-Field Trips-Planning, Conducting, Financing
   Defines, explains, and lists provisions affecting all proposed field trips to be sponsored by the School Board.

N. Notice 5790-Field Trips-Planning, Conducting, Financing
   Provides information of prohibited activities, guidelines on parental authorization, definition of itineraries, and field trip forms.

II. COVERAGES

A. FCPS Property
   1. Real and Personal
      A comprehensive property insurance policy covers the cost of replacing and repairing buildings and contents lost due to a wide range of perils, including fire, flood, windstorm, lightning, explosion, riot, and civil commotion. A large deductible per occurrence applies. This policy also covers vehicles while not in use but while parked on FCPS property. Each July 1, a complete statement of values for over 200 locations is forwarded to the insurance carrier, listing the total square footage, building values, and content values per location.

      When large losses occur, Risk Management is responsible for making a claim to the insurance carrier, investigating to determine the cause of the loss, helping the staff follow proper documentation procedures, following up with the legal system for restitution (if arson is determined and the perpetrator is apprehended), and negotiating with the carrier on a settlement figure.

      Because of the large deductible in the property insurance policy, Risk Management has a budgeted account that helps replace or repair losses at schools and offices when the total cost of the loss is below the deductible. If a school or office experiences a theft, vandalism, or break-in loss, Regulation 5780 explains how to report it. Regulation 5720 provides procedures for requesting replacements or repairs for those losses, as well as others (such as water leakage), and it defines the conditions and limits of coverage.

      Most denials of claims for replacement of property losses at schools and offices occur because procedures in the regulation are not followed. The major points to remember are:
      a. Only losses over $300 per occurrence will be considered for replacement.
      b. All property losses must be reported and replacement requested within 30 days.
      c. The correct forms to use for theft and vandalism losses are the SD-15 and the Materials Order form (completed, except for budget code).
      d. The correct forms to use for other losses are Attachment C of Regulation 5720 and the Materials Order form (completed, except for budget code).

      If an employee borrows supplies, materials, or equipment, the employee shall assume financial responsibility for the borrowed property. (The appropriate form for this procedure is Attachment B of Regulation 5720 or as amended.) The employee shall be
responsible for filing a claim against any personal insurance policy (e.g., homeowner's, automobile).

2. Electronic Data Processing
   Electronic data processing equipment is covered by the same policy that insures FCPS buildings and contents.

3. Boiler and Machinery
   School Board-owned or -controlled boilers, vessels, accessories, machinery, and pertinent electrical apparatus are protected by a comprehensive property damage and liability insurance policy.

B. Comprehensive General, Vehicle, and Legal Liability
   The School Board provides extensive liability coverages for all employees and authorized volunteers through the Fairfax County School Board Liability Self-Insurance Plan. Risk Management administers the plan and makes its own liability determinations regarding claims, pursues subrogation against responsible third parties, decides when to seek legal advice, and actuarially projects its past, present, and future losses for budgeting purposes. All inquiries from citizens, parents, and students to schools and offices concerning reimbursement for medical or property damage expenses shall be referred to Risk Management.

   These types of inquiries may result in liability claims against the School Board and are investigated as such. After professional claims administrators complete an investigation, persons making claims are officially notified of the results of the investigation. **Employees should never indicate that FCPS will or will not pay for such expenses.**

   For advice and information on claims procedures and legal representation, contact Risk Management.

C. Student
   1. Student Accident Insurance
      Student medical coverage is not a responsibility assumed by FCPS. However, parents are provided information at the beginning of the school year explaining several types of insurance available to students. This insurance provides a low-cost way to obtain medical, dental, or life coverage and can help fill gaps in family insurance plans or serve as primary medical insurance if no other family policy exists. It will not duplicate benefits paid or payable by other insurance. Any claim should be filed with the family's other insurance company first.

      Brochures and claim forms are delivered to all schools during the summer. Information concerning football insurance is sent to the student activities director at each high and secondary school before football practice begins.

      Parents who purchase the student accident insurance and have reason to file claims are instructed to obtain claim forms from their local schools. Claim procedures that detail how the forms are to be completed are in Notice 5740. Schools should keep these instructions with the forms for quick reference.

   2. Field Trip Accident and Illness Insurance
      A field trip accident and illness insurance policy covers all students and chaperons participating in field trips of any length and to any destination, sponsored by and under supervision of FCPS. This insurance is excess of any other insurance the student or chaperon may have.
3. VSHL Catastrophic Accident Insurance
   The Virginia High School League (VHSL) catastrophic accident insurance policy provides coverage, after a $25,000 deductible, for eligible students who suffer covered catastrophic injuries as a result of covered activities. The premium, determined by total student membership in interscholastic activities, is paid annually by Risk Management to VHSL.

4. Student Life Insurance
   Information on term life insurance for students, a purchase option for parents, is distributed with the student accident insurance brochure at the beginning of the school year.

