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SAFETY

The Board of Education recognizes that it is required by law to take measures for the safety of pupils and district employees.

The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

The Chief School Administrator shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Chief School Administrator is directed to instruct teaching staff members in proper safety precautions.

Use and Storage of Hazardous Substances

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The board shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies. A list of substances that are legally exempted from this requirement can be obtained from the chief school administrator.

The chief school administrator shall inform the board when hazardous substances may be used when children are present, and the board shall determine if an emergency situation exists and such use is warranted.

If any hazardous substance is stored on any school site, the chief school administrator shall make available the hazardous substance fact sheet for that substance to any one who requests it.

At least two days prior to the start of any construction activity involving hazardous substances, the chief school administrator shall post on a bulletin board at the school a notice that such construction will take place. The notice will state the activity to be conducted and the hazardous substance(s) to be used.

The chief school administrator shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

- A. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
- B. Hazardous substances may be stored at the school at various times throughout the year;
- C. Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

## Soil Contamination on School Property

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The school board, the board of trustees of a charter school, the principal or chief administrator of a private school, as appropriate, shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school. Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

The notice shall include:

- A. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
- B. A description and timetable of the steps that have been taken and will be taken to ensure that there is no contact by any student or staff member with the contamination;
- C. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

The notice may be provided by:

- A. Written notice sent home with the student and provided to the staff member;
- B. Telephone call;
- C. Direct contact;
- D. Electronic mail.

The district shall also post a copy of the notice in a conspicuous location near the site of the contamination to notify any other users of the school grounds of the existence of the contamination.

### Implementation

Rules and procedures implementing this policy shall be reviewed and adopted by the board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made

Date:

**First Adoption: June 21, 1989**

**Review Date: January 25, 2009; February 9, 2010**

**Revision and Adoption: February 25, 2010**

**Review Date: December 29, 2010**

**Revision and Adoption: January 27, 2011**

### **Legal References:**

<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:17-42 <u>et seq.</u>	Public School Safety Law

<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u> See particularly:	Fire Drills and Fire Protection
<u>N.J.S.A.</u> 18A:41-5	Safety patrol by pupils Powers of board (county vocational schools) Worker and Community Right to Know Act
<u>N.J.S.A.</u> 18A:42-1	
<u>N.J.S.A.</u> 18A:54-20	
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	
See particularly: <u>N.J.S.A.</u> 34:5A -10.1 through -10.5	
<u>N.J.S.A.</u> 34:6A-25 <u>et seq.</u>	New Jersey Public Employees Occupational Safety and Health Act
<u>N.J.S.A.</u> 58:10B-24.6 <u>et seq.</u>	Hazardous site discharge remediation
<u>N.J.A.C.</u> 5:23	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u> 6A:16-1.4	District policies and procedures
<u>N.J.A.C.</u> 6A:19-6.1 <u>et seq.</u>	Safety and Health Standards
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u> See particularly:	Educational Facilities
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Accident reporting Evaluation of the Performance of School Districts Reporting requirements
<u>N.J.A.C.</u> 6A:27-12.2	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	
<u>N.J.A.C.</u> 6A:32-12.1	

### **Possible**

<b><u>Cross References:</u></b> 1330	Use of school facilities
1410	Local units
3510	Operation and maintenance of plant
5141.1	Accidents
5142	Pupil safety
5142.1	Safety patrols
6114	Emergencies and disaster preparedness
6142.12	Career education
7110	Long-range facilities planning

### **Key Words**

Safety, Pupil Safety, Employee Safety, Asbestos, Hazardous Materials, Student Safety

## SCHOOL SAFETY REGULATIONS

### Guidelines for Dealing with Accident/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent(s) or legal guardian(s) and/or family physician immediately.
3. Parent(s) or legal guardian(s) shall be requested to pick up the pupil. If a parent(s) or legal guardian(s) is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.
4. In extreme emergencies, the school nurse, school doctor or Principal may make arrangements for immediate hospitalization of injured pupils. Parent(s) or legal guardian(s) should be contacted as soon as possible.
5. The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall make out a report within twenty-four hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
6. Any injuries or accidents to pupils shall be reported as soon as possible to the Superintendent.

### Emergency Medical Procedures for Sports/Athletics

The Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed at each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.

These emergency medical procedures shall be disseminated to appropriate personnel within the district.

