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missouri public schools safe facilities **guide**

Instructional Materials Laboratory · University of Missouri-Columbia

Missouri Department of Elementary and Secondary Education

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Instructional Materials Laboratory
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2316 Industrial Dr.
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Preston Bass
Hickman High School
Columbia, MO

Ray Morrison
Department of Environmental Health and Safety
University of Missouri-Columbia

Lee Henson
Disability Services
University of Missouri-Columbia

John Prince, PhD
Central Missouri State University
Warrensburg, MO

Darlene Huff, R.N.
Missouri Association of School Nurses
Columbia, MO

Steven Sapp
Columbia Fire Department
Columbia, MO

Ed King
Department of Environmental Health and Safety
University of Missouri-Columbia

Mark Sayers
Builders Association
Kansas City, MO

Callie Knipmeyer
Carrollton Area Vocational School
Carrollton, MO

Steve Schneider
Missouri Department of Natural Resources
Jefferson City, MO

Judith Lemons, PhD
Hannibal LaGrange College
Hannibal, MO

Dina Scott
Royal & SunAlliance
O'Fallon, IL

Richard Linhardt, PhD
Agriculture Department
University of Missouri-Columbia

B.J. Stockton
Vocational Planning and Evaluation
Missouri Dept. of Elementary and Secondary Education

Delbert Lund
Vocational Planning and Evaluation
Missouri Dept. of Elementary and Secondary Education

C.J. Varnon
Curriculum Services
Missouri Dept. of Elementary and Secondary Education

Doug Miller
Raytown South High School
Raytown, MO

Bart Washer
Industrial Education
Missouri Dept. of Elementary and Secondary Education

Instructional Materials Laboratory Staff:

Phyllis Miller, Associate Director
Dan Stapleton, Assistant Director
Jeannine Robling, Editor
Matthew Livengood, Multimedia Coordinator
Kevin Gamble, Graphic Artist II
Chris Casey, Graphic Artist I

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Through the establishment of safety expectations for Missouri school district facilities, this guide intends to assist schools in minimizing safety and health risks for all students, employees, and visitors. It provides a means for determining whether a school district is ensuring a safe learning environment and is intended for practical use by all school districts in the state. This publication is not a set of stringent regulations; it is a guideline that should be used to develop a customized overall plan for long-term safety improvement and maintenance.

Developed by an advisory committee of safety consultants across Missouri, this guide addresses the following areas of school safety: internal general building, external general building, specific building areas, general and specialized classrooms, and playground/ outdoor recreation areas. While it addresses most aspects of school facility safety, primary emphasis is placed upon safety within the vocational and technology education laboratory areas. Under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, this guide also includes safety implications associated with inaccessible buildings and facilities.

This guide does not address safety issues related to physical education, athletic facilities/activities, extracurricular activities, transportation, or the Safe Schools Act. For more information about organizations that can help in addressing these safety concerns, refer to the Resources section in this guide.

Both the Missouri School Improvement Program (MSIP) standards and the Missouri Show-Me Standards address the importance of providing and maintaining a safe school environment. Standard 14.2 of the Missouri School Improvement Program states, "Facilities and grounds are periodically inspected by appropriate personnel for potential safety hazards; corrections are made to promptly ensure that local and/or state public safety requirements are met." This standard also states, "Staff members and students are trained in the safe and proper use of all safety and emergency devices where applicable."

Missouri Show-Me Standard 4.7 states, "Identify and apply practices that preserve and enhance safety and health of self and others." Again, this standard stresses the importance of minimizing risk through effective school safety policies.

Checklists included in this guide are designed to help you review the safety of your district's facilities. Sample forms and signs are also included to assist in the development of a safety system in your school district. Safety resource agencies listed in the back of this guide are intended to provide additional, more detailed information where needed.

Administrative Roles in Creating a Safe School

Support from school administration is necessary in order to use this guide successfully and create a safe school environment. Adhering to the safety guidelines in this guide is much easier when a safety system is supported by the administration. As indicated in a study of Missouri schools (Lemons, 1993), school laboratories are significantly more likely to have adequate safety equipment, laboratory enrollment within guidelines, and safe storage and disposal of chemicals when administrators are involved in the process. Consequently, administrative support has more effect on adherence to safety guidelines than school size or instructor safety training. An administrator can support school safety through the following measures:

- Actively support funding of safety equipment and other safety requirements
- Identify a registered professional school nurse or appropriate health care provider to be responsible for basic first aid and safety
- Require annual safety inspections
- Participate in annual (minimum) inspections
- Participate in a general school or laboratory safety committee
- Evaluate all school incident reports
- Include a safety evaluation as part of the instructor performance process
- Schedule safety workshops for faculty and staff
- Assist in the formulation of laboratory safety policies
- Assist in planning the proper disposal of chemicals
- Communicate safe practices to students and staff

