

## CHEMICAL HAZARDS

SAD #4 is committed to providing a safe environment for students and employees. It is the policy of the district to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of material safety data sheets (MSDS), and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate, or, with the approval of the Board, to a professional consultant.

The Superintendent/designee will appoint a Chemical Hygiene Officer for the school unit. The Chemical Hygiene Officer will have the primary responsibility for implementing the school unit's Chemical Hygiene Plan. The person appointed Chemical Hygiene Officer should be familiar with State and federal regulations pertaining to laboratory and chemical safety and the chemicals used in the schools.

The Chemical Hygiene Officer shall achieve such certification and/or attend such training as may be mandated by the Maine Department of Education or other State agencies.

Legal Reference: 29 C.F.R. § 1910.1200  
26 M.R.S.A. § 565  
Ch. 2 § 179 (Dept. of Prof. Regulation Rule)  
Ch. 161 (Dept. of Educ. Rule)  
Commissioner's Administrative Letter No. 33, June 9, 2005  
(Chemicals in Schools)

Cross Reference: EBCA – Crisis Response Plan

Adopted: December 13, 2005

## **SAD #4**

### **Operation and Management Plan for Asbestos**

1. SAD #4 has performed an original inspection of all facilities for the purpose of determining quantity and location of asbestos containing material (*ACM*). This inspection was performed by a licensed consultant. This inspection has prioritized materials with a “**I**” indicating a high potential for fiber release and a “**5**” indicating a very low potential.
2. SAD #4 will have one person serve as asbestos coordinator. This individual will be referred to as the “designated person”. This individual will be noted on a certification of general responsibilities of the LEA being met, located in the front of the *AMP* which can be located in the office of the Superintendent.
3. The designated person will be trained, and will continue to stay updated, in order to be able to perform the duties involved. Copies of any trainings of the designated person can be located in the *AMP*.
4. All custodial/maintenance staff will receive a two hour awareness training which will include a video that explains the uses of asbestos and its health effects. Each member of the maintenance/custodial staff will participate in a walk through of the facility at which time all locations of *ACM* will be pointed out. Staff will receive training updates in the event of change in asbestos conditions or with a new assignment. Documentation of this training will be located in the individual’s personnel file
5. Any removal/repair jobs will be performed by the designated person. Any waste material will be disposed of in an appropriate landfill and every job will be documented. The designated person will participate in regular medical monitoring programs as required. Documentation of medical monitoring will be located in the personnel file of the designated person.
6. In the event of a fiber release, the custodial staff will seal off the area and contact the designated person. A licensed asbestos removal company will be hired to resolve the problem. Following any abatement procedure a copy of disposal receipts and final air clearance documentation will be filed with the *AMP*.
7. Facility occupants will be notified annually that a management plan has been developed and that it is available for viewing in the central office.
8. All outside contractors that might come into contact with asbestos will be notified of the exact location of the *ACM* and instructed not to impact it.

9. The designated person will conduct periodic surveys of the facilities to determine if there has been a change in the condition of the *ACM*. These will be conducted every 6 months. Documentation of these inspections can be located in the *AMP*.
10. Warning labels will be posted in routine maintenance areas such as boiler rooms or custodial closets or other areas where *ACM* would be likely to be impacted.
11. Every three years a licensed consultant will perform a re-inspection of every *SAD#4* facility. The results of the 3 year re-inspection will be located with the *ACM* in the office of the superintendent.
12. Response actions to situations discovered by any formal inspection or in the course of normal business will be based on a variety of factors. The first priority for any remediation efforts will be for areas that students, staff, and the public inhabit. Other factors involved would be time, costs, likelihood of impact, changes in state or federal regulations and scheduled construction, renovation, or consolidation projects.
13. All floors using tile that contains asbestos will be maintained with appropriate protective coatings and maintained regularly using techniques that do not compromise the integrity of the tile itself. High speed dry buffing is expressly prohibited.

Adopted: November 12, 2003

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

The School Board hereby adopts the M.S.A.D. #4 Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a Comprehensive Emergency Management Plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

The Superintendent and building administrators shall be responsible for ensuring that the Plan is implemented in each school and evaluated on an annual basis and after each incident when the plan is used. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually. Any substantive changes in the Plan shall be subject to the approval of the Board.

The following information pertaining to the M.S.A.D. #4 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures, or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act, but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, "terrorism" is defined as in 1 M.R.S.A. § 402(3)(L) as "conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied, or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure."

Legal Reference: 20-A MRSA § 1001 (16)

Adopted: June 10, 2003

Revised: March 11, 2008

## **FIRE DRILLS**

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, K-12, are required to hold two fire drills during the first two weeks of school. Schools housing grades K-4 will hold an additional eight fire drills during the year; schools housing grades 5-8 an additional six fire drills; and schools housing grades 9-12 an additional four fire drills. Schools housing any combinations of these grade levels will hold the additional number of fire drills required of the lowest grade level within the span. Results shall be recorded and deficiencies noted and corrected.

Each building Principal, in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible.

Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Seacoast Security will be notified before each drill.

