

[princi_elem] [principals] Safety Reminders**From :** Randi Bowers-Payne <bowers_r@4j.lane.edu>

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Sender : princi_elem-bounces <princi_elem-bounces@4j.lane.edu>**Subject :** [princi_elem] [principals] Safety Reminders**To :** principals@4j.lane.edu, assist_high <assist_high@4j.lane.edu>, assist_midd <assist_midd@4j.lane.edu>**Cc :** Matt Cornwell <cornwell@4j.lane.edu>

Happy Friday All,

As you know, over the last several weeks we have been working to complete annual Building Safety inspections. It has become apparent that there are a several consistent areas of needing improvement. Please review the findings listed below and ensure that your building is addressing these with staff, students, and visitors. It is our collective responsibility to ensure a safe learning and working environment.

As always, let me know if you have questions or need assistance.

The practice of allowing throw carpets over existing carpet should be discontinued. This practice can increase the likelihood of indoor air quality problems and make it difficult to detect if something has been spilled on the carpet.

A clear path needs to be maintained to the electrical panels. This will ensure quick unobstructed access to the panel in the case of an emergency.

Shelves should store heaviest objects lowest to the ground. Wherever possible no items should be stored on top of shelving units.

Portable heaters should be equipped with an automatic shut off in the event they tip over. This will help to prevent a possible fire in the building. The district should remove all heaters not equipped with this safety feature.

To aid in preventing thefts of laptops. Laptop COW's should be locked and all laptops when not in use should be stored in a locked COW.

Couches do not lend themselves to easy cleaning and increase the risk of indoor air quality problems. Couches also provide harborage for pests and lice. Couches may also impact egress routes in the event of an emergency. Consideration should be given to removing the couches.

All gates should remain closed and locked during the school day.

To help reduce the chance of pests entering the building food products should be stored in plastic bins with tight fitting lids.

To reduce the likelihood of damage to the electrical cords, rugs should not be used as a cord cover.

Chemical supply cabinets/rooms should be kept locked at all times when a teacher is not present. This will help prevent theft and tampering with chemicals by students or any other classroom entrants.

Classroom windows should never be completely covered. This will help increase visibility into the room so that unnecessary privacy is not provided that could lead to sexual conduct complaints. Window coverings should be available so visibility can be limited during lockdown procedures but not left in use otherwise.

Doors to all unoccupied areas/rooms are kept locked and closed. This will prevent students from accessing unsupervised areas and reduce the chance of property loss from theft, vandalism or fire.

Best Regards,

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