School Nurse Responsibilities

The registered professional school nurse, or designated health care professional, is responsible for providing specialized health services for the school staff and students. To maintain a safe school environment, the primary responsibilities of the school nurse are as follows:

- Establish and maintain a comprehensive school health program
- Provide basic first aid for illness and injury according to written school policy
- Implement nursing actions that promote, maintain, and restore health;, prevent illness; and affect rehabilitation
- Educate staff, students, and parents about safe practices through appropriately designed and delivered health education programs
- Collect information about the health and developmental status of students and use data to determine a nursing diagnosis
- Collaborate with other school professionals, parents, and caregivers to meet the health needs of clients
- Collaborate with members of the community in the delivery of health and social services
- Assist in the formulation of laboratory and school safety policies

School nursing personnel can function in expanded roles with standing orders and protocols from physicians, thus enabling better management of illness and injury within the school setting. Having a physician to consult regarding safety and health issues enhances the district's ability to protect and maintain the health status of students and staff. While physician services are often provided as a community service, districts may choose to employ or contract with the physician for a specified number of hours per school year.

Instructor Responsibilities

Within the classroom or laboratory, instructors are responsible for the safety of students. In recent years, there has been increasing concern regarding liability related to student injury. Instructors may be found liable if they are determined to be negligent as a result of some action, or lack of some action. The instructor is held to a high standard of care in ensuring that activities are conducted in a safe manner.

If a person is injured, there may be a personal injury suit for civil damages. These lawsuits may be based on allegations of *negligence*. According to Black's Law Dictionary, negligence is defined as, "The omission to do something that a reasonable person, guided by those ordinary considerations that ordinarily regulate human affairs, would do, or the doing of something that a reasonable and prudent person would not do."

The law requires instructors to be reasonable and to use common sense. Instructors are required to exercise the skill and training that is expected in their profession. This requires an understanding of all materials and equipment used in laboratories and classrooms. Ignorance is no defense.

For laboratory classes, students should be assessed on their knowledge of safety procedures after they have received instruction. Performance assessments should require a student to actively demonstrate the safe operation of any tools or equipment that will be used in class. Although no laboratory or classroom activity will ever be risk-free, risks can be minimized through appropriate planning, instruction, and supervision.

Instructors are responsible for gathering the information needed to reasonably assess risks in all activities. They are obligated to provide a healthy and safe environment for students and are entitled to the same. Consequently, instructors are encouraged to evaluate the benefits of carrying liability insurance available through several instructors' organizations.

Student and Parent Responsibilities

In order to create a safe environment for learning, students must adhere to school, classroom, and laboratory safety rules and possess a serious outlook on safe work habits. Parents should encourage their children to maintain a serious attitude about safety by adhering to all school rules. Students and parents are also re-

sponsible for becoming familiar with school policies and procedures regarding disease prevention/control and regulations regarding medication administration at school.

Cooperation of parents regarding school safety policies is essential. Parents should be aware of the risks involved with any laboratory and/or classroom activities, tools, and/or equipment. Parents are responsible for speaking to their children regarding the seriousness of safe work habits. Parents may visit the laboratory or classroom to see, first-hand, the equipment, materials, and/or tools that will be used for certain activities. This guide contains a sample form that may be used to inform parents of activities and ask for their consent.

General Safety Recommendations

The following general safety guidelines for instructors and administrators will help to minimize risks and keep students safer. Specific guidelines for specialized classrooms are outlined prior to each specialized area or classroom checklist in this guide.

1. *Evaluate risks.* Understand possible school safety risks and take steps to reduce those hazards. Limit personal injury incidents by regularly evaluating safety concerns and implementing corrective actions.
2. *Coordinate planning with local fire department and public safety organizations.* Contact local safety organizations for information regarding school safety measures. Involve the community in the effort to create safe schools. Many fire departments offer fire extinguisher training courses. See the resource section in this guide for a list of public safety organizations.
3. *Be trained in first aid and CPR/obstructed airway procedures.* Every instructor and administrator should take a recognized first aid training program so that immediate care may be given to a person who has been injured, if no school nurse is available. The Missouri Good Samaritan Law (Section, especially 537.037, RSMo) offers limited protection from civil damages if the assisting person has been instructed in a recognized training program. The Good Samaritan Law does not cover damages resulting from gross negligence or willful or wanton acts.
4. *Be aware of students with medical conditions.* Contact the school nurse at the beginning of the year to get student medical information that may affect participation in certain activities.
5. *File written accident/incident reports as soon as possible.* Incident reports should be completed by a school nurse, instructor, administrator whenever there is an accident on school grounds or during school activities off-grounds. Keep a copy signed by the principal for your records. This guide includes a sample incident report form.
6. *Ensure the safety of students with disabilities.* Building structures and equipment should be accessible to all students. In order for students with disabilities to respond quickly in emergency situations, accessibility is extremely important. All emergency exits and equipment should be accessible to all students.