5. Student Personal Property Losses
   Students are responsible for the personal property that they bring onto school grounds, to a school-sponsored function such as a field trip, or onto a school bus. Students and their parents should consider carefully the types and value of the property that students take to school. This is not intended to discourage the sharing of materials that enhance the instructional program but to urge consideration of what should appropriately be brought to school. Teachers may not accept the responsibility for student property on behalf of the school.

   Lockers or group storage at school may be provided to assist students in caring for their personal property (e.g., textbooks, musical instruments). FCPS, however, does not assume responsibility for students' personal property and does not insure their property or otherwise reimburse students for loss of, or damage to, their property.

   Should a teacher or other employee take personal property from a student because its use or possession is illegal, the school or employee shall seek to care for the property but will have no responsibility for its return or replacement if the property is lost, stolen, or damaged by fire, vandalism, or any other peril (see Regulation 5725).

D. Employee or Volunteer
   1. Fiduciary Liability Insurance
      Fiduciary liability insurance protects the school division from loss due to a "breach of fiduciary duty." A fiduciary is a person occupying a position of trust, usually entrusted with the funds of another. In FCPS, this includes the Board of Trustees of the ERFC and its employees.

      The policy provides coverage if any of the obligations, responsibilities, or duties of the fiduciaries are violated by negligent acts, errors, or omissions in administering retirement funds. It also covers other employee benefit funds.

   2. Employee Blanket and Individual Public Official Bonds
      The School Board is protected from loss of money or other property due to embezzlement committed by its employees or volunteers through a blanket faithful-performance bond. Individual bonds cover the School Board clerk and agent and each deputy clerk and agent.

   3. Use of Employee's Personal Vehicle on School Board Business
      An employee who drives his or her personal vehicle on school business should be aware of the following facts:
a. The School Board does not provide physical damage coverage on the personal vehicle (collision and/or comprehensive).
b. The School Board provides liability coverage on the employee's car, but only after the limits of the employee's personal liability policy have been exceeded.
c. To cover costs of vehicle operation, including insurance, the School Board does reimburse some FCPS employees at a per-mile rate for driving their personal vehicles on School Board business.

4. Volunteer Worker Accident Self-Insurance
FCPS provides medical coverage for volunteers who have been injured while on school grounds. Volunteers may receive medical payments up to $2,000 per accident after the limits of the volunteer's personal insurance have been exceeded.

Insurance Fact Sheet for Employees and Volunteers

_Fairfax County Public Schools provides extensive liability and other insurance coverages for all employees and authorized volunteers._ This fact sheet provides highlights of these coverages of most direct interest to employees and volunteers. All insurance policies and plans include exclusions; those that are considered to be the most significant are listed below.

If you have any questions about this information, please call Risk Management and refer to Notice 5710. Copies of the complete policies and plans are available to review in that office.

Appendix A

Office of Safety and Security Important Phone Numbers

The areas of major responsibility and service for each section of the Office of Safety and Security are listed below. The list may not be inclusive. All incidents and problems related to safety, security, environmental health, or potential liability should be referred to the office or appropriate section. Immediate referral will ensure that appropriate action and services are initiated in a timely manner.

Office of Safety and Security
The following sections are located in the Gatehouse Administration Center, 8115 Gatehouse Road, Suite 3100, Falls Church, Virginia 22042.

Telephone Numbers
Director .......................................................... 571-423-2010
Safety .......................................................... 571-423-2010
Security .......................................................... 571-423-2000
Fax Number .................................................... 571-423-2017
Security Fax Number ........................................ 571-423-2017

The intranet has a more concise directory and may be accessed at [http://fcpsnet.fcps.k12.va.us/index.shtml](http://fcpsnet.fcps.k12.va.us/index.shtml).
Animals in the Classroom

The care and feeding of live animals and insects in elementary classrooms can provide learning experiences that are both pleasant and instructive. Children are curious by nature and intrigued by living things. However, the educational value of a particular animal or species must be weighed against the potential physical and health hazard created by its presence. There must be concern not only for the potential of a bite or a sting but also for the species’ allergy potential as well.

It is the principal’s responsibility to assure a specific and appropriate educational purpose while ensuring the effective protection of children when any animals or insects are housed in a classroom.

When animals or insects are brought into the classroom, teachers should adhere to the following guidelines:

1. With the principal’s approval, teachers should select animals or insects that are mentioned specifically in the POS or suit their specific instructional needs. The animal or insect should be practical to maintain in the environment provided in or near the building with only minimal modification. Consideration must also be given to the care required during weekends, long holiday breaks, and during emergency closings.

   Fur-bearing animals may be allergenic (may easily sensitize an allergic individual and/or cause allergic symptoms in already sensitized individuals). Teachers must determine whether any child has an allergy to the type of animal selected. The animal may not be housed in a classroom where there is a child with such an allergy. Because of the prevalence of animal-induced allergies among children, it would be more prudent to house the animal in a common area or similar unoccupied room. At any time, if it is suspected that a student or a staff member has had an allergic response to an animal, the animal shall be removed from the classroom or, if necessary, from the building.

