

MEMORANDUM

August 14, 2025

Action Required - ANNUAL



Division of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

TO: All Principals and Directors
FROM: Andrea L. Swiatocha, Deputy Chief *ALS*
SUBJECT: **Systemwide Safety Requirements and Support Resources**

Bottom Line Up Front

This memorandum outlines the safety and health guidelines and requirements for Montgomery County Public Schools (MCPS) students and staff. Compliance with these guidelines and requirements is a critical management responsibility; therefore, please take the time to review the attached information in full with your leadership teams and the appropriate staff members. Hyperlinks to corresponding forms and documents are provided for your convenience. This safety and health information is also available at the [Systemwide Safety Programs website](#).

Background

MCPS is committed to ensuring a safe and healthful learning and working environment for all students, employees, contractors, and visitors. The attached information provides procedures and staff contact information for you to use to ensure your students and staff safely perform educational and work activities, consistent with regulatory requirements and MCPS procedures.

Important Dates

- All school-based staff must complete mandatory online Bloodborne Pathogens training by **September 30, 2025** (Refer to Attachment).
- All facilities must post the OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, from **February 2, 2026**, through **April 30, 2026** (Refer to Attachment)

Action Required

Please review the **Attachment-Systemwide Safety Program Information and Procedures**, with your leadership teams and take appropriate steps to meet systemwide safety requirements for each area listed. If you have questions or need assistance, please contact Mr. Peter Park, team leader, Systemwide Safety Programs, Division of Facilities Management, via [email](#).

Links/Additional Information

[Attachment - Systemwide Safety Program Information and Procedures](#)
[MCPS Systemwide Safety Programs website](#)
[MCPS Risk Management website](#)
[MCPS Sustainability and Compliance website](#)

Approved by: *Adnan Mamoon*
Adnan Mamoon, Chief Operations Officer

SYSTEMWIDE SAFETY PROGRAM INFORMATION AND PROCEDURES

Table of Contents

- ★ [Accidents](#)
- ★ [Automated External Defibrillators \(AEDs\)](#)
- ★ [Aerial Work Platforms \(Lifts, Scaffolds, etc.\)](#)
- ★ [Appliances—Restrictions in School Buildings](#)
- ★ [Asbestos](#)
- ★ [Bloodborne Pathogens \(BBP\)](#)
- ★ [Chemical Safety](#)
- ★ [Chemical Spills](#)
- ★ [Employee Injury/Illness Records and Forms](#)
- ★ [Fine Arts & Ceramic Art Safety](#)
- ★ [Unscheduled Fire Alarms](#)
- ★ [Fire Evacuation Drills, Scheduled](#)
- ★ [Fire Evacuation Drill Requirements](#)
- ★ [Fire Evacuation Drill Requirements \(Summer School\)](#)
- ★ [Fire Watch Information](#)
- ★ [Daily School Fire Safety Inspection](#)
- ★ [Indoor Air Quality, Mold, and Radon](#)
- ★ [Inflatables \(Moon Bounces, Bounce Houses\)](#)
- ★ [Integrated Pest Management \(IPM\)](#)
- ★ [Lead in Drinking Water Program](#)
- ★ [Lead Paint/Caulk Protocol](#)
- ★ [MOSH \(Maryland OSHA\) Inspections](#)
- ★ [Online Safety Training](#)
- ★ [Playground Safety](#)
- ★ [Science Safety](#)
- ★ [Serious Work-Related Injuries/Illnesses](#)
- ★ [Severe Weather](#)
- ★ [Reporting Property Damage Due to Severe Weather and Unforeseen Events](#)
- ★ [Slips, Trips, and Falls](#)
- ★ [Theater/Drama Safety](#)
- ★ [Traffic Safety Concerns and Signage on School Property](#)

SYSTEMWIDE SAFETY PROGRAM INFORMATION AND PROCEDURES

- **Accidents**—All significant student accidents must be reported to the Department of Controller (DOC) by submitting [MCPS Form 525-2, Student Accident Report](#). All significant accidents involving community members must be reported to DOC by submitting [MCPS Form 525-4, Community Member Accident Report](#). A managed care program for employees injured on the job is administered by CorVel Corporation. Supervisors are responsible for calling CorVel at 1-888-606-2562 (24/7) to report employee work-related injuries/illnesses. Refer to the Montgomery County Self-Insurance Program (MCSIP) document, [How to Report Employee Work-Related Injuries/Illnesses](#). Please also post the *Workers' Compensation in Maryland* poster, which your school/facility will receive, at a location where all staff can view it.

When employees who are operating an MCPS vehicle are involved in an accident (no matter how minor), they must call 911 immediately. Additionally, the employees must notify their supervisor and contact Ms. Maria Torralba, risk management specialist, DOC, via [email](#). Refer to MCPS [Regulation DIE-RC, MCPS Staff Vehicles](#) for additional information.

Questions regarding student and community member accident reporting, MCPS vehicle accident reporting, and workers' compensation claims may be directed to Ms. Torralba via [email](#). Questions about workers' compensation claims may also be directed to Ms. Debbie Downs, senior specialist leave administration and workers' compensation, DOC, via [email](#).

