Section 5
Health, Safety, & Risk Management Protocols

“Act well at the moment, and you will have performed a good action for all eternity.”

(John Caspar Lavater)
HEALTH, SAFETY, AND RISK MANAGEMENT PROTOCOLS

INTRODUCTION

This section of the manual includes information on health, safety, and risk management issues and encompasses many federal and state regulations.

In accordance with Board of Education Policy 2352 “a safe and healthy environment is essential for Baltimore County Public Schools in order to promote student achievement within a productive learning and work environment.” All employees of the Board of Education of Baltimore County are required to comply with all applicable local, state, and federal health and safety laws and to follow procedures, rules, and guidelines established by the Superintendent and his/her designees concerning safe and health school environments.
HEALTH, SAFETY, & RISK MANAGEMENT PROTOCOLS

(Alphabetical Index of Section 5)

Protocols

- Asbestos Management ................................................................. Page(s) 5-6
- Bloodborne Pathogens ................................................................. Page(s) 7-8
- Bodily Injury to Visitor ................................................................. Page(s) 9
- CPR/First Aid Designated Backup ............................................. Page(s) 10
- Child Abuse and Neglect ............................................................ Page(s) 11-12
- Computer Crimes ........................................................................ Page(s) 53-55
- Drug-Free Workplace ................................................................. Page(s) 13
- Fire Safety ................................................................................ Page(s) 14-17
  Fire Drills ................................................................................ Page(s) 14-15
  Location of Classrooms ............................................................ Page(s) 15
  Maintenance Means of Egress .................................................. Page(s) 15-16
  Decorations and Art Work ......................................................... Page(s) 16
  Fire Extinguishers ..................................................................... Page(s) 16
  Emergency Lights ....................................................................... Page(s) 16
  Storage of Flammable Materials ............................................... Page(s) 17
  General Housekeeping ............................................................. Page(s) 17
  Areas of Assembly ..................................................................... Page(s) 17
  Electrical Equipment and Wiring ............................................. Page(s) 17
- Food Safety .............................................................................. Page(s) 18
- Hazard Communication and Toxic Substances ....................... Page(s) 19-22
- Hazardous Waste Disposal ...................................................... Page(s) 23-24
- HIV/AIDS Prevention Education ............................................... Page(s) 25
- HIV/HBV Guidelines for Students and Employees .................. Page(s) 27
- Indoor Air Quality .................................................................... Page(s) 28
- Insurance Program .................................................................... Page(s) 29
- Integrated Disability Management Program ............................ Page(s) 30
- Mail Handling of Suspicious Letters or Packages .................... Page(s) 30A-30D
- MOSH Inspections .................................................................... Page(s) 31-32
- MOSH Log Sheets ..................................................................... Page(s) 33
- Personal Protection Equipment ................................................ Page(s) 34
- Playground Safety ..................................................................... Page(s) 35
- Property Loss/Damage Program ............................................... Page(s) 36-37
- Reasonable Suspicion Drug/Alcohol Testing ................................................................. Page(s) 38
- Safe Drinking Water .................................................................................................... Page(s) 39
- Safety Inspections .................................................................................................... Page(s) 40-42
- School Bus and Traffic Safety .................................................................................. Page(s) 43-44
- Student Accident Reporting ...................................................................................... Page(s) 45-46
- Tobacco-Free Schools .............................................................................................. Page(s) 47
- Traumatic Loss Teams .............................................................................................. Page(s) 48-49
  - Violent Death of a Student ...................................................................................... Page(s) 48
  - Death in School ...................................................................................................... Page(s) 48-49
  - Completed Suicide ................................................................................................. Page(s) 49
  - Suicidal Threats and Attempts ............................................................................. Page(s) 49
- Use of Facilities ......................................................................................................... Page(s) 50
- Work-Related Injuries .............................................................................................. Page(s) 51-52
CALL (Depending on assistance needed)

Office of Environmental Services 6301

SITUATION DESCRIPTION

In order to protect children from hazards associated with asbestos-containing building materials, the United States Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos hazards in elementary and secondary schools. These regulations require schools to conduct inspections for asbestos, develop written plans for addressing any potential asbestos hazards discovered, and implement any needed remedial response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in your building’s Asbestos Management Plan (AMP). This plan contains information on inspections, reinspections, response actions, and post response action activities that are planned or are in progress.

- Consult the Asbestos Management Plan before all maintenance and/or construction activities.
- Outside contractors, as well as BCPS personnel, are required to review the Asbestos Management Plan before conducting any activity that may disturb an asbestos-containing building material.
- Never assume; check the plan.
- If asbestos-containing materials are involved, contact the Department of Facilities, Office of Environmental Services at 6301 before you proceed.
- If you are unable to determine from the plan whether or not a building material contains asbestos, contact the Department of Facilities, Office of Environmental Services at 6301 for assistance.

ASBESTOS MANAGEMENT PLAN

A copy of the AMP must be maintained in the main office of each building and an identical AMP is required to be maintained at the Department of Physical Facilities, Office of Environmental Services. The AMP will be constantly updated as new information and records become available. The AMP must be available for inspection by parents, employees, outside vendors, and other interested parties upon request.

PROCEDURES

1) Each facility must annually notify parents, legal guardians, and employees of the availability of their building’s AMP
• Print the Notification letter in the first newsletter sent home to parents and guardians each school year. The Office of Environmental Services will send a reminder and a copy of the proper wording to be used in the notification letter.

• Post the notification letter at the location customarily used for posting of notices to employees. This letter must remain posted throughout the year.

• Maintain a copy of your building notification letter in your Asbestos Management Plan and forward a copy to the Office of Environmental Services, Department of Physical Facilities.

2) Six-Month Surveillance Reports

• Building Services Leaders are required to carry out a visual inspection of all asbestos-containing materials listed in the AMP every six months. The Office of Environmental Services will send a reminder letter and the proper form required to every school.

• Maintain a copy of this completed inspection form with your Asbestos Management Plan (AMP) and send a copy to the Office of Environmental Services, Department of Physical Facilities.

3) New Occupancies

• Before BCPS students or employees can occupy any new building or portion of a building, it must be inspected for asbestos-containing materials. Contact the Office of Environmental Services so this inspection can be conducted prior to occupancy.

All questions or concerns regarding asbestos should be directed to the Office of Environmental Services.
CALL
Office of Health Services 6368

SITUATION DESCRIPTION

The OSHA Bloodborne Pathogen Standard is a federally mandated program designed to prevent occupational exposure to blood and other potentially infectious materials that could result in the transmission of bloodborne pathogens. This Standard covers all employees in order to prevent the transmission of bloodborne disease. Employees reasonably anticipated to come in contact with blood and other potentially infectious materials in performing their job responsibilities receive training, are provided with appropriate personal protective equipment, and are offered the Hepatitis B vaccine.

The school nurse serves as the site-based program manager and is responsible for working with administrators to ensure that employees are appropriately trained and referred for vaccination. The school nurse is also responsible for managing suspected exposures.

The Standard also outlines specific procedures that must be followed should an “exposure incident” occur.

PROCEDURES

- Ensure annual training for employees on Standard Precautions.

- Ensure accessibility of and notify employees of location of Exposure Control Plan.

- Verify that appropriate personal protective equipment is being used and that appropriate procedures and products for decontamination are being utilized.

- Ensure that personnel who have been identified as eligible for the hepatitis B vaccine are referred by the school nurse to the Office of Health Services for training and vaccination. Personnel currently designated include:
  - all school nurses
  - all health assistants
  - staff at special schools
  - custodians on duty during school hours first and second shift
  - other employees who perform duties that may expose them to certain potentially infectious body fluids as determined by the Office of Health Services.
• Ensure that the appropriate procedures for the cleaning and decontamination of any blood or body fluid spills are used (See Exposure Control Manual).

• The school nurse should be notified and manage all exposure incidents that occur during the school day.

• Follow procedures as outlined in the Manual of School Health Nursing Practice.

• Maintain confidentiality of exposure incidents.

• Report exposure incidents as workers compensation injury.
This information has been deleted and the page is now blank.
This information has been deleted and the page is now blank.
CHILD ABUSE AND NEGLECT

CALL
Child Protective Services (CPS) 410-853-3000

SITUATION DESCRIPTION

Board of Education Policy 5440 and Policy Services Manual code 103 extensively cover the issue of child abuse, neglect, and mental injury for students and support the Annotated Code of Maryland, Family Law Article, Title 5-Subtitle 7. The law mandates that “any person (employee or volunteer) who has reason to believe that a child has been subjected to physical, sexual, or mental abuse, on or off school property by a parent, guardian, caretaker of a household, or family member shall notify the Department of Social Services or the appropriate law enforcement agency.” The same is true if there is reason to believe a child has been neglected. Any person who knowingly fails to report suspected child abuse or neglect is subject to suspension or dismissal and revocation of Maryland certification. It is important to note that there is no statute of limitations in cases of child abuse and neglect.

Immunity is provided from any civil liability or criminal penalty to all employees and volunteers who, in good faith, participate in the making of a report or the investigation of child abuse or neglect or in any judicial proceedings.

Training in this policy and its procedures is required for all employees, student teachers, interns, and volunteers at time of employment and on an annual basis. It is the principal’s or office head’s responsibility to ensure training take place.

Board of Education Policy 4004, Suspected Child Abuse by an Employee of the Baltimore County Public Schools, states that employees suspected of abuse must be dealt with in accordance with applicable laws.

Board of Education Policy 4005, Dating or Sexual Relations Between Staff and Students, states that “employees may not date students or exploit the teacher/student relationship by soliciting or actually engaging in sexual relations with students.”