2. Any animal kept in the classroom shall be free from any apparent disease and shall be from a documented domestic source such as a licensed animal distributor or pet shop. Inoculation is required by law for all large domestic animals (such as dogs or cats) at six months of age, although the presence of large animals is discouraged. Smaller mammals, such as mice, guinea pigs, rabbits, hamsters, and gerbils, need not be inoculated against rabies. Information on the requirements for rabies inoculation can be obtained from the Fairfax County Animal Control office at 703-830-3680.

   Assume that even healthy animals harbor disease causing organisms, teachers must emphasize the importance of proper hand washing immediately after handling any animal. Rodents including hamsters and mice have recently been implicated in the transmission of multidrug-resistant Salmonella Typhimurium. All rodents must be isolated for 30 days prior to allowing contact with students. Always emphasize the importance of proper handwashing immediately after the handling of any animal. The use of latex or vinyl gloves will provide an additional barrier to the transmission of disease, particularly when cleaning the cage or housing.

   Handling of the animals should be limited to that which is necessary, such as teacher-supervised instructional activities, feeding and watering, and cleaning the housing. Unless the animal or insect is part of a specific activity, it should remain in its cage or housing. Animals or insects should not be allowed to roam in the classroom.
When preparing for the introduction of live animals or insects into the classroom, the following prohibitions and rules shall be observed:

a. Wild, exotic, or vicious animals as defined in Chapter 41, the Code of the County of Fairfax, shall be prohibited.

b. Bats shall not be kept, as they are known carriers of the rabies virus.

c. Parrots, parakeets, and other psittacoses birds may be carriers of human respiratory diseases and are prohibited from being kept in schools, unless they have been tested and certified as psittacosis-free or if their complete life histories are known to have precluded exposure to the infectious organism. Consult the Fairfax County Health Department at 703-246-2444 for additional information.

d. Red-eared turtles, also known as painted turtles, are known carriers of salmonella, an infectious organism, and shall not be kept in a classroom unless written documentation is provided by the supplier that the turtle is salmonella-free. It is also well known that many other reptiles harbor this bacteria. Therefore, reptiles and amphibians must be handled cautiously.

e. Raccoons, ferrets, and skunks are not suitable for school use because they may inflict severe bites. Also see 3.a. above.

f. Poisonous animals and insects are prohibited.

g. Wild animals shall not be brought into the classroom unless they are under the direct supervision of a trained representative of a conservation agency or public zoo. Prior permission is required from the building principal.

h. Insects that sting or bite shall not be intentionally brought into the classroom. The venom of some insects is known to cause a sensitivity reaction among some people. This allergy reaction may include anaphylaxis, a life-threatening condition.

i. Plans must be made for food, housing, and general comfort before an animal is brought into the classroom.

j. The animal housing must be kept in clean, sanitary condition, free of odor. Waste should be disposed of in a tied plastic bag.

k. All animal bites, stings, or scratches should be reported immediately to the principal, and a local health authority should be consulted. Call the Fairfax County Health Department at 703-246-2444 or Animal Control at 703-830-1100 for advice. Inform the parent or guardian of the injury.
Haunted Houses

The Fire Marshal’s office (Fairfax County Fire and Rescue Department, Fire Prevention Division) has issued guidelines for construction and use of haunted houses and related Halloween parties that are open to the public (see Fire Safety Manual). Schools must submit written copies of their plans to the inspections section (fax 703-691-0209) for review and approval.

An inspection by the Fire Marshal is required before opening the haunted house to the public, even if the PTA is sponsoring the event. To request an inspection, contact the inspections section at 703-246-4849 at least 48 hours in advance of the opening.

The following list of fire safety requirements can be used to provide a fire-safe environment for all occupants:

BUILDING REQUIREMENTS
1. All areas used shall be constructed of noncombustible materials. Wood shall be pressure-treated, fire retardant, and used only in a nonstructural application.
2. Only latex or water-based paint shall be permitted.
3. Handrails shall be required on stairs having three or more risers (steps).
4. Emergency white lights and exit lights shall be provided.
5. Aisle spaces shall be at least 36 inches wide.
6. No dead ends over 20 feet long shall be permitted.
7. "No Smoking" signs shall be posted at the front entrance.
8. Exit discharges shall be illuminated.
9. Exit doors, aisles, corridors, passageways, etc., shall not be blocked or obstructed in any manner.

DECORATIONS
1. All decorations shall be flame resistant (foam plastics not permitted).
2. Straw, dry vines, leaves, trees, artificial flowers, corn silk, corn stalks, or vegetables shall not be permitted, unless such material has been treated with an approved flame retardant chemical.
3. All ropes, wires, pull chains, and cables shall be at least eight feet from the floor.
4. No open fires or candles are permitted.
5. No kerosene heaters or lanterns are permitted.
GENERAL
1. All groups shall be escorted by an attendant and limited to ten persons. Attendants shall be positioned at the entrance and exit.