Source: Lemons, J.L. *Missouri Secondary Science Safety Manual*. Jefferson City, MO: Missouri Department of Elementary and Secondary Education, 1997.

The following checklists have been developed to assist instructors and administrators in maintaining a safe environment in school facilities. Because facilities and activities vary among schools, many of the following checklist items are subjective, or open for interpretation. Broad terms and generality of particular checklist items are used intentionally to create liberal guidelines, as opposed to strict regulations. Parameters for the guidelines are to be determined by the checklist administrator, who should consider the activity at hand in relation to the safety checklist item. For example, "appropriate" lighting for a library setting may or may not be "appropriate" for hallways or other general building areas, depending upon a given activity.

This document does not provide specific standards for each checklist item. Additional information regarding specific safety standards and corrective actions can be found by consulting the safety resource agencies listed in this guide.

The following checklist is divided into five building-specific areas: Internal General Building, External General Building, Specific Building Areas, General and Specialized Classrooms, and Playground/Outdoor Recreation Areas. Checklist items listed under *General Classrooms* in the "General and Specialized Classrooms" section are broad guidelines that address general safety in both specialized and general classrooms. These guidelines, in addition to the area-specific checklists that follow, should be observed to ensure a comprehensive evaluation. Each instructor teaching a specialized class, such as technology education or graphic arts, is responsible for conducting safe activities and maintaining a safe environment in his or her classroom.

Checklist Instructions

Under each general area, specific safety guidelines are listed. Columns following the guidelines are to be checked by the evaluator to indicate the need for attention in any specific area.

- A check in the "OK" column indicates that evaluator has reviewed this safety area and there is no problem.
- A check in the "Potential Problem" column indicates that corrective actions may need to be taken. In this case, a description of the nature of the problem and the plan for improvement should be included in the "Recommended Action/Plan for Improvement" section. Corrective actions can be determined by consulting the resource agencies listed in this guide.
- To document that corrective actions have been taken, the date of improvement should be recorded in the last column of the checklist. This date confirms that potential problems have been rectified.

Upon completion of the inspection, school administrators are responsible for maintaining a copy of the checklist and documenting follow-up actions for potential safety problems.

Internal General Building Areas

This Internal General Building Section is intended to assist administrators and instructors in maintaining a physically safe internal environment for all students and staff. Under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, this section addresses safety implications associated with inaccessible buildings and facilities.

The following areas are included in this section: stairs and hallways, air quality, lighting, floor safety, mechanical and electrical, storage, equipment, and faculty and staff safety training. Because these areas are broad and affect safety throughout the entire school, they should be evaluated in addition to specific building areas or specialized classrooms. According to recent Missouri School Improvement Program (MSIP) evaluations, the most common safety concerns in this area are nonfunctional exit lights and insufficient number of fire drills. (MSIP minimum is two per year.)

As stated earlier, many of the checklist items are subjective, or open for interpretation. Parameters for the guidelines are to be determined by the checklist administrator, who should consider the activity at hand in relation to the safety checklist item.

A. STAIRS AND HALLWAYS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Appropriate lighting				
Satisfactory housekeeping				
Landings free of obstacles and storage				
Handrails in good repair				
Nonskid treads				
Elevation differences are clearly marked				
Lockers do not obstruct access				
Lockers secure and in good condition				
Readily accessible 5ABC fire extinguishers				
Other				
B. AIR QUALITY, VENTILATION, ENVIRONMENT	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Proper handling, storage, labeling, and disposal of chemicals, gas, petroleum, herbicides, and other hazardous materials; maintenance of Material Safety Data Sheets				
Appropriate closure of abandoned wells/cisterns				
Appropriate disposal of solid waste				
Satisfactory housekeeping/sanitization measures				
Documentation of annual exhaust/intake inspection				
Documentation of semiannual lead testing for drinking fountain				
Documentation of annual carbon monoxide and radon inspection				
Other				
C. LIGHTING	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Appropriate lighting				
Exit lights illuminated and have secondary power source				
Operational emergency exit lighting has secondary power source				
Lighting fixtures are mounted, clean, and operational				
Other				

Signature of evaluator: _____ Date: _____

D. FLOOR SAFETY	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Floors in good repair; no obstacles, protruding objects, or indentations				
Carpet is secured with no curled edges				
Nonslip adhesive treads on stairs, floors, and ramps				
Elevation differences are clearly marked				
Use of nonslip floormats at all entrances and exits in inclement weather				
Wet floor signs are displayed when necessary				
Spills and moisture are cleaned immediately				
Other				