- **MOSH (Maryland OSHA) Inspections**—If a Maryland Occupational Safety and Health (MOSH) compliance officer arrives at your facility, please notify Mr. Park immediately at 301-370-2141 (cell) or via [email](#). Ask the compliance officer to wait until Mr. Park arrives before conducting the opening conference or walkthrough inspection. Mr. Park will represent MCPS during the inspection and coordinate abatement of violations that are cited. Please also post the *Maryland Occupational Safety and Health Act: Safety and Health Protection On The Job* poster, which your school/facility will receive, at a location where all staff can view it. Questions regarding MOSH inspections and MOSH compliance may be directed to Mr. Park via [email](#).
- **Employee Injury/Illness Records and Forms**—MOSH requires employers to maintain records at each work site of occupational injuries and illnesses on the OSHA Form 300, *Log of Occupational Injuries/Illnesses*. A preprinted form, OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, summarizing occupational injuries and illnesses at your school/facility during calendar year 2025, will be distributed by February 2, 2026, for posting through April 30, 2026. These forms must be retained for five years. Please refer to the [MCPS Employee Injuries/Illnesses web page](#) for further details. Questions regarding worker injury/illness records may be directed to Mr. Park via [email](#).
- **Online Safety Training**—All school-based employees and many central office employees are assigned mandatory online safety courses to comply with MOSH safety training requirements. All school-based employees are required to complete online bloodborne pathogens training annually. To access and complete mandatory online safety training:
 - Go to the [SafeSchools website](#) and log on using your MELT ID (Outlook username). Do not include a domain name, like '@mcpsmd.org' or '@mcpsmd.net'. No password is needed.
 - The training home page will list mandatory and suggested (voluntary) training courses. Click any course name to begin training.
 - Print or download and save a certificate of completion after completing each course.

Please refer to the [MCPS Online Safety Training web page](#) for additional information and detailed instructions for completing online safety training, viewing training completion records,

and printing certificates of course completion. Please note that SafeSchools training is not connected with PDO. Questions regarding online safety training may be directed to Mr. Park via [email](#).

- **Automated External Defibrillators (AEDs)**—AEDs are portable devices designed to be used by bystanders to treat people experiencing sudden cardiac arrest. All MCPS schools, and some non-school facilities, are equipped with AEDs. These AEDs have been used to save five lives at MCPS schools.

Systemwide Safety Programs manages the MCPS AED program, which ensures compliance with state and county laws related to public access AEDs. AEDs are located in wall cabinets installed in hallways by the main office and main gym at each school. High schools have an additional AED in a wall cabinet mounted in proximity to the stadium (typically in a ticket booth or concession stand). Middle and high schools also have AEDs in portable cases issued to athletics staff for use at practices and games. AEDs are located where most appropriate at other designated facilities.

The administrator of each school/facility with an MCPS AED is responsible for ensuring compliance with MCPS AED program guidelines. Key responsibilities include:

- Staff must visually inspect each AED monthly and log inspections using the [MCPS Monthly AED Inspection Form](#) (which should be stored with the AEDs). Monthly AED inspections are a state requirement. For secondary schools, security staff should inspect wall-mounted AEDs and athletics staff should inspect athletics-designated AEDs. For elementary schools and non-school facilities, administrators should designate staff to perform the inspections. Please note that the monthly inspections are independent from annual service visits conducted by MCPS' AED contractor (Rescue One Training for Life, Inc.).
- At least two employees (not health room staff) must be certified in CPR/AED and first aid. All security staff must also be certified in CPR/AED and first aid. All athletics staff, intramurals staff, and swimming pool operators must be certified in CPR/AED. CPR/AED training class dates for middle school athletics and intramurals staff are listed at the [MCPS AED web page](#). CPR/AED/First Aid training class dates for non-coach staff are also listed at the [MCPS AED web page](#).
- Wall-mounted AEDs should be unobstructed and clearly visible, and all staff should be aware of their locations.
- **Schools/facilities with MCPS AEDs must immediately contact Mr. Park at 301-370-2141 (cell) or via email if:**
 - Anyone (student, employee, parent, visitor, contractor, etc.) at the school/facility experiences suspected cardiac arrest—even if the AED is not retrieved.
 - AED chest pads are placed on anyone for any reason (including unauthorized use) or if a package of chest pads is unsealed or opened for any reason.
 - An AED, an AED wall cabinet, or any AED accessory is missing, damaged, or inoperable.

Please refer to the [MCPS AED web page](#) for [MCPS AED Program Guidelines](#), instructions for performing monthly AED inspections, CPR/AED training information, and other AED-related guidance. MCPS employees who are not required to complete CPR or first aid training, but who would like to complete training on their own time, can find instructions for using a \$10 discount code for training at the [MCPS AED web page](#). Questions about AEDs, the AED program, and employee CPR/First Aid training may be directed to Mr. Park via [email](#).