2. All attendants shall have operational flashlights.

3. A means shall be provided and shall be constantly attended to illuminate the entire interior of the building in the event of a fire or other emergency.

4. A method shall be available to notify public safety agencies by telephoning 911 in case of an emergency.

RECOMMENDATIONS TO PARENTS FOR A SAFE HALLOWEEN
Principals and teachers may wish to share the National Safety Council's tips for parents.

1. Accompany your children.
   Parents, older brothers and sisters, or designated parents in a neighborhood should accompany all preschool and elementary school-aged trick-or-treaters. (Older children should not trick or treat.)

2. Travel in groups.
   A group of children and parents promote safety and make the outing more festive. Carry a flashlight and insist that the children walk, not run.

3. Use the sidewalk.
   If there is no sidewalk, then walk on the left side of the street facing traffic. Cross only at crosswalks or corners.

4. Avoid parked cars.
   Never allow children to walk between parked cars.

5. Map out ahead of time.
   Agree when to head for home (neighbors have a better attitude toward trick-or-treating if their doorbells are not rung after 9 p.m.).

6. Eliminate the tricks. Teach your children that Halloween vandalism is unlawful.

7. Inspect treats before you eat.
   Teach your children that a loose wrapper or a broken seal may indicate that someone tampered with or contaminated the treat. Throw out any suspicious treats. Wash fruits and slice them into bite-size pieces to make sure they contain nothing inedible. Call the police if you suspect a treat is dangerous.

8. Stay in your neighborhood.
   Trick or treat only at the homes of people you and your friends know. Knock only on doors where a light, and perhaps Halloween decorations, indicate trick-or-treaters are welcome.

9. Feed children supper or snacks before going out. Make it easy for them to wait until getting home before eating the goodies.
   If possible, use fire-resistant material. Be sure costumes are large enough for a sweater or coat underneath, if needed—but not so large or long that children might trip. Choose light colors and use reflective tape as trimming so that children are easily visible to motorists. Use Velcro fasteners for capes and neckwear to avoid ties around the neck. Shoes should be comfortable and appropriate for children; high heels, for example, can lead to falls and sprained ankles. Sharp objects should not be part of a costume; instead, knives and swords can be made of flexible cardboard or soft plastic. Never allow a child to carry a real weapon.

11. Make masks safe.
   Masks must have eye, ear, and nose openings large enough to ensure good vision, hearing, and ventilation. Wigs, beards, and headgear also should not impair hearing or sight. If possible, avoid masks and paint faces instead. Make sure makeup or face paint is labeled "Made with U.S. Approved Color Additives," "Laboratory Tested," "Meets Federal Standards for Cosmetics," or "Nontoxic." Teach your children to follow manufacturers’ instructions for applying and removing makeup.

If you disapprove of trick-or-treating, or live in an area where it is unsafe, infeasible, or unsanctioned, check with school or community resources for alternative activities.
Appendix D

Poisonous Plants

Below is a list of some of the more common poisonous cultivated plants. Those marked with an asterisk (*) can be fatal if taken in quantities a young child might eat. There is no assurance others listed cannot be fatal or that this list contains all poisonous plants.