E. MECHANICAL AND ELECTRICAL	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Building is free of noncode electrical wiring				
Electrical boxes are properly secured				
Switches, electrical outlets, and covers are in good condition				
Building is free of permanent use of extension cords in place of permanent wiring				
Electrical loads are placed on power strips (power surges) and are within proper amp rating of circuit				
Electrical panels are free of exposed wires or terminals				
Electrical receptacles located outdoors or in close proximity to sinks, wet areas, pipes, or other grounded equipment protected by ground fault circuit interrupters (GFCI)				
Electrical motors are clean and lubricated periodically				
Electrical panel switches and circuit breakers are labeled to indicate the equipment they control				
Electrical cords are coiled and stored in the proper place				
Other				

Signature of evaluator: _____ Date: _____

F. STORAGE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Satisfactory housekeeping				
Restricted storage areas are locked; keys are in a safe and accessible location for administrators and identified staff				
Chemicals and medications are stored properly in locked cabinets or closets				
No storage items within 18 inches of the sprinkler system				
Heavy items are stored on lower shelves				
Other				
G. EQUIPMENT	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Operational fire alarm systems (audio & visual)				
Operational 5ABC fire extinguishers with up-to-date inspection tags:				
• In proper place and adequately charged				
• Date of last inspection within last 12 months				
Emergency procedures with ADA guidelines are clearly posted				
Operational smoke detectors				
Sprinkler system tested and maintained quarterly per NFPA 25				
Clean-up kits for hazardous spills and bloodborne pathogens				
First aid kit is adequately stocked and readily available				
Installed fire hoses in good condition and operational				
Proper disposal of discarded smoke detectors				
Other				

Signature of evaluator: _____ Date: _____

H. TRAINING	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Documentation stating that staff has been trained in handling body fluids:				
• Spill kits				
• Absorption control				
• Proper disposal of fluids				
• Handwashing				
• Housekeeping				
• Personal protective equipment				
Documentation stating that staff has been trained in emergency action plans (drills):				
• Fire (minimum of two drills per year)				
• Tornado				
• Earthquake (minimum of two drills per year in specific zones)				
• Hazardous materials handling, storage, and disposal				
Documentation of safety training for staff (administrative, faculty, custodial); plans are in place to accommodate people with disabilities				
Staff has contact with outside agencies to consult on school safety training matters				
Incident/accident documentation: comprehensive documentation of any accidents/injuries and corrective actions				
Safety coordinator has been designated				
Other				

Signature of evaluator: _____ Date: _____

External General Building Areas

This External General Building Section is intended to assist administrators and instructors in maintaining a physically safe external environment for all students and staff. Under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, this section addresses safety implications associated with inaccessible buildings and facilities.

The following areas are included in this section: parking areas, building entrances/exits, and building structure. Common concerns in this area are the lack of emergency exit procedures and lack of accessible routes from parking areas to building entrances. Corrective actions for potential problems in these areas may be located through the safety resource agencies in the Resources section of this guide.

A. PARKING AREAS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Parking lot lights working/appropriate for parking area				
Parking lot surface in good repair				
Fire lanes properly marked and kept clear				
Fire hydrants near building; clear access maintained				
Appropriate traffic control for school grounds				
Parking spaces properly marked, including disabled parking & signage				
Other				
B. BUILDING ENTRANCES/EXITS	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Emergency exits unlocked from inside at all times				
ADA accessibility:				
• Ramps at appropriate rise and slope				
• Guardrails and handrails where required				
• Doorways wide enough to allow for wheelchair access				
Fire doors free of unauthorized door openers such as wooden wedges				
Sidewalks well maintained and free of obstacles				
Directions for exiting the building in case of an emergency are clearly posted				
Downspouts are directed away from walking surfaces and building foundation				
Other				
C. BUILDING STRUCTURE	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
No foundation problems, cracks, or deterioration of structural support				
Roof in good repair				
Landscaping near building does not obstruct access				
Other				

Signature of evaluator: _____ Date: _____

Specific Building Areas

Specific school building areas are those designated areas, other than classrooms, that may pose potential safety concerns. These areas include the: kitchen, cafeteria, administrative offices, restricted areas, and restrooms. A major safety concern in this area is wheelchair access.

To ensure a comprehensive assessment, the relevant areas of the Internal General Building Areas section should be evaluated in addition to the specific building areas. Corrective actions for potential problems in these areas may be located through the safety resources agencies listed in the Resources section of this guide.