PROCEDURES

- Ensure that suspected cases of child abuse and neglect are reported to appropriate agencies.

- Maintain confidentiality of information and reports in accordance with policy.

- Provide for required initial and annual training for all current and new employees or volunteers.

- Appoint a Child Protective Services (CPS) Liaison, normally the school counselor.
• Inform all employees and volunteers of policies using the brochure of Child Abuse & Neglect.

• Work in consultation with representatives from the Department of Social Services or Baltimore County Police Department on issues such as notification of parent/guardian, the interviewing process, and notice of removal.

• See appropriate Board Policies and Pupil Services Manual for more detailed guidelines.

• Consult with the Department of Student Support Services regarding issues relating to reporting requirements and concerns about responses from the Department of Social Services.

• Report all cases of Suspected child abuse and neglect of a student by an employee of the school system to designee to Multidisciplinary Team.
DRUG-FREE WORKPLACE

CALL
Office of Risk Management 443-809-4133

SITUATION DESCRIPTION

Board of Education Policy and Rule 4101: Drug-Free Workplace states that “the use of illegal drugs and intoxicants in the workplace will not be tolerated.” Consistent with the Federal Drug-Free Workplace Act of 1988, Board of Education policy prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol in any quantity in the workplace. “Workplace” consists of any Board of Education owned, controlled, or leased property, or the location where any work is performed on behalf of the Board of Education, e.g., field trips. Violation of the policy by employees will result in disciplinary action up to and including termination.

(Refer to Policy and Rule 4101: Drug-Free Workplace for additional information.)

PROCEDURES

• Inform employees of the policy on an annual basis.
• Distribute the policy and rule statement.
• Comply with requirements of the policy.

Commercial Driver’s License (CDL) Holders

Offices that employ Commercial Driver’s License Holders must comply with U. S. Department of Transportation (DOT) drug regulations. This program is coordinated through the Office of Risk Management (443-809-4133) and the Office of Transportation (443-809-4321). Information and copies of the regulations can be obtained from either office.
FIRE SAFETY

CALL  (Depending on assistance needed)

Baltimore County Fire Marshal  410 887-4880
Department of Physical Facilities  6300
Department of School Safety and Security  6487
Office of Risk Management  4133

SITUATION DESCRIPTION

Prevention is the key to eliminating the conditions that may contribute to the cause of any fire. Apart from arson, major causes of school fires include improper handling and storage of flammable liquids, overloaded electrical outlets, and excessive accumulation of rubbish. Many fires are a result of changing the original designs use of a space. The original design, construction, and space usage is considered when planning the wiring, ventilation, and construction of a school.

Numerous federal, state, local laws, and regulations have been enacted to protect against the loss of life and property due to fire. The following sections are not just recommended procedures; they are based on specific fire codes, actual laws, rules, and regulations for fire protection and prevention.

PROCEDURE

FIRE DRILLS

Schools must conduct a minimum of ten fire drills per school year. Offices not located in a school are also required to conduct fire drills in a frequency necessary to ensure everyone is familiar with the procedures and routines.

• At least two fire drills must be conducted by schools during the first thirty days of the school year and one a month thereafter, for a total of ten per year.

• Offices with over ten occupants must have at least four drills per school year, consisting of two fire drills, one lockdown drill, and one severe weather drill.

• Announce the first fire drill of the school year in advance so-instructions can be given and procedures established. Following proper procedures should be most important for the first drill, not the length of time required for evacuation.

• At least one fire drill in the fall and one in the spring should be conducted for adult education programs.
• At least one fire drill during the first week of any summer school program or any special programmed activity must be conducted (e.g., summer recreation program).

• Fire drills should be conducted under a variety of conditions and held during different times of the school day (e.g., lunch periods, class changes, assemblies, etc.) to avoid the distinction between drills and actual fires.

• Several drills should be conducted with the primary exit route blocked to test the use of secondary exit routes.

• Each time a fire drill is conducted, the Office of Safety and Security (6488) must be contacted to alert personnel monitoring all school fire alarm systems that a building evacuation drill is being conducted (not an actual emergency situation). Once the drill has been completed, a follow-up call should be placed to safety and security (6488) to verify that the building’s alarm signal was received by monitoring personnel.

• A record of each fire drill must be maintained at each school and office and updated electronically. These reports must include the following:
  1) Time and date the drill was conducted
  2) Weather conditions at the time of evacuation
  3) Number of occupants evacuated
  4) Total time of evacuation
  5) Other information relevant to the drill

LOCATION OF CLASSROOMS

• Rooms normally occupied by preschool, kindergarten, or first-grade students shall not be located above or below the story of exit discharge. (The story of exit discharge is that story or stories of the building from which exits are primarily doors directly discharging outside essentially at ground level. Where no such story exists, the story of exit discharge shall be that story with the smallest elevation change needed to reach the level of exit discharge.)

• Rooms normally occupied by second-grade students shall not be located more than one story above the story of exit discharge.

MAINTENANCE MEANS OF EGRESS

• It shall be the duty of principals and teachers to inspect all facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition. Exit areas and outside steps must be kept clear of snow, ice, or debris accumulations that could impede egress.
• Exit doors must be easily opened from the side of egress. Only one locking or latching device is permitted on any exit door. Locking devices that require the use of a key, tool, or special knowledge to open from the egress side of the door are strictly prohibited.

• Exit doors must never be chained, locked, or barred against egress when a building is in use.

• Storage of any type is prohibited in a stairway. Clothing and personal effects shall not be stored in hallways unless the building is protected by an automatic sprinkler system or the hallway is protected by a smoke detection system, or the storage is in metal lockers. Combustible or flammable materials shall not be placed, stored, or kept in any portion of an exit.

• Any fire door (e.g., stairwell door) that is designated to normally be kept closed (equipped with a self-closing mechanism) shall not be blocked open. These doors may be equipped with a magnetic hold-open device to release the door automatically upon the activation of smoke detectors or the building’s fire alarm system.

• Mirrors shall not be placed in or adjacent to an exit in such a manner as to confuse the direction of egress. Draperies and similar hangings shall not obscure an exit.

• Vending machines, display boards, signs, coat racks, and any other movable equipment that obstructs the path of egress travel shall be prohibited.

DECORATIONS AND ART WORK

• The display of live or fresh-cut Christmas trees/greenery is prohibited in all educational buildings. Non-combustible artificial trees may be displayed in locations that will not interfere with egress.

• Student-prepared artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20% of the wall areas.

• Draperies, curtains, and other similar furnishings and decorations in educational occupancies shall be flame resistant and certified as passing the flame resistance testing of NFPA 701.

• Vision panels in doors are designed to allow the person opening the door to see if persons are on the other side. They must remain clear and unobstructed with one exception, during a lockdown event or exercise, it must be covered by a piece of construction paper or similar material for the duration of the lockdown and removed when it is over.
FIRE EXTINGUISHERS

- All portable fire extinguishers must be checked monthly for obvious damage and broken seals to ensure the gauge is in an operable range or at a proper weight if not equipped with a gauge. Fire extinguishers will be checked for the items listed in “Fire Extinguisher Inspection Checklist.”
  
  - For schools and offices with BCPS custodial service (from the operations department), building service workers will conduct monthly fire extinguisher inspections.
  - In buildings without BCPS custodial support, the inspection of fire extinguishers must be performed by the designed grounds, transportation, or other primary building occupant.

- A thorough inspection by trained personnel, following the maintenance procedures listed in NFPA 10, the Standard for Portable Fire Extinguishers, is required on an annual basis. The Department of Physical Facilities will conduct annual fire extinguisher inspections.

EMERGENCY LIGHTS

- All emergency lighting systems shall be tested for proper operation for a minimum of 30 seconds every month. Building Services Leaders will conduct the monthly emergency light operational test.

- On an annual basis, a test shall be conducted for the 1 1/2 hour duration. Equipment must function properly for the duration of the test.

- Written records of all tests shall be maintained for review by the Fire Marshal.

STORAGE OF FLAMMABLE MATERIALS

- BCPS has adopted OSHAs hazard communication standard for chemicals in the workplace and has developed its own hazard communication program. Storage of volatile and flammable liquids (duplicating fluids, paints, paint thinner, oils, wax, gasoline, etc.) and other substances must be stored in accordance with the program. Questions regarding proper use, storage, or disposal of chemicals should be directed to the Office of Environmental Services within the Department of Physical Facilities.

- Power lawn mowers shall be stored in tractor rooms or in flammable liquid storage rooms.

GENERAL HOUSEKEEPING

- Only items associated with the operations of the boiler room and/or mechanical rooms should be stored in these areas.
• Storage areas and supply rooms must be kept neat and orderly. Empty cartons, old decorations, and other items should not be allowed to accumulate. Nothing should be stored any higher than 24” above the existing ceiling height.

• All materials subject to slow oxidation (e.g. paint rags, wax rags, oil mops, etc.) should be stored in approved closed metal containers until such time as they can be either laundered or properly disposed of.

AREAS OF ASSEMBLY (Auditoriums, Gymnasiums, and Multi-purpose Rooms)

• All assembly rooms shall be posted with a sign displaying the maximum capacity as determined by the district fire marshal.

• When arranging folding seats or chairs for programs, aisle ways for exiting must be maintained. Aisles shall not be less than 36 inches wide where serving seats on one side only and not less than 42 inches wide where serving seats on both sides. The space between parallel rows of seats shall not constitute an aisle. Not more than six seats shall intervene between any seat and an aisle. All aisle spaces must remain unobstructed.

ELECTRICAL EQUIPMENT AND WIRING

• Cords and plugs on electrical equipment, as well as extension cords, must be visually inspected before each use. This required inspection should include an examination for external damage and defects (such as missing or deformed prongs, loose parts, or damaged outer jacket or insulation) as well as evidence of possible internal damage (such as a pinched or crushed outer jacket).

