

## **Business/Non-Instructional Operations**

### **Safety**

It is the goal of the CREC Council to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

CREC shall guard against accidents by taking necessary precautions to protect the security and safety of students, employees, visitors, and others present on CREC properties or at school-sponsored events.

CREC shall comply with all security and safety requirements established by governmental authorities and require that its staff adhere to all such requirements and practices.

The Executive Director or designee shall be responsible for originating and enforcing security and safety regulations and procedures in all CREC facilities and on CREC property. It shall be the responsibility of the Executive Director or designee to ensure that all staff members are kept informed of current state laws and regulations regarding health, security and safety, as well as of the recommendations of local fire and civil defense officials.

Building administrators shall be responsible for the supervision of a security and safety plan and shall direct all personnel to cooperate with state, local and insurance officials in the completion of fire safety inspections, as well as to comply with procedures established by the CREC Safety Committee.

Legal Reference: Connecticut General Statutes

10-203 Compliance with public health statutes and regulations

10-222m School security and safety plans. School security and safety committees (as amended by P.A. 23-167, An Act Concerning Transparency in Education)

10-231 Fire Drills. Crisis response drills

Other

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

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CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

## **Business/Non-Instructional Operations**

### **Safety Procedures**

Quarterly inspections at each CREC facility shall be conducted jointly by each building administrator or designee and a custodian.

### **CREC Safety Committee**

CREC has created a safety committee. The purpose of the CREC Safety Committee is to create and maintain an active interest in safety and health of students and staff and to serve as a means of safety and health communications.

#### ***Goals & Objectives***

1. Ensuring that safety and health concerns are discussed openly.
2. Identifying problems and recommending solutions.
3. Demonstrating the importance of safety and health in the workplace.
4. Improving communication among all levels of staff.
5. Recording, communicating and following-up on matters of concern.
6. Monitoring workplace safety and health programs to ensure effective operation.

#### ***Duties and Functions***

1. Conduct regular meetings of the main and each sub-committee to maintain up-to-date awareness of safety and health issues.
2. Establish procedures for workplace safety inspections by the committee.
3. Establish procedures for investigating all safety incidents, accidents, illnesses, and deaths, and develop corrective actions for recommendation to administration.
4. Evaluate accident and illness prevention programs.
5. Establish training programs for the identification and reduction of hazards in the workplace.
6. Review accident/injury reports.

7. Recommend improvements to the Risk Control Program, including safety policies.
8. Communicate CREC's safety policies to ensure that every employee clearly understands CREC's safety philosophy, knows what the rules are, and recognizes the importance of abiding by them and the consequences of failure to do so.
9. Determine workplace hazards by assisting fellow employees in the discovery of unsafe conditions and practices, and recommend procedures to control them.
10. Review reasonable safety suggestions and develop ideas for possible implementation.
11. Monitor inspection reports to assure that corrective action is taken.
12. Promote safety awareness programs by involving all employees, and not just committee members, in furthering the cause of accident prevention.
13. Hear and investigate employee complaints on hazardous conditions, material or equipment.
14. Develop an employee safety handbook.

### **Weekly Inspection Checklist**

Inspections shall be carried out according to the following minimum guidelines "Fire and Safety Maintenance Checklist":

#### **Safety**

1. Check all fire alarm systems to ensure that they are functioning properly.
2. Check all fire extinguishers and make sure they are fully charged.
3. Check all fire doors to see that they are closed and working properly.
4. Check all exit lights to make sure they are on and working.
5. Check all emergency lights.
6. Check all corridors and stairwells. Nothing is to be stored in them at any time.
7. Check to ensure that cleaning and duplicating fluids are safely stored and away from heat and flames.

#### **Housekeeping**

1. Check all storerooms and storage areas to ensure that they are free of all rubbish and kept in a neat and orderly manner.

2. Check all fan rooms to see that no excess materials are stored in them and that they are clean.
3. Check custodial rooms for cleanliness.
4. Check the boiler room to make certain it is clean. No flammable material will be stored there and oily rags may not be left lying around.

### **Maintenance**

Look for and note things that need attention, such as broken glass, broken door closers, damaged lockers, damaged ceiling tiles, damaged floor tiles, stair treads, cove moldings, burned out light bulbs, and graffiti on walls.

### **Reports of Quarterly Inspections**

The results of the quarterly inspections shall be maintained in a permanent file in each school/program building under the supervision of the building administrator, Facilities Manager and Human Resources Director.

### **Inspections by the Fire Marshal**

Inspections by the fire marshal will be conducted jointly with the designated custodians. The results of these inspections shall be transmitted to the building principal/program director, Facilities Manager and Human Resources Director.

### **Asbestos Control**

CREC will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all buildings for asbestos-containing material, as required.
2. Take appropriate action to control the release of asbestos fibers upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
4. Post warning(s) in all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

Further information about CREC's procedures for asbestos control can be found in the CREC Central offices.

### **School Security and Safety Plans**

A school security and safety plan shall be developed and implemented for each CREC school/program. The plan shall be based on the school security and safety plan standards developed by the state Department of Emergency Services and Public Protection; shall be reviewed annually and updated, if necessary; and shall be submitted annually to the state Department of Emergency Services and Public Protection.

The school security and safety plan shall be an all-hazards approach to emergencies at the school/program, and shall include, but not be limited to:

- (1) involvement of local officials, including the chief executive officer of the municipality; the superintendent of schools; and law enforcement, fire, public health, emergency management and emergency medical services personnel in the development of the plan
- (2) a command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization
- (3) crisis management procedures
- (4) a requirement that local law enforcement and other local public safety officials evaluate, score, and provide feedback on fire drills and crisis response drills conducted at the school/program
- (5) a requirement that reports regarding fire drills and crisis response drills be made annually to the Department of Emergency Services and Public Protection
- (6) procedures for managing various types of emergencies
- (7) a requirement that a security and vulnerability assessment for each school/program be conducted every two years and its results reflected in the school security and safety plan for each such school/program
- (9) a requirement that an orientation on the school security and safety plan be provided to all school/program employees
- (10) violence prevention training for all school/program employees.

**School Security and Safety Committee**

A school security and safety committee shall be established at each school/program. The school security and safety committee shall be responsible for assisting in the development of the school security and safety plan for the school/program and for administering such plan.

The committee shall consist of a local police officer, a local first responder, a teacher and an administrator employed at the school/program, a mental health professional, a parent or guardian of a student enrolled in the school/program, and any other person(s) the school principal/program director deems necessary. A parent or guardian serving as a member of a school security and safety committee shall not have access to any information that would result in a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The school security and safety committee shall meet no less frequently than every 2 months.

**Fire / Crisis Drills**

Each building administrator shall conduct a fire drill in the school/program not later than thirty days after the first day of each school year and at least once each month thereafter, except that a crisis response drill shall be substituted for a fire drill once every three months. The format of crisis response drills shall be developed in consultation with the appropriate local law enforcement agency. A representative of such agency may supervise and participate in crisis response drills. The Director of Security will conduct the yearly audit and submit the findings to the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security by June 30.

**First Responders Kit**

Every school/program shall ensure that when first responders arrive at the school/program in an emergency they have available basic information in order to respond quickly and safely. Every school/program must have a First Responder Reference Kit available for first responders. The must be kept in the main office and must include, at a minimum:

- Several copies of laminated, easy-to-read floor plans;
- Master keys to interior and exterior door locks;
- Other items determined to be needed, after consultation with school officials, local law enforcement, fire, emergency medical services, and the local Emergency Management Director.

Regulation issued:

CAPITOL REGION EDUCATION COUNCIL

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Hartford, Connecticut

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