A. KITCHEN	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Automatic fire suppression system to provide adequate protection over cooking units				
Automatic fire suppression system with a manual control located away from cooking units				
BC or K type fire extinguishers with current inspection in kitchen area and near the exit				
Cooking units are equipped with hoods and duct systems that vent outside the building				
Cooking units are equipped with approved filters				
Openings in the duct system and hood filters are clean and in good repair				
Cooking unit areas are free of grease accumulation and are cleaned regularly				
Automatic gas/electrical shutoff when fire suppression system activates				
Documentation stating employees have been properly instructed on use of kitchen equipment				
Kitchen equipment in good repair with safety guards in place				
Emergency procedures with ADA guidelines are clearly posted				
Documentation stating that employees have been instructed to clean up spills				
Heavy items are stored on lower shelves				
Restricted areas are clearly marked				
Globes or light bulbs are equipped with covers to protect food from glass contamination				
Hot water temperature adequate for commercial dishwasher health codes				
Refrigerator doors do not obstruct work area or aisles				

Signature of evaluator: _____ Date: _____

A. KITCHEN (CONTINUED)	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Cleaning chemicals are stored properly and separate from food storage				
First aid kit is adequately stocked and readily accessible				
Documentation stating that employees have been trained in proper sanitation and handwashing techniques				
Properly sanitized personal protective equipment is provided				
Pest population is monitored and controlled				
Floor drains are checked regularly to ensure the water level to prevent noxious gas				
Other				
B. CAFETERIA	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Exits clearly illuminated with exit signs				
Appropriate aisle space between tables to allow for quick exit				
Appropriate seating capacity for size of room				
Documentation that employees have been trained to respond to a student who is choking or experiencing a seizure				
Spills are cleaned immediately				
Other				
C. ADMINISTRATIVE OFFICES	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Readily accessible emergency phone (with numbers labeled)				
Procedures for emergency dismissal plan are clearly posted				
After hours list of contact people clearly posted				
File cabinets and furniture are secure and do not obstruct access				
First aid kit is adequately stocked and readily accessible				
Other				

Signature of evaluator: _____ Date: _____

D. RESTRICTED AREAS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Chemicals are stored properly (see internal general building safety measures)				
Custodial Closets:				
• Cleaning materials & chemicals properly stored				
• Satisfactory housekeeping				
• Custodial closets are locked				
• Storage materials do not block sprinkler heads				
• Tools are properly and securely stored				
• Material Safety Data Sheets (MSDS) are maintained and readily accessible				
• "Restricted" sign is clearly posted				
Medication Cabinets/Storage:				
• Locked at all times				
• Medications properly stored at proper temperature and inventoried				
• Expiration dates of medications inspected regularly				
• First aid kit is adequately stocked and readily accessible				
• "Restricted" sign is clearly posted				
Boiler Room/Mechanical Room:				
• Room is not used for storage				
• Room is free of soot and clutter				
• Heating plant is in good repair				
• Stackpipe from the heating plant to the chimney securely supported, in good condition, and tightly fitted to the heating plant and chimney				
• Electrical boxes have covers				
• 5ABC fire extinguisher located in a readily accessible location				
• Boiler room/mechanical room is locked				
• Electrical breaker boxes are clearly marked				
• "Restricted" sign is clearly posted				
• Room temperature is maintained				
• Furnace/boiler room is free of surface water				

Signature of evaluator: _____ Date: _____

D. RESTRICTED AREAS (CONTINUED)	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Labs (after hours):				
• Lab doors are locked				
• "Restricted" sign is clearly posted				
Other				

E. RESTROOMS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Appropriate lighting				
Satisfactory housekeeping				
Hot water temperature is regulated				
Pipes are adequately wrapped to prevent burns				
Fixtures and sinks are in good condition				
All fixtures and stalls are easily accessed and exited; restrooms meet ADA accessibility requirements, especially in regard to entrance and exit				
Stalls and locks on stalls are in good repair				
Electrical receptacles are located in close proximity to sinks, wet areas, pipes, or other grounded equipment protected by ground fault circuit interrupters (GFCI)				
Liquid soap and paper towels (or hand dryer) are provided				
Overflows/floods are attended to immediately				
Wet floor signs are displayed when necessary				
Other				

Signature of evaluator: _____ Date: _____

General and Specialized Classrooms

This General and Specialized Classrooms section addresses safety in the following areas: general classrooms, science, agriculture, family and consumer science, trade and industrial/technology education, graphic design/art, and computer labs and library. Emphasis is placed upon the safe use of machines, chemicals, and personal protective equipment.

Because the checklist items in the "General Classrooms" area are broad and affect safety in all types of classrooms and classroom laboratories, they should be assessed in addition to specific building areas or specialized classrooms. This will ensure a comprehensive assessment. Corrective actions for potential problems in these areas may be located through the safety resources agencies listed in the Resources section of this guide.