• Never overload an electrical outlet. All power strips must be plugged directly into a socket. They may not be plugged into another power strip or extension cord.

• Use only Underwriter’s Laboratory (UL) approved grounded, three-prong plug, heavy duty extension cords. Extension cords should never be used as permanent wiring.

• Keep wiring away from doorways and windows. Never run wiring or extension cords under carpeting or above ceilings.
FOOD SAFETY

CALL
Office of Health Services 6368
Office of Food and Nutrition Services 7855

SITUATION DESCRIPTION

Maryland State Department of Health regulation (COMAR 10.15.03.03) prohibits the preparation of foods that require temperature control for consumption by students in schools or school-sponsored events in non-licensed food production facilities. Any foods requiring hot or cold temperature control in its preparation cannot be brought to school by unlicensed individuals or facilities and be served to students at school-sponsored functions including field trips. This direction is to prevent food-borne illness.

PROCEDURE

- Schools shall use licensed food service facilities or caterers. (See Rule 1300, Form A, Baltimore County Public Schools (BCPS), Application for Use of School Facilities.)

- Sponsors of single-day events must secure a Temporary Food Service Facility Permit from Baltimore County Environmental Health Services. (http://www.baltimorecountymd.gov/Agencies/health/environmentalhealth/food%20program/ or dial 410-887-3663

- Food purchased from a licensed food production facility that requires temperature control in transporting may be brought to school under the following conditions:
  1. School administrators must be able to assure that the food was transported and handled in a safe and sanitary manner.
  2. The packages must be unopened.
  3. Food not cooked immediately must be transferred to a refrigerator that is maintained at 45 degrees or below or a freezer.

- All on-site food preparation, in a BCPS kitchen, for BCPS-sponsored events, shall be prepared under the supervision of a BCPS Certified Food Services employee or under a Baltimore County Environmental Health Services one-day license.

- Home-prepared food for a single student does not fall under this regulation.
HAZARD COMMUNICATION AND TOXIC SUBSTANCES

(Employee Right To Know)

CALL
Office of Environmental Services 6301

SITUATION DESCRIPTION

COMAR 09.12.33.04, effective 1987, is designed to provide employees information about hazardous substances found in their workplace. A hazardous substance is defined as any chemical which exhibits either a physical hazard or a health hazard. Almost every chemical product found in our facilities poses some potential hazard. The goal of this standard is to make employees knowledgeable of these hazards and to provide them with the necessary tools to protect themselves and others.

The key to this law is the Material Safety Data Sheet. Each chemical product has a Material Safety Data Sheet that provides information on the proper handling of the product, the proper storage of the product, the necessary personal protective equipment needed when using the product, the hazardous ingredients of the product, and the proper disposal of the product. MSDS sheets have to be on-site for any chemical product brought into the building. MSDS sheets are kept in a binder in the Health Suite.

PROCEDURES (Building Administrator or Designee)

STEP 1: CONDUCT A CHEMICAL INVENTORY

- Survey your facility for all chemical products, regardless of quantities.

- As you conduct your inventory, record the name of each product, information about the manufacturer, and the general work area where the product is found within the building.

STEP 2: COLLECT MATERIAL SAFETY DATA SHEETS

- If one is not available, request a copy of the Material Safety Data Sheet (MSDS) from the manufacturer or distributor for each substance noted during your survey.

- Check with the person(s) who purchase your supplies to see if they have already obtained Material Safety Data Sheets for products delivered to your facility.

- The Material Safety Data Sheet Binder is kept in the Health Suite. Additional MSDS sheets may be kept with the instructional program.
STEP 3: PREPARE A CHEMICAL INFORMATION LIST

- Arrange your Material Safety Data Sheets in alphabetical order by common name or trade name.

- Prepare a chemical information list for your facility (using the Material Safety Data Sheets and your inventory to prepare your list). The list must:
  - Be arranged in alphabetical order according to the common name or trade name of each product.
  - Contain the chemical name.
  - Identify the work area(s) where the hazardous chemicals are found within your facility.
  - Contain the date the chemical was added to your list.
  - Contain the name and address of your facility, the date of preparation, and the name and telephone number of a contact person.
  - A fact sheet on how to prepare a chemical information list and a sample form are available from the Maryland Office of Occupational Safety and Health, Training and Education Office, (410) 880-4970.

STEP 4: SEND A COPY OF YOUR CHEMICAL INFORMATION LIST TO THE MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE)

- Mail a copy of your facility’s chemical information list to:

  *Maryland Department of Environment*
  *Technical & Regulatory Services Administration*
  *Right-To-Know*
  *2500 Broening Highway*
  *Baltimore, Maryland 21224*

- Keep documentation that you submitted your list to MDE.

STEP 5: DEVELOP A SYSTEM FOR UPDATING

- When new chemical products are obtained, they must be added to your chemical information list within 30 days. As new chemical products arrive at your facility, make sure you receive Material Safety Data Sheets. Be sure to include the date the chemical is added to your list.

- At a minimum, your chemical information list must be re-alphabetized every two (2) years and submitted to the Maryland Department of Environment at the same address listed under Step 4.
STEP 6: CHECK TO SEE THAT ALL CONTAINERS ARE LABELED

- Inspect all containers of chemical substances to ensure they are labeled, tagged, or marked to identify the product and any appropriate hazard warnings.

- DO NOT REMOVE OR DEFACE EXISTING LABELS ON CONTAINERS.

STEP 7: ENSURE THAT TRAINING OF ALL EMPLOYEES HAS OCCURRED

- Provide training that covers all of the following items:
  - An explanation of the purpose of this law and employee rights under this law
  - An explanation of how the chemicals found in your facility can be hazardous
  - A discussion of how to control exposures to hazardous chemicals by using appropriate work practices and control measures
  - An explanation of how employees can obtain information on what hazardous substances are used in their facility
  - An explanation on how to use the information found on Material Safety Data Sheets and product labels
  - A discussion of the importance that employees properly label portable receptacles which are used to store chemical substances.

- Document that training was given. Be sure to keep records that contain:
  - The names of persons trained
  - The dates and lengths of training sessions
  - The name of the individual(s) who conducted the training
  - The type of training provided, including an outline or lesson plan.

- Train new employees prior to their initial assignment.

- Provide additional training when new hazardous substances are introduced to your facility, when the exposure to an existing hazardous chemical increases, or when additional information is available on a product.

- NOTE: Additional training guidelines may be obtained by contacting the Maryland Office of Occupational Safety and Health, Training and Education Office, (410) 880-4970.
STEP 8: HAVE A WRITTEN HAZARD COMMUNICATION PROGRAM AVAILABLE WHICH IS SITE-SPECIFIC

Have available in writing how your facility’s Right-to-Know Program meets all of the requirements of this law. Your written program must include:

- Directions for gaining access to your chemical information list and Material Safety Data Sheets.
- A description of your employee training and education program.
- An explanation of how containers are labeled.
- A description of the hazards associated with chemicals in unlabeled pipes.

See appendix for a copy of the written hazard communication plan that is accepted by MOSH. This form is a fill-in-the-blank plan that needs to be completed for each site. Also included is the Chemical Information List form that needs to be completed and kept with MSDS sheets.

Update written program when changes occur.

NOTE: BY LAW, EACH FACILITY MUST, UPON REQUEST, PROVIDE ACCESS TO AND COPIES OF THE CHEMICAL INFORMATION LIST, THE WRITTEN HAZARD COMMUNICATION PROGRAM, AND MATERIAL SAFETY DATA SHEETS TO EMPLOYEES, EMPLOYEE DESIGNATED REPRESENTATIVES, MOSH INSPECTORS, FIRE OFFICIALS, AND OTHER ENTITIES SHARING YOUR FACILITY.
HAZARDOUS WASTE DISPOSAL

CALL
Office of Environmental Services 6301

SITUATION DESCRIPTION

At times it is necessary to dispose of hazardous waste. Below are suggested procedures for the proper disposal of various materials that may produce health hazards.

PROCEDURES

Waste Oil

• Put down absorbent material (i.e., sawdust) to block oil from drains or sewer lines.

• Call Office of Environmental Services (6348). BCPS has a contract in place for the pick-up and disposal of waste oil, waste oil with water, and antifreeze.

PCB’S Leakage From Fluorescent Light Ballast

• Use gloves, eye protection, cloth, and Varsol.

• Spray enough Varsol to completely cover the contaminated surface. It is necessary to complete the wash/rinse a second time with Varsol to sufficiently cleanse contaminated surface.

• Take precautions to contain any runoff resulting from the cleaning. Contaminated cleaning materials (e.g., gloves, rags, etc.) must be placed in a plastic bag and disposed of in a container marked “hazardous material.”

Paint

• If paint can has one inch or less of liquid, take off lid, let paint dry out, then dispose of can and dry material in dumpster.

• If paint can has more than one inch of liquid, consolidate cans, if necessary, into five gallon containers with lids (e.g., old paint can) then use waste disposal authorization form to request removal of paint waste from your building.

Solvents

• Leave materials in original containers. Do not mix any solvents.

• Store in safe area until pick-up of material.
- Complete waste disposal authorization form.

  Call Department of Physical Facilities, Office of Environmental Services, 6348.

Unknown Substances

- Leave material alone. Do not disturb.

- Secure area so that school personnel are not exposed.

- Do not wet material or mix anything with it.

- Call Department of Physical Facilities, Office of Environmental Services, 0470.
HIV/AIDS PREVENTION EDUCATION

CALL
Office of Health, Physical Education, Recreation
And Dance 4014

SITUATION DESCRIPTION
COMAR 13A.04.,15.04 requires personnel employed by a school system shall be provided annually with information about AIDS and its prevention.