- **Aerial Work Platforms (Lifts, Scaffolds, etc.)**—MCPS must comply with OSHA/MOSH regulations and American National Standards Institute (ANSI) standards related to aerial work platforms. Several schools have vertical mast lifts (such as Genie lifts) that are used to perform

various building services functions, including changing light bulbs in gymnasiums and auditoriums. Maintenance and materials management personnel use various types of aerial work platforms, including lifts that require specialized training and equipment (such as fall protection training and body harnesses/lanyards for boom and vehicle-mounted lifts). Requirements for aerial work platforms include:

- Only employees with documented training are permitted to operate aerial work platforms.
- All aerial work platforms must be inspected annually by an MCPS-approved vendor (such as United Rentals).
- Records of employee training and inspections must be maintained by the school/facility.
- Schools/facilities may only acquire aerial work platforms from an MCPS-approved vendor.
- Schools may only acquire electric vertical mast lifts with a worker platform that only moves straight up and down (30 feet maximum height, unless otherwise approved by Systemwide Safety Programs).
- Schools may not acquire boom or articulated lifts, scissor lifts, vehicle-mounted lifts, trailer-mounted lifts, material lifts, scaffolds, or boom or jib extensions.
- Schools may not acquire multi-person, drivable, or self-propelled aerial work platforms.
- Aerial work platforms must be equipped and operated with MOSH-compliant guardrails and toeboards at all times.
- Aerial work platforms must be inspected at the start of each shift during which they will be used, and the inspections must be recorded using the form, [Manlift Pre-shift Inspection Checklist](#).
- Any aerial work platform believed to be damaged or defective may not be used until inspected, repaired (if necessary), and approved for use by an MCPS-approved vendor.

Questions regarding aerial work platforms should be directed to Mr. Park via [email](#).

- **Appliances—Restrictions in School Buildings**—For safety and energy efficiency, MCPS restricts school use of heat-producing appliances that are not essential to the instructional program. Examples of heat-producing appliances include refrigerators, coffee machines, microwave ovens, toaster ovens, hot plates, and portable cooktops. Use of these appliances is limited to staff lounges, kitchens, and 2-3 designated team rooms per floor.

Space heaters and dehumidifiers are not permitted, except where approved by the Department of Facility Maintenance. Refrigerators and microwaves are permitted for day-care groups, kindergarten, or child development programs where needed to heat or cool liquids for students. Appliances needed to meet the medical needs of students or staff are excepted from appliance restrictions. Please refer to the [MCPS Fire Safety web page](#) for further details and direct questions to Mr. Park via [email](#).

- **Asbestos**—School Asbestos Management Plans are updated every three years, along with semi-annual inspections to ensure the asbestos materials are in “good condition” per [AHERA](#) requirements. The 6-month inspections along with the 3-Year Management Plans may be accessed through the [MCPS Asbestos Management web page](#). This page also contains the annual Asbestos School Notification document that must be sent to all students, staff, and parents/guardians prior to the school year. To ensure compliance with state worker training requirements, all building services staff must complete the online [SafeSchools](#) course, *MCPS Asbestos Awareness - Full Course*, within 60 days from their date of hire, whether or not their building has asbestos-containing materials. For asbestos-related questions, please contact Mr. Derek Kwon, environmental health specialist, Department of Facility Maintenance, via [email](#).
- **Bloodborne Pathogens (BBP)**—Please ensure that the [MCPS Bloodborne Pathogens Exposure Control Plan](#) is available for review by staff. Designated employees, including all teachers and other school-based staff, must complete annual online BBP training (in the

[SafeSchools](#) platform) to meet MOSH training requirements. Other key elements of the exposure control plan include:

- Hepatitis B vaccinations are available free of charge to all employees who are required to complete BBP training. Vaccinations may be obtained by completing [MCPS Form 230- 32, Hepatitis B Virus Vaccination Authorization](#), and submitting it to Mr. Park for approval. All eligible employees who choose not to receive the vaccination are required to submit [MCPS Form 230-31, Mandatory Hepatitis B Vaccine Declination Statement](#), to Mr. Park to comply with MOSH requirements.
- All used medical sharps (including syringes, needles, lancets, auto injectors) must immediately be discarded in sharps containers. School employees with used sharps must work with health room staff to ensure safe disposal in sharps containers. **Sharps must never be placed in the trash or toilets—this has resulted in injuries to building service employees.** Sharps must always be stored safely and securely—they must not be left in drawers, closets, cabinets, or other areas where they can cause injury.
- Each school health room has a sharps container and a cardboard biohazard waste box with a red biohazard waste bag. When the sharps container or biohazard box is full, contact Biomedical Waste Services, Inc. at 1-800-660-6581 for waste disposal pick-up and a replacement sharps container or biohazard box/red bag. If a new biohazard box lid is needed, this may be purchased by the school. Questions about sharps containers and biohazard waste boxes should be directed to Mr. Brian Mullikin, team leader, Environmental Safety, Department of Facility Maintenance, via [email](#).
- If an employee is exposed to blood or other potentially infectious body fluids, the school/facility should:
 - Call in a “First Notice of Loss” to CorVel at 1-888-606-2562.
 - If necessary, have appropriate staff clean up blood or body fluid spills using a bloodborne pathogens clean-up kit and following universal precautions.
 - Have appropriate staff dispose of contaminated waste in the red biohazard box in the school health room.
 - Have the employee contact the MCPS-contracted clinic (within 24 hours) to receive a post-exposure medical evaluation and follow-up interview: tru HealthNow (formerly Medical Access), 12321 Middlebrook Road, Germantown, Maryland 20874, 301-428-1070.
 - Have the employee complete [MCPS Form 230-33, Bloodborne Pathogens Post-Exposure Report](#), as soon as possible. Copies of the form need to be provided to the examining healthcare provider and Mr. Park within five days of the incident. The employee must also provide the examining healthcare provider [MCPS Form 230-34, Health Care Professional’s Written Opinion](#), which must be completed and sent to Mr. Park by the clinic.