<table>
<thead>
<tr>
<th>Plant</th>
<th>Poisonous Part</th>
<th>Plant</th>
<th>Poisonous Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azalea</td>
<td>Seed</td>
<td>Lily of the Valley*</td>
<td>All parts</td>
</tr>
<tr>
<td>Bittersweet*</td>
<td>Berry</td>
<td>Lupines</td>
<td>Seeds</td>
</tr>
<tr>
<td>Bluebonnets*</td>
<td>Seed</td>
<td>Milkweed Sprouts</td>
<td>All parts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(some species)</td>
<td></td>
</tr>
<tr>
<td>Buckeye</td>
<td>Nut</td>
<td>Mock Orange*</td>
<td>Fruit</td>
</tr>
<tr>
<td>(horse chestnut)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burning Bush*</td>
<td>Leaves</td>
<td>Monkshood*</td>
<td>Root</td>
</tr>
<tr>
<td>Caster *</td>
<td>All Parts</td>
<td>Mountain Laurel*</td>
<td>All parts</td>
</tr>
<tr>
<td>Cowbane* (Ox polis plant)</td>
<td>Root</td>
<td>Narcissus*</td>
<td>Bulb</td>
</tr>
<tr>
<td>Cyclamen</td>
<td>Tuber</td>
<td>Nightshade*</td>
<td>Berries</td>
</tr>
<tr>
<td>Daphne* (Mezeraum)</td>
<td>Berries</td>
<td>Oleander*</td>
<td>Leaves</td>
</tr>
<tr>
<td>Death Camas*</td>
<td>All Parts</td>
<td>Peach Tree*</td>
<td>Leaves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(when steamed as tea)</td>
<td></td>
</tr>
<tr>
<td>Dieffenbachia</td>
<td>Leaves</td>
<td>Pimpernel*</td>
<td>All parts</td>
</tr>
<tr>
<td>Delphinium</td>
<td>Leaves</td>
<td>Pinks</td>
<td>Seeds</td>
</tr>
<tr>
<td>Dumb Cane*</td>
<td>All parts</td>
<td>Poinsettia</td>
<td>Leaves</td>
</tr>
<tr>
<td>Eggplant</td>
<td>Leaves</td>
<td>Poison Hemlock*</td>
<td>All parts</td>
</tr>
<tr>
<td>Elephant Ear*</td>
<td>All parts</td>
<td>Pokeweed</td>
<td>Berries</td>
</tr>
<tr>
<td>Fall Crocus</td>
<td>Bulbs</td>
<td>Potato*</td>
<td>Seeds, Sprouts</td>
</tr>
<tr>
<td>Four O’clock</td>
<td>Rood, seed</td>
<td>Red Elderberry</td>
<td>Scarlet berry</td>
</tr>
<tr>
<td>Foxglove*</td>
<td>Leaves</td>
<td>Rhododendron*</td>
<td>All parts</td>
</tr>
<tr>
<td>Green Pepper</td>
<td>Leaves</td>
<td>Scotch Broom*</td>
<td>Seed</td>
</tr>
<tr>
<td>Holly</td>
<td>Red Berries</td>
<td>Skimmia (SkimmiaJamonica thumb)</td>
<td>All Parts</td>
</tr>
<tr>
<td>Iris*</td>
<td>Underground Stem</td>
<td>Spanish Bayonet*</td>
<td>Root</td>
</tr>
<tr>
<td>Ivy*</td>
<td>Leaves</td>
<td>Spider Lily</td>
<td>Bulb</td>
</tr>
<tr>
<td>Jequirity Beans (found on souvenir dolls and necklaces)</td>
<td>Beans (black or red or both)</td>
<td>Sweet Peas</td>
<td>Seed, stem</td>
</tr>
<tr>
<td>Jerusalem Cherry</td>
<td>Fruit or yellow cherry</td>
<td>Tomato</td>
<td>Leaves</td>
</tr>
<tr>
<td>Jimson Weed</td>
<td>All parts</td>
<td>Tulip*</td>
<td>Bulb</td>
</tr>
<tr>
<td>Laburnum</td>
<td>Seeds, pods</td>
<td>Water Hemlock*</td>
<td>Roots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yellow Jessamine*</td>
<td>Nectar, Blossom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zinnia</td>
<td>Leaves</td>
</tr>
<tr>
<td>Pimpernel *</td>
<td>All parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinks</td>
<td>Seeds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prevention of Heat-Related Illness

Physical education teachers, coaches, and playground monitors should be aware of the conditions that may cause heat-related illnesses, learn to recognize their signs and symptoms, and be prepared to take preventive action.

The combination of high air temperature, high humidity, and physical exertion can be deadly for anyone at work or at play. The higher the humidity, the more dangerous the air temperature becomes as the humidity reduces the cooling effect of perspiration evaporating from the skin. Strenuous exercise compounds this effect as the loss of body fluids creates an imbalance of electrolytes, adversely affecting blood pressure and muscle activity.

There are four types of heat-related illnesses:

- **Heat syncope:** Fainting or near fainting following dizziness, usually while running or a sudden change in position. Caused by a drop in blood pressure as the brain is deprived of oxygenated blood.
- **Heat cramps:** Tightening or spasm of active muscles, without loss of consciousness. Caused by an electrolyte imbalance.
- **Heat exhaustion:** Dizziness, fatigue, nausea, and vomiting may be accompanied by irrational behavior or belligerence and some muscle cramping. Loss of consciousness may occur.
- **Heat stroke (sun stroke):** Acute medical emergency. CNS dysfunction characterized by disorientation, irrational behavior, decreased mental acuity, irritability, emotional instability, confusion, hysteria or apathy with body core temperature 104°F or greater. Symptoms may rapidly progress without immediate treatment to convulsions, coma, and possible death.

**Treatment:**

For all heat related illnesses, cease activity, move victim to a cooler, shaded area, loosen or remove clothing, cool body by applying cold wet towels and/or ices, monitor closely. Heat syncope, heat cramps and heat exhaustion should resolve immediately with proper treatment. Activate the emergency medical system (EMS); dial 911, if symptoms do not resolve quickly.

For Heat stroke, identified by severe CNS dysfunction, and slow or no resolution of symptoms with treatment, activation of the EMS, dial 911, is critical.

**Prevention:**

- Follow guidelines for restricting activities based on the heat stress index. (See the chart on the next page.) Temperature and relative humidity can be determined by using a sling psychomotor or can be obtained by listening to weather broadcasts.

- Athletes should exercise preconditioning, heat acclimatization, and water replacement regimens.

- Wear lightweight, light-colored, loose clothing.

- Provide cold water in readily accessible sanitary dispensers. Service in disposable paper cups is preferred.
Learn to recognize those children who may be predisposed to heat illness-victims of chronic disease, obesity, etc.-and watch them closely.