PROCEDURES
- Verify that designated personnel has received HIV/AIDS education and awareness training.
- Provide for annual update of information to staff.
HIV/HBV GUIDELINES
FOR STUDENTS
AND EMPLOYEES

CALL (Assistance, if needed)
Office of Health Services 6368

SITUATION DESCRIPTION

Students
- Children infected with HIV/HBV are allowed to attend school.

- There is no mandate that school personnel be informed of a child’s HIV/HBV status. It is the parent’s/guardian’s right to determine if any school personnel should be informed.

- If parental consent to share this information has been obtained, decisions about who needs to be informed should be based on preventing transmission of HIV/HBV, assuring safety of the infected child, and involving others whom the parents wish to be told.

- Any school system personnel informed of a child’s HIV/HBV status must keep that information confidential. This information should be conveyed by the school nurse who will be able to answer any health/medically related questions.

- Any information regarding a child’s health status cannot be shared with any member of the community. It is recommended that any questions regarding the presence of a child who is HIV/HBV infected be handled in the following manner.

  - Inform the person that it is against the law to share health information regarding students to any person without parental consent.

  - Reassure the person the all staff members are trained annually in standard precautions.

  - Reassure the person that students are instructed to seek adult help in the event of any injury. Students are instructed not to attempt to intervene or administer first aid.

  - Inform the person that any incidents involving student/student exposure are referred to the school nurse who is trained in managing these incidents.

  - Direct the person to call the Office of Health Services at 6368 if there are unresolved concerns.
Employees

- Any information regarding an employee's health status cannot be shared with any member of the community. It is recommended that any questions regarding the presence of an employee who is HIV/HBV infected be handled in the following manner.
  - Reassure the inquiring person that all staff members are trained annually in universal precautions.
  - Inform the person that any incidents involving staff exposure are referred to the school health nurse who will follow the county's Exposure Control Plan.
  - Direct the person to call the Office of Health Services, if there are unresolved concerns.
- Employees are not required to inform their employer about their HIV/HBV status.
- If an employee's HIV/HBV status is revealed to any school personnel, this information cannot be shared without the employee's consent.
CALL
Office of Environmental Services  6301

SITUATION DESCRIPTION

Factors, which include energy conservation measures, new building materials, maintenance practices, and changes in building use can contribute to potential problems with air quality. It is important that measures are taken to provide for good air quality and adequate ventilation, and that issues potentially related to indoor air quality be investigated and handled appropriately.

PROCEDURES

- Report all issues related to indoor air quality concerns from students or staff to Environmental Services immediately.

- Cooperate with the investigation and provide information that is relevant to investigation process. It may be necessary for other departments and offices such as Health Services and Risk Management to be involved, based upon the situation.

FOR ADDITIONAL INFORMATION, CONTACT THE OFFICE OF ENVIRONMENTAL SERVICES, 6348.
CALL
Office of Risk Management 4133

SITUATION DESCRIPTION

The school system is a member of the Maryland Association of Boards of Education (MABE) Group Insurance Pool. The Pool provides casualty and property group self-insurance for each of the participating school boards. As with any insurance or self-insurance program, these coverages are subject to various exclusions, limitations, conditions, and deductibles.

The casualty group self-insurance program includes comprehensive general liability, business auto liability and physical damage, and school board legal liability coverages. The Pool covers the Board and its employees against third party bodily injury, property damage, and other claims alleging that the Board or its employee(s) were negligent. The coverage for the Board and the employees applies while Board members and employees are acting within the scope of their duties.

Automobile liability and physical damage coverage applies to vehicles owned or leased by the Board of Education. Coverage for liability arising out of the use of a Board member’s or employee’s personal automobile while it is being used to conduct Board business is afforded on an excess basis over the individual’s personal automobile insurance. The Board’s automobile physical damage coverage does not extend to the personal automobiles of Board members or employees.

Property coverage protects the Board against physical loss or damage to real and business personal property of the Board of Education and, in certain instances, personal property of others in the Board’s care, custody, or control. This coverage is subject to a $5,000 deductible.

PROCEDURES

For initial reporting of property loss or property damage such as fire, flood, or theft, contact the Help Desk at 410-887-6488

Refer to the appropriate Section 5 protocol for additional information regarding reporting bodily injury to visitors, student accidents, and work-related injuries.

Direct any questions concerning insurance coverage or payment of bills to the Office of Risk Management. Contact the Office of Risk Management with requests for “certificates of insurance” or evidence of self-insurance coverage. Request a risk management and insurance review of any unusual or especially hazardous activity, curriculum program[s], or use of facility.
MAIL HANDLING OF SUSPICIOUS LETTERS OR PACKAGES

CALL
( Depending on assistance needed)  9-911
Office of Environmental Services  6301

Students, unless enrolled in a work study program, should not be allowed to handle mail. Paid and unpaid work study students may handle mail if it is part of their job responsibilities and parental notice and permission have been obtained. These students need to follow the regulations of the employer. All staff who handle mail should wear gloves (latex or vinyl). If possible, mail should be sorted in a separate room to decrease the potential number of staff exposed in the event of a spill from a suspicious package or envelope. See “Mail Handling Recommendations/Guidelines for Schools and Offices.”

SITUATION DESCRIPTION

According to the U.S. Postal Service and recommendations from the Centers for Disease Control, suspicious envelopes/letters or packages that are discovered in a building should not be moved or touched. Some suspicious packages and letters may include the following:

- Excessive postage
- A handwritten or poorly typed address
- Misspellings of common words
- Oily stains, discolorations, odor, or crystallization on envelope or wrapper
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive wrapping materials, such as tape, string, etc.
- Ticking sound
- Markings, such as personal or confidential

PROCEDURES

Handling Suspicious Unopened Letter or Package
1. **DO NOT:**
   a. Touch, open, or move.
   b. Shake or empty the contents of the envelope or package.
   c. Remove the covering of the envelope or package.

2. **DO**
   a. Call 9-911
   b. Leave the room.
   c. Close the door or section off the area. Keep others from entering.
d. Wash your hands with soap and water.
e. Isolate all of the people who were in the room or area when the letter or package was recognized and make a list of their names.
f. Provide the list to law enforcement and public health officials.

If powder from a suspicious envelope or package has spilled out:

1. **DO NOT:**
   a. Try to clean up the powder.
   b. Smell, touch or taste the substance.

2. **DO:**
   a. **Call 9-911**
   b. Cover the spilled contents immediately with anything (clothing, paper, trashcan).
   c. Leave the room and close the door or section off the area.
   d. Keep others from entering.
   e. Notify the building services staff to shut down and isolate the ventilation system in any affected areas.
   f. Wash your hands with soap and water.
   g. Remove any heavily contaminated clothing as soon as possible. Place it in a plastic bag or other container that can be sealed. Give the contained clothing to emergency responders.
   h. Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
   i. Isolate all of the people who were in the room or area when the letter or package was recognized. Make a list of their names.
   j. Provide the list to law enforcement and public health officials.

The area or room should not be entered until clearance is obtained from law enforcement and public health officials.
MAIL HANDLING
RECOMMENDATIONS/GUIDELINES
FOR SCHOOLS AND OFFICES

CALL
Director of Student Support Services 0238
Office of Risk Management 4133

SITUATION DESCRIPTION
U.S. Mail and interdepartmental mail may be used as a way to threaten schools and offices. In order to protect the health and safety of staff and students, the following procedures should be followed.

PROCEDURES

1. Mail received in schools or offices should be sorted in a separate room or isolated area, if possible.
2. If a separate room is selected to open mail, choose an area where limited ventilation and no wind drafts are present.
3. Staff who sort and open mail should be aware that vinyl gloves are available for them to wear. Vinyl gloves can be purchased through the on-line catalogue.
4. All staff members should be made aware of the procedure for “Handling of Suspicious Letters or Packages.”
5. Under no circumstances should students, unless enrolled in a work study program, be allowed to handle, sort, or open mail in BCPS schools or offices.
6. Paid and unpaid work study students whose jobs include handling mail may fulfill this job requirement as long as the following conditions are met.
   a. Students are made aware of the company’s regulations/procedures for handling mail.
   b. The “Student Learner Agreement Exemption From Mail Handling Prohibition” form (found on the following page) is signed by student, parent/guardian and representative of the company.
STUDENT LEARNER AGREEMENT
EXEMPTION FROM MAIL HANDLING PROHIBITION

Date_________________

Name of Student     School

It is agreed between ________________________________________________
                      ________________________________________________
St                  Name of Company

And ____________________________________________________________
                      ________________________________________________
St                  Name of School

That the student named above, currently enrolled in a course of study and training in a school-to-
career work experience program of the Baltimore County Public Schools, is working in an occupation
involving the handling of mail.

It is further agreed that such work will be under the supervision of qualified and experienced
personnel and that safety instructions shall be given regarding the proper handling of mail as per the
company’s policies and procedures.

The parent or legal guardian may request that the employer provide the student with protective vinyl
gloves for handling the mail; however, nothing herein shall require the employer to provide such
gloves.

This exemption may be revoked if it is determined that reasonable precautions have not been
observed for the safety of the minor employed in this occupation.

A copy of this signed agreement shall be kept on file by each of the signatories.

________________________________________  ______________________________
Name of Company     STC Coordinator Signature

________________________________________  ______________________________
Address      Parent/Guardian Signature

________________________________________  ______________________________
Authorized Signature of Company   Student Signature
INTEGRATED DISABILITY MANAGEMENT PROGRAM

CALL
Office of Risk Management
Integrated Disability Management Representative 7609

SITUATION DESCRIPTION

Integrated Disability Management (IDM) involves the management of both non-occupational (sick leave and sick leave bank) and occupational (worker’s compensation) illness and injury for the school system.