Staff members will receive an annual orientation to this procedure, and the fire drill procedure will be prominently displayed in each classroom. At the beginning of each school year, Principals will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes.

Legal Reference: Ch. 125 § 10.2 (Me. Dept. of Ed. Rule)

Adopted: April 10, 1990

Revised: March 8, 1994; June 10, 2003

## BOMB THREATS

**The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.**

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

### A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

### B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.

4. "School premises" means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance

with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

**All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.**

Legal References: 18 U.S.C. §§ 921; 8921  
17-A M.R.S.A. § 210  
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References: EBCA – Crisis Response Plan  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JKF – Suspension/Expulsion of Students with Disabilities  
JICIA – Weapons, Violence and School Safety  
Student Code of Conduct

Adopted: June 10, 2003

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)**

The Board recognizes that from time to time medical emergencies may arise that warrant the use of an automated external defibrillator (AED). MSAD #4 may acquire one or more AED's for use in its school and at school athletic events.

The Superintendent shall be responsible for developing, in consultation with the school physician, or other qualified expert and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing, and maintenance of the school unit's AEDs, and for identification of school personnel who should be trained in the use of an AED.

Although the Board authorizes the acquisition of AEDs, it cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or school-sponsored event.

Legal Reference: 14 MRSA § 164  
20-A MRSA § 4009  
20 MRSA § 2150-C

Cross Reference: EBCA – Comprehensive Emergency Management Plan  
JLCE – First Aid and Emergency Medical Care

Adopted: January 9, 2007  
Revised: February 12, 2008

## **MSAD #4 PROCEDURE USE OF AUTOMATED EXTERNAL DEFIBRILLATORS**

### **Definition**

Automated External Defibrillators (AED) are specialized medical devices designed to recognize and treat a person who experiences sudden cardiac arrest. AEDs provide auditory and visual prompts to assist trained first responders and are used in conjunction with cardiopulmonary resuscitation (CPR). AEDs are classified as Class III medical devices. Therefore, use of an AED requires medical oversight by a licensed physician.

### **Maine Law Governing AEDs**

As owner of an AED, the District must:

- A. Have a Standing Order from the School Physician for its use. The School Physician may also offer technical assistance in the selection and storage location of an AED, protocols for use, and use review;
- B. Notify local Emergency Medical Services of:
  1. The existence, location, and type of AED the District possesses; and
  2. The clinical use made of the AED
- C. Maintain and test the AED in accordance with the applicable standards of the manufacturer.

### **Coordinator**

The Superintendent will designate a Coordinator (e.g. School Nurse, Athletic Director) to oversee all aspects of AED operation. The Coordinator has the following responsibilities:

- Selection of employees for AED training and distribution of AED-trained employee lists as required
- Coordination of training for emergency responders
- Coordinating equipment and accessory maintenance
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the District
- Revision of this procedure as required
- Monitoring the effectiveness of this system

### **Medical Control**

The Medical Advisor of the AED program will be the school physician. The school physician has ongoing responsibility for providing medical direction for use of AEDs. Standing orders will be reviewed yearly.

## **Training**

The District will offer periodic training sessions on AED use for employees.

## **School Office Responsibilities**

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Announcing over a PA system CODE BLUE and location
- Contacting the external community 9-1-1 response team (EMS) if required
- Assigning someone to meet responding EMS vehicle and direct EMS personnel to site of medical emergency

## **Equipment**

- District AEDs will be equipped with Adult and Child Electrode Pads
- The AED and first responder bag will be brought to all medical emergencies.
- The AED should be used on any person who displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
  - Victim is unresponsive
  - Victim is not breathing, or is breathing ineffectively
  - Victim has no signs of circulation, such as pulse and coughing, or movement

## **Location of AEDs**

During school hours, the AED will be at designated locations. These locations should allow the device to be easily seen by staff. The locations should allow staff members to retrieve the device outside of normal school hours.

## **Equipment Maintenance**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The school main office and building first responders shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the school main office shall be informed and then notified when equipment is returned to service.
- The school nurse or designee shall be responsible for having regular equipment maintenance performed.
- All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

### **Routine Maintenance**

- The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.
- The school nurse, or designee, will perform a regular AED checks following the procedure checklist. The procedure checklist will be initialed at the completion of the check and posted with the AED.

### **Medical Response Documentation**

It is important to document each use of the medical emergency response system.

- Internal post-event documentation:
  - The following forms shall be sent to the AED Coordinator or designee within 24 hours of a medical event:
    - The AED-trained employee or volunteer responder shall complete a medical emergency form whenever an AED is used.
- External Post-Event Documentation:
  - A copy of AED use information shall be presented within 48 hours of the emergency to the following:
    - School physician
    - Local EMS, county, or state officials as designated in state AED requirements and local regulations
    - At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

### **Note on Civil Liability**

Because of “Good Samaritan” laws, non-licensed individuals rendering first aid, emergency treatment, or rescue assistance to a student during a school program may not be held liable for injuries to that student alleged to have occurred as a result of an act or omission in rendering such aid, treatment, or assistance.

Legal Reference: 22 MRSA § 2150C  
20-A MRSA § 4009

Adopted: June 12, 2007  
Revised: February 12, 2008