Please refer to the [MCPS Bloodborne Pathogen Information web page](#) for additional information. Questions regarding bloodborne pathogens may be directed to Mr. Park via [email](#).

- **Chemical Safety**—State and county law require each MCPS facility to maintain a Chemical Information List (CIL). The CIL must list all hazardous chemical products used or stored at the facility. Common hazardous chemical products include science chemicals, cleaning products, paints, glues, compressed gas cylinders, fuels, oils and greases, art products, and lumber that will be sawn or sanded.

The following CILs are linked for your convenience—please print the CIL corresponding to your facility and keep it in your main office files to comply with state and county requirements:

- [Elementary Schools CIL](#)
- [Middle Schools CIL](#)

- [Thomas Edison High School of Technology CIL](#)
- [High Schools CIL](#)
- [Office Facilities CIL](#)

Other requirements related to hazardous chemicals include:

- All employees who use hazardous chemicals at work must complete two online safety training courses to comply with state law: *Hazard Communication: Right to Understand (GHS)* and *Safety Data Sheets (GHS)*. Employees can access the courses in their [SafeSchools account](#).
 - Schools and facilities should minimize the number and amount of chemical products they use. Additionally, only MCPS-approved chemical products may be used or stored at MCPS facilities. The MCPS Approved Products List is available at the [MCPS Chemical Safety web page](#). Employees may submit additional products for evaluation and potential approval using the [MCPS Chemical Product Evaluation Request Form](#).
 - All science resource teachers and content specialists must submit a CIL listing all science chemicals stored at their school to Mr. Park via [email](#) by the end of the first marking period. A blank [science CIL form](#) is available at the [MCPS Systemwide Safety Programs website](#). Refer to an [exemplar CIL](#), provided by PK12 Science, or contact Mr. Park via [email](#) if assistance is needed.
 - Air fresheners may not be used at MCPS facilities, except by Department of Facility Maintenance staff in specific cases.
- **Chemical Spills**—Significant hazardous chemical spills that require assistance, including any spill involving mercury, must be reported immediately to Mr. Brian Mullikin, team leader, Environmental Safety, Department of Facility Maintenance, at 240-740-2324 or via [email](#) or Mr. Park at 301-370-2141 (cell) or via [email](#). For chemical spills that cannot be safely cleaned up by school/facility staff, take these steps:
 - Evacuate and isolate the room or immediate area of the spill.
 - Keep people away from the spill location.
 - Do not attempt to clean up a significant hazardous chemical spill.
 - Call 911 if immediate help is needed as a result of severe hazards or injuries.
 - Provide first aid, as needed.
 - Open windows and turn off HVAC units serving the spill location, if safe to do so. Do not re-enter a spill location to do this.
 - If safe to do so, sequester potentially contaminated materials (including shoes, if people might have stepped in a spill) in a nearby hall or room. This is to prevent contamination of other areas and additional exposures for students and staff.
 - Implement a 'HOLD', if needed, to keep people away from the spill location.
 - Notify the Division of Safety and Emergency Management or your facility's cluster security coordinator.
 - Contact Mr. Mullikin or Mr. Park.

Questions regarding hazardous chemical spills may be directed to Mr. Park via [email](#).

- **Fine Arts & Ceramic Art Safety**—Clay and many other ceramic art materials contain crystalline silica, a common and naturally occurring mineral. When very small particles of crystalline silica are inhaled in sufficient quantities over time, they can increase the risk of developing respiratory diseases and lung cancer. Schools can prevent hazardous silica exposures for students and employees in ceramics classrooms by ensuring:
 - All school employees who work in ceramics classrooms complete the [SafeSchools](#) online course, *Respirable Crystalline Silica Awareness*.
 - Ceramic art teachers instruct students how to safely work with ceramic materials.

- Ceramics classrooms are cleaned using only wet cleaning methods or vacuuming with a HEPA vacuum. Dry sweeping, brushing, scraping, blowing dust with compressed air, or using a vacuum cleaner that is not equipped with HEPA filtration can create airborne silica dust.
- Ceramics classrooms are kept tidy and uncluttered, with stored items in sealed containers to prevent clay dust accumulation on surfaces that are difficult to keep clean.
- School staff do not attempt to move kilns. If a kiln needs to be moved, the school should submit a maintenance work order request.
- Portable air cleaners are used in ceramics classrooms, if available, and air filters are regularly checked and replaced when needed.
- Heating, ventilation, and air conditioning (HVAC) units serving ceramics classrooms are well-maintained, with air filters checked regularly and replaced when needed.