The Integrated disability management program encompasses illness and injury prevention efforts, rehabilitation, medical case management, and return to work programs. It coordinates benefits and resources and provides administrators with information and assistance in handling illness and injury of employees.

PROCEDURES

Non work-related illness and injury:

- Report all employees absent from work for 10 + consecutive days to the IDM program, Office of Risk Management, using the Extended Report of Absence Form.

- Submit the completed form, along with any doctor’s notes by fax (confidential line: 410-308-4720) or interoffice mail (IDM, Risk Management, Timonium Office) as soon as it is known that the employee will be losing time from work.

- Send any and all correspondence, doctor’s slips, or related information to the IDM program as soon as it is received.

- Maintain status update forms or sick leave bank approval forms in file at site.

- If necessary, assist with paperwork required for transitional duty program.

Work-related illness and injury

Follow procedures found under “Work-related injuries: Worker’s compensation.”
MOSH INSPECTIONS

CALL
Loss Control Representative
Office of Risk Management 4133

SITUATION DESCRIPTION

Section 5 (a) of the Occupational Safety and Health Act (Public Law 91-596) is known as the “General Duty Clause” and states that “each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees and shall comply with occupational safety and health standards promulgated under this act.” The Maryland Occupational Safety and Health (MOSH) agency can inspect your site for several reasons including general schedule inspections, a fatality or catastrophe, an imminent danger complaint, or an employee or ex-employee complaint.

By law, MOSH inspectors may enter any establishment without delay at any reasonable time to inspect the premises. Trained inspectors and industrial hygienists conduct unannounced on-site inspections to identify hazardous conditions and secure their timely correction. At the beginning of an inspection, the inspector will present credentials and inform the person in charge of the reason for the visit and generally discuss the scope of the inspection, records to be reviewed, and the possibility for employee interviews. A walk-around occurs and may take several hours or several days depending upon the size of the site. The inspector may ask employees questions or ask them to demonstrate procedures taught in applicable training programs. The inspector will request areas he/she wants to view and the inspection should be limited to these areas.

Following the walk-around the inspector will have a closing conference with the building administrator of the school. Any conditions or practices that constitute a violation will be discussed with steps necessary to correct the violation. Violations will be forwarded to the Commissioner of Labor who will determine citation(s) to be issued and time allowed for the correction of each citation.

PROCEDURES

- Develop procedures and inform personnel in front office or reception area of procedures to be followed if MOSH inspectors visit site.

- Identify employer and employee representative that will accompany inspector on inspection.

- Know location of program and applicable training records required to be kept by OSHA:
  - OSHA Log of Occupational Illness & Injuries.
  - Hazard Communications Program
- MSDS sheets and Chemical Information List
- Bloodborne Pathogens Program
- Personal Protective Equipment Program (if applicable)

- Participate in closing conference and note violations discussed
- Contact Department of Facilities for assistance with corrections of violations. Begin process to correct non-contested violations as soon as possible.
- If a hearing is required for contested violation, work cooperatively with Department of Facilities personnel.
CALL
Workers Compensation Program  4165
Office of Risk Management  4133

SITUATION DESCRIPTION

The Occupational Safety and Health Act requires the recording and reporting of occupational injuries and illnesses. Each site must maintain a log of all recordable occupational injuries and illnesses. The summary is to be completed from the log entries and posted at the site from Feb. 1 to April 30 of the year following the year covered by the log. Forms and instructions will be sent to all schools before January of the new year.

Any death of an employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident must be reported within eight hours orally by telephone to MOSH (Maryland Occupational Safety and Health) or to OSHA 1-800-321-6742. The following information must be provided: name of establishment, location of incident, time of incident, number of fatalities or hospitalized employees, names of injured employees, contact person and phone number, and brief description of incident.

PROCEDURES

• Designate an individual to compile data, maintain and summarize the log sheet throughout the year.

• Follow all instructions distributed for completion and posting of the annual summary sheet.

• Verify that the site-based administrator signs the summary before it is posted and the required copy is sent to Risk Management.

• Ensure that the summary is posted. The summary from the previous calendar year should be posted no later than February 1 of the current year and remain in place until April 30.

• Send a copy of the summary from the previous year to the Office of Risk Management by February 1, so the yearly survey can be compiled for the Maryland Department of Labor.

• Maintain original logs and summary on site for five years.
PERSONAL PROTECTIVE EQUIPMENT

CALL (Assistance, if needed)

Department of Facilities 6311

SITUATION DESCRIPTION

Title 29, Code of Federal Regulations (CFR) Part 1910.132, requires BCPS to assess the workplace to determine if hazards are present or likely to be present which would necessitate the use of personal protective equipment. If such hazards are present, or are likely to be present, personal protective equipment must be selected and issued to all affected employees. Training is also required for all affected personnel on the need and proper use of all personal protective equipment. Examples of personal protective equipment which may be required include hard hats, goggles, face shields, ear plugs, steel-toed shoes, respirators, and gloves.

To determine personal protective equipment needs, a workplace hazard assessment must be competed and kept on file at the site. Refer to “Guidelines for Conducting a Workplace Hazard Assessment,” found in the appendix, for specific information.

PROCEDURES

- Ensure that workplace hazard assessment has been conducted for appropriate employee groups. Provide written certification that assessment has occurred using the form found in “Guidelines” packet. Certification needs to be readily available and may be requested by MOSH during an inspection.

- Purchase and ensure that appropriate personal protective equipment is distributed and utilized.

- Ensure that required training has taken place. Provide written certification of training using form found in “Guidelines” packet. Certification needs to be readily available and may be requested by MOSH during an inspection.

- Keep appropriate records.
CALL (Depending on Assistance Needed)

Office of Grounds 6300

SITUATION DESCRIPTION

Accidents occurring on playground equipment are a major source of injuries. Because children can be expected to use equipment in unintended and unanticipated ways, adult supervision is crucial to playground safety. Nationally, the most common playground accident reported involves falls. Nearly half of the reported injuries that result from falls are to the head and range from minor bruises to skull fractures, concussions, brain damage, and even death. Other potential playground hazards include impacts by swings or moving equipment, collisions with stationary equipment, and contact with such hazards as protrusions, pinch points, sharp edges, hot surfaces, and debris found in the playground area.

PROCEDURES

- Ensure all teachers on staff receive training by the physical education teacher on appropriate use of apparatus areas.

- Ensure that all playground areas are inspected daily by the Building Services Leader or Building Services Day Leader for broken glass and other dangerous debris.

- Ensure that the Crew Chief for the Office of Grounds inspects your playground equipment weekly and provides copies of their inspection report detailing the conditions observed.

- When repairs to playground equipment become necessary, ensure that repairs are made by authorized Grounds Services personnel or the manufacturer’s authorized representative only.

Playgrounds are designed and constructed for age specific users. Ensure that students only use playground equipment appropriate for their age (ages 2 through 5 and ages 5 through 12).
PROPERTY LOSS/DAMAGE

CALL

Police/Fire 9-911
Office of Risk Management 4133
Office of Security 6488

SITUATION DESCRIPTION

Property loss and damage needs to be reported to assure proper handling of claims and expedite immediate loss investigation. The school system purchases property and liability insurance and coverage is available once the specified deductible has been met. Limitations and exclusions to the property coverage may apply and in certain circumstances, liability insurance may provide the coverage for property loss or damage that occurs. While the school system does not accept responsibility for the personal property of students or employees, there may be certain situations where coverage does exist. Additionally, limited property loss benefits for employees may exist as outlined in the master agreements.

Property Loss/Damage must be reported within 24 hours using the BCPS Property Loss/Damage Report form if it involves:

- BCPS property
- Personal property of employees brought to work to be used as an adjunct to employment activities (see applicable Master Agreement)
- Personal property of students in BCPS care, custody or control
- Personal property of a third party (e.g. member of public)

PROCEDURES

If fire or theft involved immediately call 9-911 and file a police report.

If it is a major loss, contact the Office of Security and the appropriate Area Assistant Superintendent of Schools or Executive Director.

Property Loss/Damage Report Form is to be completed by administrator designee and faxed (410-391-0820) or sent to the Office of Risk Management, Pulaski Park, within 24 hours. The information provided on the form is necessary in order for the Office of Risk Management to track losses, to determine the need for repairs, to determine the need for additional loss control and security measures, and to determine whether the claim will be forwarded to the claim unit. Secure area and cooperate with the appropriate investigation.
**Critical Response and School Emergency Safety Management Guide - BCPS**

**BCPS Property Loss/Damage Report**

(Complete all fields. Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th>School/Site/Office Where Loss Occurred:</th>
<th>School ID:</th>
<th>Date of Loss:</th>
<th>Time of Loss:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/Site Office Phone #:</th>
<th>School/Site Office Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Reporting Administrator/Office Head:</th>
<th>Title:</th>
<th>Email of Reporting Official:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness Name</th>
<th>Witness Title (Employee, student, parent, etc.)</th>
<th>Witness Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness Address:</th>
<th>Witness Home Phone:</th>
<th>Witness Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Non-BCPS property, please complete the following:

<table>
<thead>
<tr>
<th>Owner's Name</th>
<th>Owner's Title (employee, student, parent, etc.)</th>
<th>Owner's Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner's Address:</th>
<th>Owner's Home Phone:</th>
<th>Owner's Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Police notified?

- [ ] YES  - [ ] NO

If Yes, name of officer

Was Security notified by calling 443-809-6488?