A. GENERAL CLASSROOMS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Satisfactory housekeeping				
Appropriate lighting				
Floor in good condition				
No protruding objects or potential hazards such as extension cords or improper grounding				
Exits clearly illuminated with exit signs				
Aisle widths and other paths of travel meet ADA accessibility requirements, especially in regard to entrance & exit				
Emergency procedures with ADA guidelines are clearly posted				
Shelves are secured to wall and are appropriate for load				
Furniture is in good repair				
Light fixtures securely mounted, in good condition, and clean				
Equipment is secure and in good condition				
Operational fire alarm system (audio & visual)				
Electrical outlets have safety caps (elementary schools)				
Other				

Signature of evaluator: _____ Date: _____

B. SCIENCE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Restricted areas are clearly marked				
Appropriate Chemical Management:				
• Stored in chemical families				
• Safe storage facilities (acid cabinets, flammables cabinets, secure and lipped shelving, no chemicals above eye level, etc.)				
• All chemicals labeled with hazards, date of purchase, etc.				
• Documentation of legal chemical disposal				
• Current chemical inventory list				
Lab rules posted; safety orientation has been provided and signature indicating understanding is on file				
Properly sanitized personal protective equipment (including Z87 safety eyewear) is provided				
Class size appropriate for room space, number of laboratory stations, and activities				
Functioning sinks and eye wash stations are readily accessible to all students, and inspected quarterly				
Functioning lab shower provided, readily accessible to all students, and checked at least quarterly				
Easily accessible 5ABC fire extinguisher with current inspection				
Fire blanket is provided and easily accessible				
Appropriate ventilation is provided for activities in the laboratory and the storeroom				
Heavy items are stored on lower shelves				
Chemical spill kit is readily accessible				
Biological hazards are identified, labeled, and disposed of according to OSHA Bloodborne Pathogens Standard				
First aid kit is adequately stocked and readily accessible				
Electric outlets located outdoors or within 6' of a water source are protected by ground fault circuit interrupters (GFCI)				
Master shutoff valves readily accessible for gas, electricity, and water				
Material Safety Data Sheets are readily accessible				
Other				

Signature of evaluator: _____ Date: _____

C. AGRICULTURE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Number of students appropriate for activities				
Lab rules posted; safety orientation has been provided to students and signature indicating understanding is on file				
Proper storage of chemicals and herbicides; Material Safety Data Sheets (MSDS) are readily accessible				
Properly sanitized personal protective equipment is provided				
Proper handling, storage, and disposal of flammable and/or combustible liquids				
Appropriate ventilation for activities				
Functioning sinks and eye wash stations are readily accessible and inspected quarterly				
First aid kit is adequately stocked and readily accessible				
Proper exhaust/intake for activities				
Chemical spill kit is readily accessible				
Tools in good condition and stored properly				
Ladders in good condition provided where necessary and proper instruction is provided by instructor				
Heavy items are stored on lower shelves				
Other				

Signature of evaluator: _____ Date: _____

D. FAMILY AND CONSUMER SCIENCE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Cooking units clean and free of grease				
Number of students appropriate for activities				
Lab/kitchen rules posted; safety orientation has been provided to students and signature indicating understanding is on file				
5ABC fire extinguisher with current inspection properly mounted near exit				
Appropriate ventilation for activities				
Proper exhaust/intake for activities				
Gas and electrical shutoff valves are readily accessible				
Properly sanitized personal protective equipment is provided				
First aid kit is adequately stocked and readily accessible				
Clean-up kit is provided				
Handwashing signs with proper handwashing technique are posted				
Heavy items are stored on lower shelves				
Other				

Signature of evaluator: _____ Date: _____

E. TRADE AND INDUSTRIAL	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
A comprehensive safety program is in place and includes demonstrations, written tests, and performance assessments for the safe operation of each machine				
Documentation of parental safety authorization				
Student safety records and accident report forms are maintained for each student				
Equipment with guards secured and in good condition				
Lab rules posted; safety orientation has been provided to students and signature indicating understanding is on file				
Number of students appropriate for activities				
Multipurpose 5ABC fire extinguisher with current inspection properly mounted near exit				
Safety zones marked near equipment				
Compressed gas cylinders properly secured by drain or nesting				
Appropriate ventilation for activities				
Proper exhaust/intake for activities				
Proper storage of flammable and/or combustible liquids				
Tools in good condition and stored properly				
Wires, plugs, and connectors are in good working order				
Hoses and valves are in good working order				
Welding curtains in welding areas				
Properly sanitized personal protective equipment is provided				
Gas and electrical shutoff valves are readily accessible				
First aid kit is adequately stocked and readily accessible				
Ladders in good condition provided where necessary				
Heavy items are stored on lower shelves				
Storage area is neat and clean				
Proper disposal of waste materials				
Other				