### Eye Protection Devices

1. The following types of eye protective devices must be worn by all pupils, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:

Potential eye hazard

Protective devices

Caustic or explosive

Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure

Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverage type with tinted lenses or plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Repair or servicing of vehicles	Clear goggles, flexible or rigid body; clear spectacles with side shields

2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi-, or flat-fold type.
3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.
4. An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.

5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the pupils in his/her class who wear contact lenses. A list of such pupils shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.

When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.

6. A pupil who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A pupil or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.
7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.

#### B. Eye Wash Fountains

1. Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d).
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

#### C. Enforcement

1. Staff members shall not permit pupils to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a pupil who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed pupil shall be reported absent for the class.
2. Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.
3. The Principal shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A1 above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

#### D. Training and Supplies

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in this regulation.

A. Definitions

1. "Access" means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
  - a. Areas that are the private domain of individuals, such as an individual's office, closets, and filing cabinets, or
  - b. Areas in which pupil instruction is being carried on, without the express permission of the Principal or the teacher in charge.
2. "School premises" means all school buildings, all school grounds, and any structures on school grounds.

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors pursuant to Policy No. 1250.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. The Chief School Administrator, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;
  - b. The Building Principal and other administrative staff members;
  - c. Staff members in the performance of their professional responsibilities;
  - d. Pupils involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy No.1330;
  - f. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and
  - g. Members of the public present to attend a public Board meeting.
3. All visitors to school buildings during the school day will be required to register their presence in the school office, pursuant to Policy No. 1250.
4. All persons who enter school buildings when the school office is closed must sign a school log, maintained outside the school office. The log will record:
  - a. The person's name and, if appropriate, title;
  - b. The date and time of entry and exit;
5. Signs will be conspicuously posted to inform visitors of the requirements of B3 and B4.

C. Building Security

1. Entrances to school buildings shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.

2. The Building Principal and Facilities Coordinator shall recommend to the Superintendent the installation of any special protective device to guard against illegal entry and/or vandalism.

D. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:
  - a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.
  - b. The Building Principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
  - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
  - d. The Chief School Administrator and Facilities Coordinator will be provided with a set of all master keys.
2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Facilities Coordinator. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. Staff Member Responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.
2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil's parent(s) or legal guardian(s) will be requested to retrieve the item from the school office. The parent(s) or legal guardian(s) may be requested to provide adequate identification before the item is released. The parent(s) or legal guardian(s) to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.
3. Teaching staff members shall:
  - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day,
  - b. Shut and lock classroom doors during the school day when the room is empty,
  - c. Report immediately to the Principal any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.
5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.
  - a. Petty cash funds and records will be secured daily in accordance with Regulation No. 3541.
  - b. Board minutes will be secured in accordance with Bylaw No. 9326.
  - c. Financial records and books of account will be secured in accordance with Policy No. 3541.
  - d. Pupil records will be secured in accordance with Policy No. 5125.
  - e. Personnel records will be secured in accordance with Policy No. 4112.6 and Regulation No. 4216.6.

F. Summoning the Police

1. The Oxford Township Police Department will be summoned promptly whenever evidence is discovered that indicates
  - a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school,
  - b. A break and entry has occurred on school premises,
  - c. A deadly weapon is on school premises, or
  - d. A breach of the peace has occurred on school premises.
2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

## FIRE AND FIRE DRILLS—SHELTER IN PLACE DRILLS

A. Fire Drills

1. The Principal of the school building will conduct a fire drill not less than twice each month that school is in session. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
  - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit;

- b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class register or roll book;
  - d. Ascertain that all pupils have left the room and that any pupil who may have gone to the lavatory is escorted from the building;
  - e. Close all doors to the room when it is empty;
  - f. Ensure that the pupils assigned to him/her class have left the school along the route prescribed in the school evacuation plan;
  - g. Direct his/her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;
  - h. Take attendance to determine that all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and
  - i. When the recall signal is given, conduct his/her pupils back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as "blocked" so that pupils are required to use alternative evacuation routes.

- b. A fire drill may be designated as a “smoke drill” so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member who detects a fire in a school building or on school grounds shall immediately report the fire to the Oxford Township Fire Department in accordance with law, whether or not the fire has been extinguished.
2. The report shall be immediately relayed to the school Principal.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm for the evacuation of all pupils, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such pupil.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

SHELTER IN PLACE DRILLS WILL BE CONDUCTED QUARTERLY. A SHELTER IN PLACE DRILL WILL BE RECORDED WITH THE OXFORD TOWNSHIP POLICE DEPARTMENT AND MY BE SUBSTITUTED FOR THE SECOND FIRE DRILL IN A MONTH.