- [ ] YES  - [ ] NO

Has a work order been submitted for repair?

If Yes, work order number

Brief description of the incident (include serial numbers if applicable):

<table>
<thead>
<tr>
<th>Reason for Loss or Damage:</th>
<th>Type of Loss or Damage:</th>
<th>Location of Loss or Damage:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Arson  - [ ] Burst Pipe - Freeze  - [ ] Burst Pipe - Not Freeze
- [ ] Collapse  - [ ] Contamination  - [ ] Contractor Fault
- [ ] Corrosion  - [ ] Discarded  - [ ] Electrical Fire
- [ ] Equipment Failure  - [ ] Explosion  - [ ] Fire
- [ ] Flood  - [ ] Lighting Strike  - [ ] Other/Not Classified
- [ ] Power Failure  - [ ] Roof Leak  - [ ] Sewer Back Up
- [ ] Snow Load  - [ ] Sprinkler Leak  - [ ] Theft
- [ ] Vandalism  - [ ] Vehicle Accident  - [ ] Wind
- [ ] Asbestos Dispersal  - [ ] Bleacher Damage  - [ ] Boiler Damage
- [ ] Ceiling Damage  - [ ] Collapse  - [ ] Contents Damage
- [ ] Contents Lost  - [ ] Contents Stolen  - [ ] Equipment Damage
- [ ] Floor Damage  - [ ] Food Spoilage  - [ ] Graffiti
- [ ] Hazardous Material  - [ ] Mold Damage  - [ ] Other/Not Classified
- [ ] Playground Damage  - [ ] Roof Damage  - [ ] School Damage
- [ ] Sidewalk Damage  - [ ] Smoke Damage  - [ ] Structural Damage
- [ ] Total Structure Loss  - [ ] Vehicle Damage  - [ ] Water Damage
- [ ] Window Damage  - [ ] Administrative Office  - [ ] Auditorium
- [ ] Bathroom  - [ ] Bleachers  - [ ] Boiler Room
- [ ] Cafeteria/Kitchen  - [ ] Classroom  - [ ] Computer Lab
- [ ] Concession Stand  - [ ] Crawl Space  - [ ] Exterior Wall
- [ ] Gym/Multipurpose Room  - [ ] Hallway/Corridor  - [ ] Health Suite
- [ ] Industrial Arts Shop  - [ ] Library/Media Center  - [ ] Locker Room
- [ ] Mechanical Room  - [ ] Music Room  - [ ] Off Premises
- [ ] Other/Not Classified  - [ ] Outdoor Non-Sports Bldg.  - [ ] Outdoor Sports Bldg./Dugout
- [ ] Parking Lot  - [ ] Playground  - [ ] Portable Classroom
- [ ] Roof  - [ ] School Grounds  - [ ] Science/Chemistry Lab
- [ ] Stage  - [ ] Stairwell  - [ ] Storage Room
- [ ] Weight Room

Send a copy of this report within 24 hours by fax or interoffice mail to:

Office of Risk Management, Pulaski Park, Suite 219; Fax: 410-391-0820. Please retain a copy for your records.

Section 5, Health Safety, and Risk Management Protocols – 37
Revised 11/2015
REASONABLE SUSPICION
DRUG/ALCOHOL TESTING

CALL
Office of Risk Management  4133

SITUATION DESCRIPTION

In accordance with the provisions of Policy and Rule 4001, employees may be tested for drugs and/or alcohol when an administrator has a “reasonable suspicion” of on-the-job or job-related drug and/or alcohol use or impairment. The employee will be transported and will report to the designated testing center within two hours of being instructed to do so. Refusal to submit to drug or alcohol testing or failure to arrive at the testing center within two hours is considered an act of insubordination, subject to disciplinary action up to and including termination.

PROCEDURES

• Inform all employees at the site of Rule 4001 “Drug-Free Workplace: Drug and/or Alcohol Testing

• Refer to Rule 4001 for all required procedures related to drug and/or alcohol testing.

• If need for reasonable suspicion drug testing occurs, administrator will contact Office of Risk Management immediately for assistance with process. If the Risk Manager is unavailable, personnel in the Risk Management office can initiate back-up procedures.

• Employee is to be transported to designated medical center for testing, and Authorization Forms for Reasonable Suspicion Testing can be obtained from the Office of Risk Management.

• If test results are positive for alcohol, or testing has occurred for controlled or other chemical substances and pending results, arrangements will be made to transport employee to appropriate destination after testing.

• The employee may be referred for assistance to the Internal Employee Assistance Program (410-887-5414).
SAFE DRINKING WATER

CALL  (Depending on assistance needed)

Office of Environmental Services  6301

SITUATION DESCRIPTION

The Safe Drinking Water Act, passed by Congress in 1974 and amended in 1986 and 1996, was implemented to protect the public health, regulate the nation’s public drinking water and its valuable water sources (i.e., rivers, lakes, reservoirs, ground water, and springs). This framework for legally protecting drinking water is enforceable by the United States Environmental Protection Agency (USEPA). The USEPA regulates the National Primary Drinking Water Regulations, such as total coliform, lead, and nitrates. Secondary Drinking Water Regulations are non-enforceable guidelines adopted by the individuals States, such as pH, color, and iron. Maximum contaminant levels and goals are established for each naturally occurring and man-made pollutant.

PROCEDURE

If any concern with the drinking water is suspected, contact the Department of Physical Facilities, Office of Environmental Services at 6301.
SAFETY INSPECTIONS

CALL
Specialist, Office of Inspection/Code Enforcement       6300

SITUATION DESCRIPTION

Safety inspections are essential to maintaining acceptable standards of safety for physical facilities, work environments and instructional practices. These inspections may be required and carried out by outside agencies or may be internal inspections that are required and documentation of results need to be maintained on file. Forms are provided for both external and internal inspections that are regularly performed.

Additional Inspections

Other areas or materials that should be inspected on an ongoing basis by appropriate school personnel include:

- all electrical cords and plugs
- chemical storage rooms
- physical education equipment and apparatus
- tools and related equipment
- personal protective equipment
- walkways and roadways.

PROCEDURE

- Assist inspectors when necessary.
- Maintain required documentation in appropriate locations.
- Complete work order requests for any areas that need repairs.
### EXTERNAL INSPECTIONS

<table>
<thead>
<tr>
<th>Type of Inspection</th>
<th>Performed by</th>
<th>Time period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire protection &amp; prevention</td>
<td>Fire Department</td>
<td>Annually</td>
</tr>
<tr>
<td>- Compliance with health &amp; safety regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Response to a received complaint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Re-inspection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Compliance with health &amp; safety regulations</td>
<td>Maryland Occupational Safety and Health (MOSH)</td>
<td>Unannounced at any time; follow-up visits may be scheduled</td>
</tr>
<tr>
<td>Kitchen Inspections</td>
<td>Health Department</td>
<td>Annually</td>
</tr>
<tr>
<td>Comprehensive Facility Check</td>
<td>MSDE</td>
<td>Approx. 24 schools completed per year</td>
</tr>
<tr>
<td>Comprehensive Property Loss Inspection</td>
<td>Insurance Co.</td>
<td>Approx. 36 schools per year</td>
</tr>
<tr>
<td>Pressure vessels (e.g., boilers, hot water storage tanks, etc.)</td>
<td>Licensed inspectors</td>
<td>Every 2 years</td>
</tr>
<tr>
<td>Emergency generators</td>
<td>Outside contractors in accordance with NFPA 110</td>
<td>Annually</td>
</tr>
<tr>
<td>Asbestos Containing Materials</td>
<td>Accredited inspectors</td>
<td>Every three years</td>
</tr>
<tr>
<td>Bleachers</td>
<td>Outside contractor</td>
<td>Annually</td>
</tr>
<tr>
<td>Elevators, chair lifts, dumbwaiters</td>
<td>Licensed inspectors</td>
<td>Annually</td>
</tr>
</tbody>
</table>
## INTERNAL INSPECTIONS

<table>
<thead>
<tr>
<th>Type of Inspections</th>
<th>Performed By</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss Prevention Inspections</td>
<td>Loss Prevention Representative</td>
<td>Annually, as needed</td>
</tr>
<tr>
<td>Playground Equipment</td>
<td>Office of Grounds personnel</td>
<td>Weekly</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>-Building Service Worker -Office of Comprehensive Maintenance</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annually</td>
</tr>
<tr>
<td>Asbestos-containing Materials</td>
<td>Building Service Leader</td>
<td>Every six months</td>
</tr>
<tr>
<td>Automatic Sprinkler Systems</td>
<td>Designated maintenance personnel</td>
<td>Visual-monthly testing-quarterly</td>
</tr>
<tr>
<td>Bleachers</td>
<td>Appropriate school personnel</td>
<td>Monthly</td>
</tr>
<tr>
<td>Emergency Lights</td>
<td>Designated maintenance personnel</td>
<td>Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>annual 1 hour test</td>
</tr>
<tr>
<td>Eyewash stations &amp; drench showers</td>
<td>Appropriate instructional staff member</td>
<td>Monthly</td>
</tr>
</tbody>
</table>
SCHOOL BUS AND TRAFFIC SAFETY

CALL
Office of Transportation  4111

SITUATION DESCRIPTION

Each local school system shall be responsible for the safe operation of its pupil transportation system and shall conform to the procedures and guidelines promulgated by the State Board of Education. Local school systems may adopt policies and procedures which do not conflict with existing Federal and State rules, regulations, policies, and procedures. These local policies and procedures may exceed the minimum requirements established.

Each school board shall designate a person to be responsible for the administration of the pupil transportation program.

Each school board shall have a school vehicle driver instructor.