Signature of evaluator: _____ Date: _____

F. TECHNOLOGY EDUCATION	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
A comprehensive safety program is in place and includes demonstrations, written tests, and performance assessments for the safe operation of each machine				
Student safety records, accident report forms, and parental safety authorization forms are maintained for each student				
Properly sanitized personal protective equipment is provided				
Lab rules are posted				
Power machines are properly lubricated, guarded, and in good condition				
Safety zones identified for each piece of stationary or portable equipment				
Cutting edges are sharp and in good working order				
Wires, plugs, and connectors are in good working order				
Hoses and valves are in good working order				
Automated equipment: cables are neat, wires are not frayed, limit switches and emergency switches are operational and unobstructed				
Hand tools are sharp, properly stored, operational, and free of dirt and grease				
Oily rags are disposed of in self-closing, noncombustible containers				
Pressurized cylinders secured and canned properly				
Welding curtains in welding area				
Multipurpose 5ABC fire extinguishers with current inspection are readily accessible				
Number of students appropriate for activities				
Signs enforcing safe operation of machines are posted (i.e., jewelry removal, hair management)				
Proper storage of flammable liquids				
A noise assessment and reduction plan is in place				
First aid kit is adequately stocked and readily accessible				

Signature of evaluator: _____ Date: _____

F. TECHNOLOGY EDUCATION - Continued	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Proper ventilation for activities; proper ventilation for toxic vapors				
Ladders in good condition provided where necessary				
Heavy items are stored on lower shelves				
Storage area is neat and clean				
Proper disposal of waste materials				
Other				

Signature of evaluator: _____ Date: _____

G. GRAPHIC DESIGN AND ART	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Number of students appropriate for activities				
Chemicals and art materials are handled, stored, and disposed of properly				
Properly sanitized personal protective equipment is provided				
Guarded equipment and tools are stored securely when not in use				
Eye wash stations and sinks are readily accessible and inspected quarterly				
Adequate ventilation for activities				
Spills are cleaned immediately				
Proper cleanup after activities (i.e., dusty or chemical-oriented activities)				
First aid kit is adequately stocked and readily accessible				
Other				

Signature of evaluator: _____ Date: _____

H. COMPUTER LABS AND LIBRARY	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Books properly shelved; shelves are adequate for load				
Electrical loads are placed on power strips (surge protectors)				
Electrical cords are in good repair and do not obstruct aisles				
Bookshelves and vertical cabinets are properly secured				
Furniture appropriate for computer use				
Other				

Signature of evaluator: _____ Date: _____

Playground/Outdoor Recreation Areas

Injuries caused by falls from playground equipment to a hard and unyielding surface are a common occurrence. Most playground and outdoor recreation injuries are caused by preventable hazards. Safety measures to prevent these hazards are outlined in this section.

Checklists included in this section relate to playground area and structures, playground activities, and bleachers. Corrective actions for potential problems in these areas may be located through the safety resources agencies listed in the Resources section of this guide.

A. PLAYGROUND AREA AND STRUCTURES	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Playground area is clear of vehicular traffic				
Playground area and structures meet ADA accessibility requirements				
Playground area is free of protruding tree branches				
Playground area is properly fenced				
Proper protective surfaces under playground equipment				
Painted surfaces are not chipping and in good condition				
Structures firmly anchored				
Nuts and bolts are tight				
Well-maintained and in good repair				
Free of hazardous debris				
Free of sharp edges				
Free of surface irregularities				
Free of excess water buildup				
Free of cracks and rusted surfaces				
No entrapment hazards				
Adequate height and width of structure				
Crawl spaces and openings are large enough to allow free passage by an adult				
No protrusions and/or entanglement hazards				
Ladders or climbers have tight rungs or nonslip steps				
Slides secured and in good repair; free of cracks or rusted areas				
Swings and swing seats are secured and in good repair; free of cracks or rusted areas				
Sandboxes clear of debris and covered at night				
Other				

Signature of evaluator: _____ Date: _____

B. PLAYGROUND ACTIVITIES	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Documentation stating that safety rules have been discussed with students				
Plans are in place to assist students with disabilities and others who may need extra help during an emergency				
Age-appropriate activities				
Activities are supervised; ratio of supervisors to students is manageable				
Appropriate number of students for activities				
Appropriate number of students on particular structures				
First aid kit is adequately stocked and readily accessible				
Documentation of first aid training for supervisors				
Other				
C. BLEACHERS	**OK**	**Potential Problem**	**Recommended Action/Plan for Improvement**	**Date Corrected**
Accessible seating areas meeting ADA guidelines are provided				
Structural soundness				
Well-maintained and in good repair				
Nonslip surface/treads				
Appropriate height				
Other				

Signature of evaluator: _____ Date: _____

Introduction

To better prepare school nurses, administrators, and instructors for emergencies that occur on school grounds, routine emergency care and emergency preparedness checklists have been included in this guide. By having a emergency preparedness plan in place, schools can ensure the safety of students, reduce liability, and lower insurance rates. Parties involved in these plans, such as school nurses or administrators, will vary by school district.

