

SAFETY ALERT

No. 01-01

SHORT TERM ACTIONS ON SCHOOL PREPAREDNESS

October 2001

In light of the events of September 11, 2001, it is more important than ever to ensure the safety of students and staff at District campuses. Safe School Plans are being developed for each site that will cover a wide variety of safety factors, such as campus safety, emergency preparedness, and disaster response programs. As administrators and other shareholders prepare their campuses for any contingency, the following items should be checked immediately:

- Emergency supplies. Review site's supplies to determine whether they are up to date and complete. See Bulletin Q-50 for specific information on appropriate supplies. Note that each campus should have 1.5 gallons of clean water stored for each person on campus.
- Classroom emergency escape capability. Many schools have installed security grilles on classroom windows to reduce vandalism and prevent theft. Board policy calls for every ground floor classroom to have at least one window that opens, providing a means of escape in the event of an emergency.
- Campus security. A tour of each site and its access points should be made to identify any necessary corrective actions, such as mending of holes in perimeter fences.
- Seismic bracing. Equipment and furniture should be secured to avoid injuries in the event of an earthquake or other emergency.
- Chemicals. Inventory chemicals and submit a request to the Office of Environmental Health and Safety for pick-up of those materials no longer required.

In addition, each campus should have a procedure for reporting suspicious activities. Appropriate phone numbers should be clearly posted to facilitate this reporting.

If your school is not in compliance with this policy, or if you have questions regarding this safety precaution, please call your Complex Project Manager or the Office of Environmental Health and Safety.