The safe operation of pupil transportation system requires a cooperative effort on the part of the Office of Transportation, school-based administrators, and parents. In that spirit, the following basic delineation of responsibilities is offered; however, it is important to remember that overlap does occur.

The Office of Transportation is responsible for the following areas:

- Bus Drivers/ Attendants
  - Hiring
  - Training
  - Supervision
  - Appraisal

- Vehicles
  - Specifications
  - Purchase
  - Maintenance, Repair, Inspection

- Routes and Schedules
  - Establishment of safe bus stops
  - Establishment of safe and adequate routes
  - Investigation of all accidents
PROCEDURE

- Provide for instruction regarding appropriate student behavior while riding the bus (reference: *Student Behavior Handbook, Safe Travel To and From School*).

- Provide for instruction regarding safe loading and unloading practices (reference: *Curriculum Guide, Safe Travel To and From School*).

- Conduct two annual bus emergency evacuation drills for all students, including those who are non-ambulatory and those not eligible for daily bus transportation services. These drills should be scheduled and monitored in cooperation with the Office of Transportation.

- Ensure compliance with Board of Education Policy and Office of Transportation procedures for student field trips (reference policy 6153) *Loss Control Manual- XVI (B)*.

- Provide for the control and supervision of the school driveway during student arrival and dismissal.

- Coordinate use of traffic (crossing) guards with Police Department (phone: 7364 - Traffic Guard Administrator) or Police Communications liaison at 410-307-2020.
  
  1. Notify Police Department of any change in school schedule.
  
  2. Notify Police Department of any change in arrival or dismissal times.
  
  3. Have names and telephone numbers of traffic guards assigned to your school for notification in case of an emergency closing.
  
  4. Provide traffic guards with calendars and updates of school schedules.

- Coordinate the use of School Safety Patrol (reference *Loss Control Manual XVI (C)*).

- Communicate with parents regarding unsafe pupil behavior.

- Communicate with parents following any school bus accidents in which students are involved.

Additional cross-reference material may be found in Board of Education Policy and Rule 3410.
This information has been deleted and the page is now blank.
This information has been deleted and the page is now blank.
Tobacco-Free Schools

CALL
Wellness Program
Office of Employee Benefits & Retirement 5424

SITUATION DESCRIPTION

Board of Education Policy 2372 establishes Baltimore County Schools as a smoke-free workplace. Policy 2372 prohibits the sale or use of tobacco in school system buildings and vehicles at all times, and the use of tobacco is prohibited on school grounds during the “official school day.” The policy affects all students, employees, and the public and is in effect the entire calendar year.

The “official school day” is defined by the school administrator but must, at a minimum, include the 6.5 hours the students are in school.

Outside agencies or groups who use BCPS buildings need to be notified and are expected to comply with the policy.

PROCEDURE

- Inform all staff of the existing policy.
- Define the “official school day” for the site.
- Create a written policy statement concerning the “official school day” and make it available to employees and the public.
- Post smoke-free workplace signs on entrances to the building. Signs can be obtained from the Wellness Program.
- Inform outside groups of the policy.
- Counsel, provide resources (available through wellness program), and if necessary institute progressive disciplinary actions for employees who violate the policy.
**TRAUMATIC LOSS TEAMS**

**CALL**

Project Director of Traumatic Loss Teams  
(Coordinator, Office of School Counseling)  
0291  
Emergency Pager (410) 450-2796  
or  
Home: (410) 821-1439  
or  
Cell 410-491-3459

Executive Director of Student Support Services  
Office of Communications  
( Assistance, if needed)  
Office of Employee Assistance  
( Assistance for staff, if needed)  
4360  
4171  
5414

**SITUATION DESCRIPTION**

The Baltimore County Public Schools has assigned eight Traumatic Loss Teams (TLT) to provide consultation or direct support to school staff members and students in the event of the death of a student or staff member through accident, murder, suicide, or illness. The TLT serves as a supplement to Student Support Services personnel. Administrators are encouraged to contact the Project Director of the Traumatic Loss Teams whenever the school experiences the death of a student or staff member to determine the need for additional support personnel.

**PROCEDURE**

**Sudden or Anticipated Death of a Student**

The administrator may be notified by the Baltimore County Police Department in the case of the death of a school-aged youth. The administrator should contact the Project Director of the Traumatic Loss Teams (Coordinator, Office of School Counseling) in order to discuss the school’s needs.

Support services provided by TLT may include:

- Phone consultation with TLT Project Director and/or TLT Team Leader.
- All-day crisis intervention.
- Developmentally appropriate materials on bereavement and grief for students and parents.
- Briefing and debriefing with faculty and staff.
- Sample announcements for teachers to read in their classes.
- Sample letters to send home for parents on the grief process.
Please note: Principals or their designees are to discuss the most effective strategy for informing staff, students, and the community of any loss with TLT Project Director or the TLT Leader assigned to the school. **Any use of the public address system is to be avoided.**

**Death in School**

In the case of a violent, sudden, public death, or a death in the school, the principal or his/her designee is to:

- Contact the Area Assistant Superintendent and the Office of Communications.
- Plan and coordinate crisis intervention with the TLT Project Director and other appropriate personnel.
- In the case of the death of a school or office staff member, it is advisable to notify and involve the Office of Employee Assistance (5414) and Risk Management (4133) in addition to the Traumatic Loss Team.

**Completed Suicide**

In the case of a completed suicide the principal or his/her designee is to:

- Contact the Area Assistant Superintendent and TLT Project Director. The use of a Traumatic Loss Team is highly recommended.
- Plan and coordinate a Traumatic Loss Team postvention procedure. Issues to be considered include:
  - the need for trained personnel to augment local school personnel.
  - identifying students most likely to be directly affected by the suicide.
  - informing and assisting faculty.
  - contacting the bereaved family.
  - avoiding inappropriate school responses.
  - materials for students and parents related to grief after suicide.

**Suicidal Threats and Attempts**

- Ensure that parents/guardians have been contacted regarding the threat or attempt and that their responsibilities to obtain assistance for the student have been explained to them.
- Know the referral resources for assistance of the suicidal student.

Publish the Maryland Youth Crisis Hotline number: 1-800-422-0009.

The process for Traumatic Loss Team services may be found on the *Traumatic Loss Team Flow Chart*. 
Traumatic Loss Team (TLT) Flow Chart

Phone call/pager notification received by TLT Director

Contact/verification of need secured from Principal by Director

Team Leader contacted by Director

Team Leader contacts/consults with Principal

Team Leader contacts needed team members

Members meet with Team Leader at site/school

Team Leader consults with school principal to:
- Secure space for team.
- Plan delivery of services and resources for team members (e.g., food, breaks, map of school, bell schedule).
- Plan before school faculty meeting (if possible).
- Create notification of loss notice to be read to students by teachers, including location and process for accessing team.
- Create letter to be sent home to parents/community.
- Assign team members tasks (e.g., visit classrooms, meet with students, identify vulnerable staff and students.
- Plan end of the day meeting.

Team Leader and Team provide needed support:
- See/counsel students and faculty as needed.
- Maintain a list of vulnerable students for follow-up by school staff.
- Consult with school Student Support Staff frequently.
- Consult with Traumatic Loss Team Director as needed.

Team Leader checks on Team needs

Team Leader consults with school staff on their needs

Team debriefs at end of intervention

Team Leader writes report and sends it to the Director

School initiates telephone tree if possible
Principal contacts family
USE OF FACILITIES

CALL
Office of Operations 0430

SITUATION DESCRIPTION

The Board of Education supports the use of school facilities for community purposes and is committed to the concept of joint utilization of facilities. The use of facilities for community purposes should not interfere with the scheduled school program, and Rule 1300 (Community Relations: Use of School Facilities) provides information concerning shared use of facilities.

PROCEDURE

- Designate site-based building use coordinator and provide person with a copy of Board Policy and Superintendent’s Rule 1300.

- Have applicant complete the Application for Use of School Facilities Form.

- Review completed application from applicant and determine if activity can be recommended or not recommended and send the application to the Office of Operations within five days of receipt at the school.

- Approval for high exposure activities and use of facilities (such as fireworks and carnivals) must be obtained from the Department of Physical Facilities and Office of Risk Management.

- Follow guidelines and regulations for Use of Facilities found in Board Policy and Superintendent’s Rule 1300.

- Once the application has been received by the Office of Operations and all necessary documents are provided by the requester, the application can be reviewed for approval. If approved by the Office of Operation copies will be sent back to the school and requester. A school administrator should review rules and regulations with applicant.

An approved Application for Use of School Facilities must be approved prior to an organization or individual using a school facility.
WORK-RELATED INJURIES

(Workers’ Compensation Procedures)

CALL

Workers’ Compensation Program 4165
Office of Risk Management 4133
Self-Insured Services Company (SISCO) 410-339-5222

SITUATION DESCRIPTION

Workers’ Compensation is a program that provides benefits in the event an employee sustains a work-related and compensable injury or illness while performing assigned duties during his or her work hours. Substitutes, student teachers/interns, and volunteers are also covered. Any work-related incident that results in personal injury or illness needs to be reported. Additionally, the appropriate assistant superintendent or executive director and the workers’ compensation representative in the Office of Risk Management need to be notified immediately or within 24 hours if the employee, substitute, student teacher/intern, student on assigned work program, or volunteer is sent directly to the hospital from school or the work site by ambulance.

Please Note: Additional procedures are necessary for reporting “exposure incidents” according to the OSHA Bloodborne Pathogen Standard. The school nurse has been designated to coordinate the procedures for this work-related injury.