Please refer to the [MCPS Systemwide Safety Programs website](#) for additional information about ceramic art safety. Questions may be directed to Dr. Randy Rumpf, supervisor, Fine Arts, Department of Curriculum Development, via [email](#) or to Mr. Park via [email](#).

- **Unscheduled Fire Alarms**—Without exception or delay, all unscheduled activations of fire alarm systems in schools/facilities must be reported immediately to the Montgomery County Fire and Rescue Service (MCFRS). Evacuate the building immediately and call 911. Once everyone is outside safely, call your cluster security coordinator. If it is determined that a false alarm has occurred and the fire apparatus has not yet arrived, call 911 to report the false alarm. MCFRS personnel will determine if the alarm may be canceled and if the building may be reoccupied prior to the arrival of fire personnel. Only the fire department has the authority to allow a building to be reoccupied once a fire alarm has been activated. **Only by authority of the fire department may an unscheduled activated alarm be reset or silenced.**

It is a violation of the Montgomery County Fire Safety Code, Section 22-75, to fail to call 911 and evacuate the building immediately when a fire alarm is activated. Failure to follow the fire safety code can, and has, resulted in the issuance of a \$1,000 civil citation to the facility administrator.

- **Fire Evacuation Drills, Scheduled**—Scheduled fire evacuation drills must be reported to the Montgomery County Emergency Communications Center at 240-683-6520 and then to Ark-Alarm Systems at 1-800-356-2222 at least five minutes before the drill and then immediately after the drill is completed.
- **Fire Evacuation Drill Requirements**—For schools that are fully protected by automatic fire sprinklers, **five** fire evacuation drills are required during the school year, two of which must be conducted during the first four months of school. For schools that are not fully protected by automatic fire sprinklers, **eight** fire evacuation drills are required, with at least three during the first four months of school.

Schools located in these buildings, which are not fully sprinklered, are required to conduct eight fire evacuation drills annually:

- Cedar Grove Elementary School
- Damascus Elementary School
- Emory Grove Center
- Fairland Center
- Fallsmead Elementary School
- Grosvenor Center
- Monocacy Elementary School
- Radnor Center
- Carl Sandburg Learning Center
- Twinbrook Elementary School

Additional fire evacuation drill requirements are:

- Required drills must occur during regular school days (not during professional days). The Office of the Fire Marshal recommends conducting drills at varying times of the school day.
- Emergency lockdown drills or directed evacuation drills cannot count as fire evacuation drills.
- Schools must maintain a log of completed fire evacuation drills using the [School Fire Evacuation Drill Log](#) form. The fire evacuation drill log must be maintained in the Fire Code Compliancy Binder in the main office. County fire marshal staff will inspect this binder when conducting annual fire code inspections.
- In addition to maintaining a log of completed fire evacuation drills in the Fire Code Compliancy Binder for county fire marshal inspection, schools must report all drills in the [MCPS Digital Drill and Emergency Preparedness Form](#).

Questions and requests for assistance with fire drills should be directed to your cluster security coordinator.

- **Fire Evacuation Drill Requirements (Summer School)**—Schools housing summer programs must conduct fire evacuation drills during their summer sessions. Additional requirements are:
 - A school housing a summer academic program 1–30 days long must conduct at least **one** drill.
 - A school housing a summer academic program 31–60 days long must conduct at least **two** drills, with one during the first 30 days and the second during the next 30 days.
 - Schools with separate, nonconsecutive summer sessions must conduct drills during each session.
 - Drills must be reported to the Montgomery County Emergency Communications Center (240-683-6520) and Ark-Alarm Systems (1-800-356-2222), similar to drills conducted during the regular school year.
 - Drills must be logged, with the log stored in the main office in the Fire Code Compliancy Binder.
 - In addition to maintaining a log of completed fire evacuation drills in the Fire Code Compliancy Binder for county fire marshal inspection, schools must report all drills in the [MCPS Digital Drill and Emergency Preparedness Form](#).

Questions and requests for assistance with fire drills should be directed to your cluster security coordinator.

- **Fire Watch Information**—A fire watch is required when the building's fire protection system is malfunctioning or is not fully operational. Fire watches must be logged on the form, [Fire Watch Log](#), which must be stored in the Fire Code Compliance Binder. When establishing a fire watch, notify:
 - Your director.
 - Your maintenance service center.
 - Your cluster security coordinator or the Division of Safety and Emergency Management (240-740-3066).
 - Montgomery County Emergency Communications Center (240-683-6520).
 - Interagency Coordinating Board, if evening events are impacted (240-777-2725).

An administrator must assign staff members to the fire watch team and ensure they are provided with two-way radios for communication. Fire watch team members also need to have access to a telephone in the event they need to call 911 to report a fire emergency. Please refer to the [MCPS Fire Safety web page](#) for additional information. Questions regarding fire watches may be referred to Mr. Park via [email](#). If assistance is needed with staffing a fire watch team, contact your [maintenance and operations service center](#).