BOMB THREATS

A. Definition

A “bomb threat” consists of a message to a school employee, regardless of the source or form or truth of the message that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property.

B. Receipt of Bomb Threat

1. A bomb threat received by any school employee will be immediately relayed to the school Principal or the person designated to act on behalf of an absent Principal.
2. The Principal or designee will follow the procedures outlined in the Crisis Intervention Manual. The local Police will be notified.

NATURAL DISASTERS AND MAN-MADE CATASTROPHES

A. Definitions

1. “Natural disasters” include floods, hurricanes, earthquakes, lightning strikes.
2. “Man-made catastrophes” include explosions, toxic hazards, airplane accidents, nuclear accidents, attacks.

B. Procedures

1. The Principal of each school building is responsible for responding quickly and reasonably to all natural disasters and man-made catastrophes. The Principal's primary goal in any emergency is the protection of the pupils and staff members assigned to his/her building. The Crisis Intervention manual will be utilized.

## KIDNAPPING

A. Definition

1. A person is a victim of kidnapping:
  - a. When a person is unlawfully removed from the school or school grounds; or
  - b. When a person is unlawfully confined with the purpose of holding the victim for ransom, reward, as a shield, or hostage; or
  - c. When a person is unlawfully removed from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or
  - d. When a person is unlawfully confined for a substantial period of time with any of the following purposes:
    - (1) To facilitate commission of a crime or flight thereafter, or
    - (2) To inflict bodily injury on or terrorize the victim.

B. Procedures

1. The following procedures shall be implemented in the event there is reason to believe a pupil has been kidnapped. The Building Principal or designee will:
  - a. Immediately notify the Superintendent of Schools;
  - b. Check school records to determine whether there is a legal custody issue;
  - c. Contact the pupil's parent(s) or legal guardian(s); and
  - d. Notify the local law enforcement agency.

The Building Principal or designee will be prepared to provide law enforcement authorities information about the pupil (to the extent possible) including: a physical description of the pupil; any photograph of the pupil; information regarding known friends of the pupil; the names of any potential witnesses to an abduction; a description of an abductor; and other information that may be helpful to law enforcement in locating the pupil.

2. The Building Principal or designee will alert school staff to the possible kidnapping and solicit staff assistance in obtaining information that may be helpful to law enforcement in locating the pupil.
3. The administrative staff will encourage all staff members remain calm to prevent panic.

## ACCIDENTS TO AND FROM SCHOOL

The Board of Education recognizes that school staff and/or school pupils may be involved in an accident on their way to or on their way home from school. The school district or school building, depending on the circumstances, will follow these procedures, when practical, in the event there is an accident involving a school staff member or pupil who is on their way to or on their way home from school.

### Procedures

1. The person receiving notice of an accident shall immediately contact police, fire, or rescue department as appropriate. In the event the person receiving notice of such accident is a pupil, the pupil shall immediately notify the Building Principal or designee. In the event the person receiving notice is a school staff member, the staff member shall notify the Building Principal or designee, or their immediate supervisor after contacting police, fire, or rescue department as appropriate.
2. The Building Principal or designee, or the immediate supervisor, shall immediately contact the Superintendent of Schools.
3. The Building Principal or designee, or the immediate supervisor, shall notify the parent(s) or legal guardian(s), spouse, or individual identified on the emergency card as appropriate.
4. In the event the police, fire, or rescue department is aware of the accident when the district is notified of the accident, the Building Principal or designee, or the immediate supervisor shall continue to attempt to notify the parent(s) or legal guardian(s), spouse or individual identified on the emergency card as appropriate.
  - a. If the parent(s) or legal guardian(s), spouse or individual identified on the emergency card, is unavailable, the Building Principal or designee, or the immediate supervisor shall discuss the situation, as appropriate, with an associate at the place of employment of the parent(s) or legal guardian(s), spouse, or emergency contact.
  - b. If contacts are unsuccessful, the Building Principal or designee, or the immediate supervisor will attempt to contact relatives, neighbors, or faith-based institutions, as appropriate.
5. The school district may send a staff member to the scene of the accident, if appropriate.