**Heat Guidelines for Outside Activity**

Read the current temperature at the left and current humidity at the top, and then follow down the chart to find the heat index. For example, with a temperature of 96 degrees Fahrenheit and a relative humidity of 60 percent, the intersection of the two values on the chart will give a humiditure or heat index of 120.

Humiture or Apparent Temperature Chart (after R.G. Steadman, 1979)

<table>
<thead>
<tr>
<th>Temp</th>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>80-90</td>
<td>Caution</td>
</tr>
<tr>
<td>III</td>
<td>90-105</td>
<td>Extreme Caution</td>
</tr>
<tr>
<td>II</td>
<td>105-130</td>
<td>Danger</td>
</tr>
<tr>
<td>I</td>
<td>Above 130</td>
<td>Extreme Danger</td>
</tr>
</tbody>
</table>

Heat categories listed below describe levels of heat exposure and the effect on students participating in outside activities.
Environmental Health Complaint Investigation Procedures*

I. Recognition of Problem or Concern
   Original contact or complaint may be made by an administrator, a parent, a student, or a staff member. The contact may be written or oral and may be made in the form of a complaint, a simple concern, a report, an inquiry, a request for assistance, or a request for reassurance. The fact that a contact has been made does not confirm that a problem actually exists.

   A. Notification of problem is received by a staff member. The original report or concern may be received by anyone in FCPS or an outside agency (e.g., health department) who refers the report to Office of Safety and Security (OSS).
   B. The report is referred to the environmental health specialist or environmental health coordinator who does the following:
      1. Refers report to appropriate agency or office when problem is determined to be outside the responsibility of OSS.
      2. Contacts original complainant for additional information, if needed.
      3. Evaluates the seriousness of the report.
         b. Nature of hazard and consequences of continued exposure.
         c. Number of persons involved.
         d. Location of problem.
         e. Person making the report.
      4. Reviews location file to determine the historical experience with reported problem at the affected location.
      5. Establishes priority of investigation.
      6. Schedules or plans site visit(s).
      7. Notifies person responsible for the operation of the affected location.
      8. Advises other officials who may become involved.

   Safety and Health Section of OSS is responsible for the following actions in sections II. - V.:

II. Evaluation or Assessment of Problem
   A. Conducts preliminary survey (walk-through evaluation).
      1. Documents the existing environmental conditions.
      2. Verifies the existence of a problem and whether corrective action may be required. It may be determined that no problem exists and no further action is required or that, if a problem is obvious then no further evaluation is needed.
      3. Forms a hypothesis.
      4. Assesses the extent of investigation required.
      5. Determines instrumentation and equipment needs.
   B. Plans the methods for detailed evaluation.
   C. Schedules survey and coordinates with other involved officials.
   D. Sets up instruments and/or takes measurements and collects and analyzes data.
   E. Identifies causative agent or environmental factor and determines source of agent.
   F. Consults with outside experts or researches literature.
   G. Draws conclusions.

   *Actual sequence will vary with circumstances. Steps may be skipped when unnecessary or inappropriate.

   H. Informs person responsible for the operation of the results of the evaluation.
   I. Advises the original complainant of conclusions or results.
III. Implementation of Controls or Corrective Action

A. Determines required corrective action and identifies person, section, office, or agency responsible for taking action.
B. Notifies responsible party of recommended action by telephone, memo, or letter and persuades party that corrective action is required.
C. Negotiates alternative methods for correction, if necessary.
D. Coordinates corrective activity when more than one party is involved.
E. Monitors the progress of the corrective activity and verifies that the work has been completed according to the original recommendation.
F. Reevaluates the environment to ensure resolution of the problem.
G. Restructures evaluation according to preceding procedures when efforts fail to solve the problem.
H. Notifies the original complainant of the resolution.

IV. Conclusion of Investigation

A. Prepares summary report.
B. Notifies all involved persons of completed activity and successful resolution.
C. Expresses gratitude to parties for corrective actions.

V. Assessment of Methods for Prevention

A. Determines the likelihood of recurrence at the affected location or elsewhere.
B. Suggests modification of activity, process, materials, or environmental design or structure that would prevent a recurrence.
C. Notifies appropriate individuals to implement modification.
D. Develops and implements a monitoring method for a possible recurrence.
Portable Athletic Goals Anchoring, Securing, and Storage Guidelines

A properly anchored or secured movable soccer goal is much less likely to tip over. Remember to secure the goal to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

It is IMPERATIVE that ALL movable soccer goals are always anchored properly (see Figure 2). There are several different ways to secure your soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight.

**Auger style anchor**
This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

**Peg or Stake style anchor (varying lengths)**
Typically two to four pegs or stakes are used per goal (more for heavier goals). The normal length of a peg or stake is approximately 10 inches. Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.
Portable Athletic Goals Anchoring, Securing, and Storage Guidelines

At locations where all movable goals should be securely stored to prevent a tip-over hazard. Goals can be chained to each other (figure below) or chained to other objects (fences or other structures) (photo below) as allowed by the local program manager.