- **Daily School Fire Safety Inspection**—In accordance with National Fire Protection Association (NFPA) 101, the Life Safety Code, school administrators are responsible for ensuring staff conduct daily inspections of all exit doors, stairs, and hallways to ensure they are unobstructed, operational, and safe for use. All employees should periodically inspect their work areas to identify and correct potential fire hazards. Common hazards are described in [Common Fire Safety Hazards in Schools](#).

Please refer to the [MCPS Fire Safety web page](#) for additional fire safety information. Fire safety questions should be referred to Mr. Park via [email](#). Questions related to fire protection equipment and systems (fire sprinklers, fire alarms, etc.) should be directed to your [maintenance and operations service center](#).

- **Indoor Air Quality, Mold, and Radon**—Employees who believe there is a workplace indoor air quality problem at an MCPS facility should complete [MCPS Form 230-23, Indoor Air Quality Complaint](#), and submit it to their principal/supervisor. Building service staff should then complete [MCPS Form 230-24, Building Services Indoor Air Quality Checklist](#). Completed forms can be submitted to iaqdropbox@mcpsmd.org for assistance from the Environmental and Indoor Air Quality Unit. Please refer to the [MCPS Indoor Air Quality web page](#) for additional information. Also refer to the following Mold Awareness Flyers: [Thermostats](#), [Reducing Humidity](#), and [Best Practices to Prevent Mold](#). Questions about indoor air quality and mold should be directed to Mr. Brian Mullikin, team leader, Environmental Safety, Department of Facility Maintenance, via [email](#).

Radon test results for MCPS facilities can be accessed at the [Systemwide Radon Test Results Information web page](#). Please refer to the [MCPS Radon Testing and Mitigation Program web page](#) for information about radon and MCPS radon testing procedures. Questions about indoor air quality, mold, and radon should be directed to Mr. Brian Croyle, project manager, Department of Facility Maintenance, via [email](#).

- **Inflatables (Moon Bounces, Bounce Houses)**—Inflatables are permitted at MCPS facilities upon approval by Systemwide Safety Programs and the Department of Controller. At least one month prior to the desired event date, the school must submit the following:
 - Representative photos of the inflatable(s) to Mr. Park for safety review via [email](#).
 - A current certificate of insurance from the vendor to Ms. Maria Torralba, risk management specialist, Department of Controller, for insurance review via [email](#).

Specific requirements related to installation and operation of approved inflatables may be found at the [MCPS Systemwide Safety Programs website](#). Questions regarding inflatables may be referred to Mr. Park via [email](#).

- **Integrated Pest Management (IPM)**—Information is provided annually to parents/guardians and staff about their schools' IPM program. More information about the IPM program can be found in [MCPS Regulation ECF-RB, Pesticides Use in Schools](#). Key IPM information includes:
 - Under Maryland law, only licensed and registered pest control workers are permitted to apply pesticides or herbicides in a school building or on school grounds. This includes common household pesticide products one can purchase in any grocery or hardware store. Please ensure that staff and school-related organizations (Parent Teacher Associations, booster clubs, etc.) comply with this law. Violations of this law can result in fines of up to \$5,000 from the Maryland Department of Agriculture.
 - Insect repellents for personal use are also considered pesticides under Maryland law and may not be brought to MCPS schools and may not be applied on MCPS school grounds. Insect repellents may be applied off school grounds.
 - In the event that a pest or weed problem is identified, a maintenance work order request

should be submitted so that it can be addressed by IPM personnel.

IPM-related questions should be directed to Mr. Idris Ahmad, integrated pest management supervisor, Department of Facility Maintenance, via [email](#).

- **Lead in Drinking Water Program**—MCPS tests drinking water at MCPS schools/facilities for the presence of lead. Testing is conducted on a three-year cycle, and water test reports can be accessed through the [MCPS Drinking Water Testing Program web page](#). In compliance with county regulations, drinking water outlets with sample results exceeding the action level (5 parts per billion) are taken out of service. A remedial action plan is developed based on analysis of sample results and outlet usage, and outlets are not returned to service until post-remediation testing confirms sample results are below the action level. To further reduce the potential for contamination of drinking water, MCPS schools are required to flush all drinking water outlets daily. This procedure ensures that any accumulated residue will be flushed from the system. The procedure for routine flushing is as follows:
 - Flush all electric water coolers (drinking fountains that provide cool water) for 15 minutes each day before students arrive.
 - Flush all other drinking water outlets (classroom/hall bubblers and other drinking sources) for 60 seconds each day before students arrive.

Questions about drinking water in MCPS facilities should be directed to Mr. Brian Mullikin, team leader, Environmental Safety, Department of Facility Maintenance, via [email](#).