PROCEDURES

Once an employee (including substitute, student teacher/intern, or volunteer) reports an injury, the supervisor or designated site-based liaison must immediately report the injury to SISCO (the Baltimore County Public Schools’ workers’ compensation third-party administrator) using the Online Workers’ Compensation Incident Report available at http://www.siscoadvantage.com/content.bcps. The report must be completed by the supervisor or the site-based liaison, not by the employee.
The supervisor or site-based liaison must refer the injured employee (including substitute, student teacher/intern, or volunteer) to a Board authorized medical provider for a medical evaluation and treatment or call 9-911 if appropriate.

The employee (including substitute, student teacher/intern, and volunteer) must immediately report any work-related injury or illness to the site-based liaison, supervisor, or Office of Security at 6488 (after hours).

For more information regarding the responsibilities of the employee (including substitute, student teacher/intern, and volunteer), site-based liaison or supervisor, payroll preparer, and SISCO, refer to the workers’ compensation page on the Office of Risk Management Intranet site at https://intranet.bcps.org/offices/risk_management/, to the Board of Education policies and Superintendent’s rules, and the collective bargaining master agreements, as may be applicable.
VIOLATION OF TELECOMMUNICATIONS

CALL

Police       9-911   (Crimes – Refer to chart on page 55)
Office of Investigations/Records Management       6374

SITUATION DESCRIPTION

Use of telecommunications in Baltimore County Public Schools is for educational purposes. Telecommunication violations of Board of Education Policy 4006 – Telecommunications Access to Electronic Information, Services, and Networks, will be administratively managed. Telecommunication crimes will be reported to the police.

Educational Purposes are those tasks performed by employees who are directly related to Baltimore County Public Schools’ positions, job responsibilities, mission and goals, or student curricular outcomes.

Telecommunications refer to any electronic device that uses, manages, carries, or supports audio, video, or data and includes, but is not limited to, information transmitted or is received via radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.

All technology equipment and the information and data that reside on that equipment purchased by the school system, is the property of Baltimore County Public Schools and can be examined, erased, or confiscated at any time as the need dictates. Individuals should use their own personal equipment connected to non-BCPS networks for any personal business. All violations of Board of Education Policy 4006 and crimes must be managed by the school-based administrator or office head. In the event that either a crime or violation is suspected, the school-based administrator or office head must be notified. The school-based administrator or office head should then follow these procedures.

PROCEDURES

- Immediately call the Office of Investigations. The Office of Investigations will notify the Office of Security.
- Call the Police (only if the administrator or office head suspects a crime has been committed).
- If there is any doubt as to whether there has been a crime or violation of policy, call the Office of Investigations for direction.
- Isolate the telecommunications device allegedly used. In order to maintain the chain of custody, an administrator or office head should stay with the telecommunications device until
• the Office of Investigations and/or the Police have arrived. No one else should have access to the device.
• Do not touch or disconnect the telecommunications device, if possible.
• In order to maintain the chain of custody, if the telecommunications device needs to be moved, it must be moved by the Office of Investigations.
• Follow the instructions of the Office of Investigations or the Police.
• Notify the area assistant superintendent or department head.
• Obtain documentation from the police officer or security staff if a computer is removed from your school or office. This documentation should have the serial number of the computer, date and time of removal, and name of the person removing said equipment.
<table>
<thead>
<tr>
<th>TELECOMMUNICATIONS’ CRIMES/VIOLATION OF POLICY</th>
<th>CRIME</th>
<th>VIOLATION OF POLICY</th>
<th>CALL POLICE</th>
<th>CALL OFFICE OF INVESTIGATIONS/RECORDS MANAGEMENT EXT. 6374</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult pornography (access, trading, production, distribution)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Bomb threats</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bypass BCPS filtering software</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Child pornography (access, possession, trading, production, distribution)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Computer intrusion, i.e., hacking, introducing a virus, vandalizing data</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Contacting a minor for purposes of exploitation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Copyright piracy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Drug trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Harassment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Incur unauthorized financial obligation to BCPS or unauthorized use of BCPS procurement card to purchase materials, goods, or services</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Lobbying</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Network intrusion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Password trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Publishing a student’s individual picture, first and last names on a website</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Publish without parental permission a picture of a group of 4 or more students on a website</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Theft of trade secrets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Threats to do bodily harm/endanger life</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Trademark counterfeiting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Trafficking in explosive or incendiary devices or firearms over the Internet</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Using BCPS educational equipment for personal use.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Using BCPS email address as the contact information to advertise personal business.</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Use of Door Entry Buzzer System

Call
Department of School Safety and Security 410-887-4360

Situation Description
A door entry buzzer system consists of a camera located above the door, a door buzzer and speaker, a monitor in the office, and a two-button speaker box. The door can be released by depressing the second button remotely. This system is used to secure an entrance so that visitors must identify themselves and give information as to the business they have with school staff. All staff that is responsible for using the buzzer system should be trained using this protocol.

Procedures
1. Buzzer system is buzzed by a visitor.
2. Office staff using the speaker phone box presses the talk button.
3. Ask that the visitor to position themselves within full view of the camera.
4. Ask the visitor’s name and record it on a visitor’s list.
5. Ask the reason for the visit.
6. If the visitor is here to see a staff member, do they have an appointment?
7. Ask the visitor to report to the office for a visitor pass/name tag.
8. If entry is given by pressing the door release button, visual sight must be maintained that the visitor reports to the office and signs-in and receives a visitor tag.
9. All visitors are to return to the office and sign-out and return the visitor tag.
10. Visual site of the visitor leaving the building and the door closing completely must be maintained to verify the school is secure.
VISITOR IDENTIFICATION SYSTEM PROCEDURES FOR FACILITIES

CALL
Department of School Safety and Security  4360
Technology Help Desk  4672

SITUATION DESCRIPTION

To have a clear consistent procedure regarding school visitors that welcomes parent and community involvement in the schools, but also helps to maintain a safe and orderly environment.

PROCEDURES

The Board of Education of Baltimore County (Board) is committed to maintaining a safe and orderly learning environment at all schools. The Board recognizes the dual necessity of having a clear and consistent policy for granting access to schools, while simultaneously maintaining a welcoming environment for visitors with legitimate school business. An authorized school visitor is a person (not a student of the school involved or an identified employee of Baltimore County Public Schools on official business) who has legitimate school business to include, but not limited to, parent teacher conferences, prearranged classroom visits, attendance at other events, or appointments with school employees during regular school hours.

To check into BCPS (parents, vendors, BCPS staff, DSS, etc.), please follow the following steps:

1. **Greet** in a friendly manner.

2. **Ask if the person has visited before.** (Do a “Quick Find”) BCPS staff and others who have been preentered only have to show their ID to log in.

3. For others, explain that you will need to **scan a government-issued ID.** If the person does not wish to have their ID scanned, the information must be entered manually or they will be denied access to the school. Scan a photo ID. The following steps will be taken by the person at the school using the system:
a. The receptionist will obtain the drivers license or government-issued ID of the individual and scan it through the reader.

b. If the visitor is not a registered sex offender, no action will be taken by the system and a badge will be printed. All the information from the driver’s license will be stored in the program’s database.

c. If the individual is a registered sex offender and a positive response is received from Raptor, the receptionist will respond to the following questions on the computer.

   (1) Is the photo being displayed by Raptor to the receptionist the same individual attempting to get a visitor’s pass?

   (2) If they answer “NO,” then the visitor will be issued a pass and allowed to enter the school.

   (3) If the photo does resemble the visitor, the receptionist will acknowledge on the computer by clicking “YES.”

   (4) The Raptor program will ask the receptionist again, “Are You Sure” and the receptionist will click “YES” again and e-mails will be generated to school personnel and the security department.

4. “Possible Offender Alert” If not confirmed, press “No” in the “Is This a Match” box. If confirmed, press “Yes” and follow the sex offender protocol.

5. For Registered Sex Offender parents with an appointment: Indicate “Prior appointment” in the notes section.

6. For all visitors, except BCPS staff, print and issue the paper ID badge.

7. Remind the person to check out when they leave the building.

8. Notifications – When there is a positive match to a sex offender alerts are sent to principal, assistant principal, SRO, if assigned to your school, and the Department of School Safety and Security, including the police Safe Schools liaison.

   a. Office staff should ask the identified person to have a seat and an administrator will be with them shortly.

   b. Administration will need to explain the sex offender visitation process. P.S. 703 - Notification of Sexual Offender in Community.

   c. SRO or police may also become involved at this point.

9. Any technology system issues with Raptor, contact the Technology Help Desk at 4672. If questions or procedures regarding safety, contact the Department of School Safety and Security at 4360.
Check-in Procedures

To check into BCPS schools (parents, vendors, BCPS staff, DSS, etc.), please follow the following steps:

1. **Greet** in a friendly manner.

2. **Ask if they have visited before.** (Do a “Quick Find”) BCPS staff, and others who have been preentered only have to show their ID to log in.

3. For others, explain that they will need to **scan a government-issued ID**.

   If the person does not wish to have their ID scanned, the information must be entered manually or they will be denied access to the school.

4. **“Possible Offender Alert”**

   If not confirmed, press “No” in the “Is This A Match” box.

   If confirmed, press “Yes” and **follow the sex offender protocol**.

5. For **Registered Sex Offender** parents with an appointment: Indicate “Prior appointment” in the notes section.

6. For all visitors, except BCPS staff with ID, **print and issue the paper ID badge**.

7. **Remind the person to check out** when they leave the building.

**Questions?** Contact the Department of School Safety and Security at 410-887-4360.

---

Questions? Contact the Department of School Safety and Security at 410-887-4360.

---

Questions? Contact the Department of School Safety and Security at 410-887-4360.

---

Questions? Contact the Department of School Safety and Security at 410-887-4360.