Chain and Lock

Soccer Goals Chained Together

Soccer Goals Chained to Fences
POLICY FOR DISPLAYS AND DECORATIVE MATERIALS IN SCHOOLS

The statewide Fire Prevention Code defines Decorative Materials as: All materials, such as curtains, draperies, fabrics and surface coverings applied over the building for decorative, acoustical or other affect; additionally cloth, cotton, hay, straw, vines, leaves, trees and similar items utilized for decorative effect, including foam plastics and materials containing plastics.

Section SFPC 803.3 of the Statewide Fire Prevention Code states that ALL decorative materials shall either be non-combustible or flame resistant.

The office of the Fire Marshal recognizes the importance of displaying children's artwork and other educational materials within the schools. Therefore, this policy shall be strictly adhered to regarding the display of any materials.

ALL AREAS
1. No materials may be suspended from any ceiling.
2. No materials may be suspended from any light fixture or any component of the fire protection system (sprinkler heads, smoke or heat detectors, horn or strobe lights).
3. No material may be displayed in a manner that obstructs required signage, exit or emergency lighting.

HALLS
4. No three-dimensional materials may be displayed in halls. All materials must be flat to the wall.
5. No combustible material may be attached to a door or frame or in an exit stairwell.
6. All combustible material shall be at least 3 feet away from any door frame or entry way.
7. All combustible material shall be at least 3 feet above the floor.
8. No combustible material may be placed higher than the top of adjacent doorframes or more than 7 feet from above the floor.
9. Displays shall not exceed 25 feet in length.
10. A 10-foot separation shall be required between 25-foot long displays.

ROOMS
11. No combustible material may be attached to the front or back of an entry door. The only exception is the Crisis Management & Security Plan that will be mounted on the back of the door in every single classroom.
12. No combustible material may be displayed or mounted within 24 inches of the ceiling.

If you need additional information, please call the FCPS Office of Safety and Security at 571-423-2010. Refer also to the video “Fire Safety in the Classroom”. This eleven-minute program will explain the FCPS & Fire Marshal’s requirements regarding decorative materials.
A. No combustible material on either side of doors with the exception of the Crisis Management Security Plan Classroom Guide for Teachers which may be displayed on the interior of the classroom door.

B. Three (3) foot minimum.

C. Three (3) foot minimum.

D. No higher than adjacent door frames.

E. Seven (7) foot maximum.

F. Twenty-five (25) foot maximum.

G. Ten (10) foot minimum separation.
POLICY FOR LOBBY AND CORRIDOR FURNITURE IN SCHOOLS

The County of Fairfax amended the Virginia Statewide Fire Prevention Code with the addition of the following new section (blue text). The Commentary Notes below the code section are provided as a means of understanding and implementing the requirements of Section 803.3.3.

803.3.3 Furniture, furnishings and displays. Furniture, furnishings, displays or other objects shall be prohibited in exit corridors serving Group E occupancies.

Exception: Furniture, furnishings, displays and other objects shall be permitted in exit corridors when secured in place and not located in any portion of the required 72 inch exit corridor width or other required element of the means of egress. Upholstered furniture shall meet the requirements for Class 1 when tested in accordance with NFPA 260.

COMMENTARY NOTES:
1. Lobby furniture that obstructs the direct egress path to an exit, or reduces the corridor width to less than 72 inches shall be removed.
2. Lobby furniture that does not obstruct the direct egress path to exit doors, and does not reduce the required 72 inch corridor width shall be secured in place.
3. Emergency equipment, including fire alarm pull stations, fire extinguishers, and automated external defibrillators (AED) shall have a minimum of a 36” wide access path free of all objects.
4. Small free-standing directional signs, information racks, and plants are not required to be secured in place.
5. Side chairs that are placed at tables in lobbies shall not be required to be secured in place.
6. Large and/or heavy items that cannot be moved by a student do not need to be secured.
7. Egress paths through “wet-and-dirty” instructional spaces that lead to a single 36” wide exit door shall be maintained at a minimum width of 44 inches.
8. Egress paths through wall-less open space instructional areas (“pods”) shall be maintained at a minimum of 72 inches in width.
9. Student desks used for individual tutoring shall be permitted to be placed in corridors as long as the required 72 inch corridor width is maintained. These desks shall not be required to be secured in place.

If you need additional information, please call the FCPS Office of Safety and Security at 571-423-2010.
Gasoline and Diesel Fuel Storage for Grounds Maintenance Equipment

Background
The storage and use of flammable and combustible liquids is regulated by the Virginia Statewide Fire Prevention Code and the Virginia Occupational Safety and Health Agency. The requirements set forth by both groups are essentially identical.

Gasoline and gas/oil mixtures are flammable liquids and diesel fuel is a combustible liquid. Typical quantities for both gasoline and diesel require special handling and annual permits from the Fire Prevention Division.