- **Lead Paint/Caulk Protocol**—Prior to any renovations or disturbance of caulk or paint in buildings constructed prior to 1978, MCPS will evaluate the caulk for PCBs and/or the paint for lead to be in compliance with EPA regulations. Questions regarding lead paint/caulk protocols may be directed to Mr. Derek Kwon, environmental health specialist, Department of Facility Maintenance, via [email](#).
- **Playground Safety**—A safe playground environment requires good supervision, well-maintained play equipment and grounds, and appropriate activities. School administrators, teachers, and playground aides should be able to recognize hazards and ensure students engage in safe recess and playground activities. Key school responsibilities include:
 - All employees who supervise recess and playgrounds should complete the online safety course, *Playground Supervision*, which can be accessed in [SafeSchools](#).
 - Employees who supervise recess and playgrounds should understand and comply with the supervision procedures provided in [Playground Supervision: Recess Procedures for Playground Aides](#).
 - Playground equipment should be inspected daily for excessive wear, damage, and other hazards. The surfacing should also be inspected for debris, trash, and other foreign objects. The [Daily Play Equipment Inspection Form](#) should be completed prior to use each day.
 - Playground mulch should be free of weeds, and it should be raked for even distribution. The mulch should be 8-12 inches deep for good cushioning and impact absorption. Schools should submit maintenance work orders for more mulch, when needed.
 - Staff should ensure there are no ropes, dog leashes, toys with strings, cables/cords, jump ropes, or strings attached to (or near) playground equipment because they can entangle and injure children.
 - Staff should ensure children do not wear scarves, loose clothing, mittens or gloves attached with strings, or clothing with drawstrings while playing on playground equipment because they can cause entanglement and strangulation.
 - If dead or damaged trees or tree branches appear to present a hazard near play areas, schools should place the areas off-limits and request assistance from their [maintenance and](#)

[operations service center](#).

Please refer to the [MCPS Playground and Recess Safety web page](#) for additional information. Questions regarding playground safety should be directed to Mr. Park via [email](#).

- **Science Safety**—All staff assigned to work in science classroom laboratories are required to understand and comply with the MCPS Chemical Hygiene Plan (CHP), which provides science safety procedures and requirements. The CHP requires science staff to:
 - Complete all required training, including the [SafeSchools](#) online course, *Science Lab Safety*, which must be completed annually.
 - Maintain an accurate chemical information list (CIL) and safety data sheets (SDSs) for all science chemicals. All science resource teachers and content specialists must submit a CIL listing all science chemicals stored at their school to Mr. Park via [email](#) by the end of the first marking period. A blank [science CIL form](#) is available at the [MCPS Systemwide Safety Programs website](#). Refer to an [exemplar CIL](#), provided by PK12 Science, or contact Mr. Park via [email](#) if assistance is needed.
 - Train all students in the hazards and safety precautions associated with all science activities, including teacher demonstrations.
 - Conduct all activities with flammable, volatile, and/or toxic chemicals inside lab hoods.
 - Minimize the purchase and storage of science chemicals. Excessive amounts of stored chemicals creates a safety hazard. Contracted pickup/disposal of excess science chemicals is also very expensive, and funds for districtwide chemical disposal are extremely limited.
 - Ensure all students are trained in the use of personal protective equipment (PPE) and safety equipment, such as eyewash stations and emergency showers.
 - Test all eyewash stations and emergency showers at least monthly, and ensure they are unobstructed and clean.
 - Ensure that safety equipment, including eyewash stations, emergency showers, and fume hoods, work properly. Submit maintenance work order requests, as needed, for equipment that does not work properly.
 - Ensure proper PPE is readily available and in good condition, including chemical-resistant gloves and aprons, lab coats, chemical splash goggles, and face shields.
 - Ensure all chemicals—especially flammable and corrosive chemicals—are properly stored.
 - Ensure all doorways, halls, and aisles used for science area evacuation are unobstructed.

Please refer to the [MCPS Systemwide Safety Programs website](#) and the [MCPS Science Safety FAQ web page](#) for additional information. Questions regarding science safety may be directed to Ms. Rosanna Haywood, supervisor, PK12 Science, Department of Curriculum Development, via [email](#) or Mr. Park via [email](#).

- **Serious Work-Related Injuries/Illnesses**—Please notify Mr. Peter Park, team leader, Systemwide Safety Programs, Division of Facilities Management, immediately at 301-370-2141 (cell) or via [email](#) in the event of a work-related employee fatality or serious injury/illness. A work-related injury/illness is considered serious if it is a medical emergency, requires hospitalization, results in an amputation or loss of an eye, or involves multiple hurt individuals. Please also report the incident to the Division of School Leadership and Improvement or the Division of District Operations in accordance with MCPS serious incident reporting procedures. Mr. Park will report such incidents to Maryland OSHA, as required by state law.
- **Severe Weather**—All MCPS facilities must be prepared to respond rapidly to severe weather conditions, such as strong storms, hurricanes, tornados, and earthquakes. Severe weather can occur at any time of the year, sometimes unexpectedly. The peak activity period for tornadoes is March through early July, according to the National Weather Service; however, tornadoes and

earthquakes can occur at any time of the year. The Atlantic hurricane season is from June through November, with the peak season from mid-August to late October. All facilities should:

- Verify their emergency phones and NOAA weather radios are operational and monitored continuously during the school day.
- Designate severe weather safe zones and install signage.
- Conduct and evaluate weather-related emergency drills to ensure preparedness. At least one severe weather drill and one drop, cover, and hold drill (simulating an earthquake) must be conducted each school year by all schools and non-school facilities.
- When a report of severe weather is received, monitor local television or radio stations in order to observe the path of severe weather and take appropriate protective measures.
- Consider activating the on-site emergency team (OSET) to assist in implementing a Severe Weather Shelter status when severe weather is expected.

Please refer to your cluster security coordinator and the [MCPS Systemwide Safety Programs website](#) for additional information.

- **Reporting Property Damage Due to Severe Weather and Unforeseen Events**—Severe weather often brings unexpected losses. As part of our ongoing commitment to safety and risk management, staff are to follow these procedures in the event of property damage to ensure timely response and recovery:
 - If damage is expected to exceed the \$1,000 deductible, it must be reported as soon as reasonably practicable.
 - An initial notice of loss should be submitted within 30 days of the incident.
 - All losses must be reported by completing [MCPS Form 525-7, Property Damage/Loss Claim Form](#), and sending it to Ms. Maria Torralba, risk management specialist, Department of Controller, via [email](#).
 - To support your claim, please:
 - Take photos of the damaged area when it is safe to do so.
 - Create a detailed log of all damaged items.

Reporting losses quickly and in accordance with proper procedures reduces delays and ensures that damages are addressed efficiently. This plays a critical role in maintaining a safe and functional learning environment, protecting the safety of students and staff, and avoiding disruptions to instruction. Refer to the [MCPS Risk Management website](#) for additional information. Questions should be directed to Ms. Maria Torralba, risk management specialist, Department of Controller, via [email](#).

- **Slips, Trips, and Falls**—MCPS experiences hundreds of serious slip, trip, and fall-related employee injuries each year. These injuries result in thousands of lost workdays and millions of dollars of workers' compensation costs. To prevent these injuries, school/facility administrators should:
 - Encourage all staff to complete the [SafeSchools](#) online course, *Slips, Trips and Falls*.
 - Direct employees who are required to work with ladders to complete the [SafeSchools](#) online course, *Ladder Safety*.
 - Direct employees who are authorized to work on roofs (building services, maintenance, security, other operations staff) to complete the [SafeSchools](#) online course, *Fall Protection*.
 - Encourage all staff to practice good housekeeping (e.g., clean up spills promptly, keep walkways clear of clutter and slip/trip hazards, and avoid storing objects in walkways and stairwells).
 - Remind staff to avoid standing on chairs, desks, countertops, tables, boxes, and other objects that are not designed to be used as ladders or step stools.
 - Remind building service staff to wear floor stripping footwear and use an appropriate number

of wet floor signs when performing floor waxing, stripping, and mopping.

Please refer to the document, [How to Prevent Slips, Trips, Falls](#), for additional information. All schools/facilities will receive a copy of this document as a poster, which should be posted where it can be viewed by all staff. Questions may be directed to Mr. Park via [email](#).

- **Theater/Drama Safety**—Schools often design and build temporary theater structures that support people’s weight, such as stage props, platforms, and set pieces. To ensure the safety of students, staff, and audience members, school-built structures such as these must be inspected by the Department of Planning and Construction (DPC) for structural safety and fire safety prior to use. Commercial theater structures, such as stage platforms and choral risers, do not require DPC inspection when assembled and used in accordance with manufacturer’s instructions. Modular orchestra pit covers, however, must be inspected by DPC after each reinstallation.
 - To request an inspection of a stage prop, set piece, pit cover, or other weight-supporting structure, contact DPC 30–60 days prior to the start of the production. Requests should be directed to Ms. Shiho Shibasaki, team leader/facilities architect, DPC, via [email](#).
 - Schools are not permitted to fabricate (or allow parents, volunteers, or unauthorized vendors to fabricate) orchestra pit covers, stage extensions, storage lofts, or theater rigging components.
 - Schools wishing to use a vendor-installed fly system must contact Mr. Park via [email](#) and Ms. Maria Torralba, risk management specialist, Department of Controller, via [email](#) at least 60 days prior to the start of the associated production for safety and insurance review and approval.
 - Contact Systemwide Safety Programs with any concerns related to fall hazards for theaters and catwalks. If there are concerns with a catwalk or other elevated structure, keep students and staff away from the area until it is evaluated by Mr. Park. **Under no circumstances may school employees or students attempt to use body belts or harnesses for fall protection—these can cause serious injuries and death if used improperly.**

For additional information related to theater/drama safety, refer to the [MCPS Systemwide Safety website](#). Questions regarding theater/drama safety issues may be directed to Dr. Randy Rumpf, supervisor, Fine Arts, Department of Curriculum Development, via [email](#) or Mr. Park via [email](#).

- **Traffic Safety Concerns and Signage on School Property**—If there are questions or concerns related to traffic or school bus-related issues (e.g., signage, traffic flow, drop-off areas, student/pedestrian safety), please contact your [area transportation depot manager](#).