Gasoline and diesel fuels are stored either in detached lawn equipment sheds and/or in rooms of the school building that have an access door that leads directly outside and does not have a door that leads into the building. Most often, these rooms are the old “can washing” rooms adjacent to the school’s kitchen, and open out to the loading dock.

Storage Requirements
- Gasoline must be stored in OSHA-approved metal safety cans that are equipped with self-closing spring loaded caps with anti-flashback devices. An approved can will have the "FM" (Factory Mutual) or "UL" (Underwriters Laboratories) mark. The capacity of the safety can not exceed 5 gallons.
- Gasoline/oil mixture fuels for two-stroke engines must be stored in an approved safety can (as described above).
- No more than 10 gallons of gasoline and gas/oil mixtures (flammable liquids) can be stored outside of an approved (OSHA) storage cabinet, except in approved safety cans.
- No more than 25 gallons of gasoline and gas/oil mixtures (flammable liquids) can be stored in safety cans outside of an approved storage cabinet.
- No more than 60 gallons of diesel fuel (combustible liquids) can be stored outside of an approved storage cabinet.
- Gasoline contained inside the fuel tank of a lawn mower/tractor, weed trimmer, and/or leaf blower does not count towards the overall allowable storage quantity.

Approved Safety Cans
Gasoline and gas/oil mixture fuels must be stored in approved safety cans and cannot be stored in non-approved plastic containers. Plastic gasoline containers are for HOME USE ONLY. Approved Safety cans are available for purchase through the FCPS Custodial Supply Catalog:
- NIGP: 45017331500, SAFETY CAN, 2 GAL, FOR FLAMMABLES
- NIGP: 45017331526, SAFETY CAN, 5 GAL, FOR FLAMMABLES

Approved Flammable Cabinets
Approved Flammable cabinets (like those found in science storage areas) can be used in attached and detached storage rooms to store no more than 60 gallons of gasoline and gas/oil
mixture fuels in approved safety cans.

**Hazardous Material Signs (placards)**
Hazardous Material Signs (NFPA 704 Placards) are required for all gasoline storage areas. These placards are available from the Office of Safety and Security (OSS) as a plastic sign mountable to a wooden/metal door or as a vinyl sticker that can be directly applied to a metal door. Please contact OSS at 571-423-2010 for placards.

**Fuel Dispensing Best Practices**
- Avoid dispensing any fuels into gas/diesel powered equipment inside attached storage rooms or detached sheds.
- Avoid refilling fuel cans inside attached storage rooms or detached sheds.
- Dispensing fuels outside these rooms allows maximum ventilation for this process and should minimize any fuel odors from being entrained back into the school building.
- Avoid refueling gas/diesel powered equipment while engines are hot. Allow engines to cool down prior to refueling to avoid a possible auto-ignition fire hazard.

If you need any other assistance, call the OSS Safety Section at 571-423-2010.
Laboratory Emergency Preparedness

Laboratories that utilize chemicals in their curriculum or gas jet burners must have the following required safety equipment: Eye wash station, emergency shower, fire blanket and fire extinguisher. These devices require periodic testing or maintenance as follows:

- Eye wash stations need to be tested by staff for effectiveness on a monthly basis and just prior to any laboratory session utilizing chemicals. Eye wash stations must not be turned off at the valve located under the unit during a laboratory session. The station must be readily accessible and must not be blocked with stored items.

- Emergency showers need to be tested by staff on a bi-annual basis for effectiveness. Care must be used as a floor drain may not be located under the shower.

- At least one fire blanket needs to be located within any laboratory utilizing open flame [e.g. gas jet burners, welding, cutting, brazing]. Staff should verify that the blanket is in place bi-annually and just prior to conducting any laboratory utilizing this type of equipment.

- Gas cut off valve doors must be locked when gas is not in use.

- During any laboratory session using gas, the door shall remain unlocked to allow immediate emergency access.
• At least one type ABC rated fire extinguisher must be in every laboratory. Fire extinguishers need to be readily accessible and must not be blocked by stored items. Fire extinguishers are to be inspected [by school staff] monthly. This inspection must be recorded on the yellow tag attached to the fire extinguisher mounting board.

• Chemical storage rooms must remain locked to prevent unauthorized entry. Chemical storage rooms must have all entrance doors properly labeled identifying the room as ‘Chemical Storage’. The location of the Material Safety Data Sheets [MSDS] shall be indicated on the chemical storage sign. ‘Chemical Storage’ stickers are available from the office of Safety and Security.

• Fume cupboards need to be tested for effectiveness bi-annually and just before actual usage of the cupboard. Test the cupboard using a velometer with the door open at the one foot mark. Verify the presence of at least 90 feet per minute of exhaust ventilation.

CORRECTIVE ACTION

For malfunctioning eye wash stations, emergency showers, fume cupboards or fire extinguisher maintenance consult with your school’s operating engineer or submit a maintenance work order to Facilities Management.

For laboratories in need of fire extinguishers or fire blankets contact the Office of Safety and Security at 571-423-2010.