As in the previous checklists, many of the following guidelines are subjective, or open for interpretation. Broad terms and generality of particular guidelines were used deliberately to create liberal guidelines, as opposed to strict regulations. Parameters for the guidelines are to be determined by the checklist administrator, who should consider the activity at hand in relation to the safety checklist item. For additional information about emergency planning. See the Resource section in this guide.

A. ROUTINE EMERGENCY CARE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Individuals providing emergency care are identified and trained annually in basic first aid by the registered professional school nurse or other appropriate personnel				
School medical advisors are available for consultation				
CPR/obstructed airway training provided annually to school staff by accredited instructors				
Plan for emergency care is reviewed annually				
Other				

Signature of evaluator: _____ Date: _____

B. EMERGENCY PREPAREDNESS PLAN	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Plan Procedures:				
• Building plans are revised as necessary and distributed to staff annually				
• Emergency shelter areas are designated				
• A coordinator or manager of emergency situations has been identified				
• A trained individual is identified to manage the indoor/outdoor first aid station				
• A trained individual is responsible for emergency medications stored in the school office				
• All employees are prepared to give immediate care during disaster situations				
• Students with special health concerns who may require special assistance are accommodated				
• Plans are in place to meet communication needs of students or employees with vision impairments or hearing loss				
• Disaster procedures are written and distributed to staff for fire, severe weather, and earthquakes				
• Monthly or bimonthly disaster drills are planned and conducted				
• A building evacuation plan has been identified				
Methods of Communication:				
• Staff members are able to communicate (i.e., walkie-talkies)				
• Emergency medical system is available (EMS-911)				
•Student release procedures are identified				
• Emergency contact cards for students are filed in the main office				
Readily Accessible Emergency Supplies and Equipment:				
• Emergency broadcast monitor				
• Cellular phone				
• First aid kits				
• Blankets				
• Flashlights				
• Water				
• Food				
• Wrenches to turn off gas valves				
• Radio (with new batteries)				
Other				

Signature of evaluator: _____ Date: _____

Section IV: Sample Forms and Signs

This section provides administrators and instructors with sample signs and forms that can be used in the development of a uniform school safety program. This section is by no means comprehensive; it is a collection of forms that are currently being used in some Missouri public schools. Signs and forms in this section are simply samples that may need to be supplemented or modified to meet the needs of a particular district or program.

EMERGENCY TELEPHONE NUMBERS

Fire Department: _____

_____

Police: _____

_____

Ambulance: _____

_____

Hospital Emergency Room: _____

_____

Missouri State Poison Control Center: **1-800-392-9111**

_____

EMERGENCY TELEPHONE NUMBERS

Fire Department: _____

_____

Police: _____

_____

Ambulance: _____

_____

Hospital Emergency Room: _____

_____

Missouri State Poison Control Center: **1-800-392-9111**

_____

SAMPLE STUDENT EMERGENCY INFORMATION SHEET

NAME OF PARENT(S):_____

HOME PHONE:_____(unlisted Yes_____No_____)

CHILDREN'S BUS NUMBER_____

NAME OF CHILD/CHILDREN ENROLLED IN THIS SCHOOL:

Last_____First_____Middle_____

D.O.B._____Grade_____

Teacher_____Student#_____

Last_____First_____Middle_____

D.O.B._____Grade_____

Teacher_____Student#_____

Last_____First_____Middle_____

D.O.B._____Grade_____

Teacher_____Student#_____

SAMPLE STUDENT EMERGENCY INFORMATION SHEET (CONT.)

LIST PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY:

Name:_____ Home Address:_____

Home Phone:_____Work Phone:_____

Relation to Student:_____Celluar Phone/Pager:_____

Name:_____ Home Address:_____

Home Phone:_____Work Phone:_____

Relation to Student:_____Celluar Phone/Pager:_____

LOCAL NAME, ADDRESS AND DAYTIME PHONE NUMBER OF PERSON TO CONTACT WHEN THE ABOVE CANNOT BE REACHED:

Name:_____ Home Address:_____

Home Phone:_____Work Phone:_____

Relation to Student:_____Cellular Phone/Pager:_____

LIST ANY SPECIAL NEEDS (MEDICATIONS, ALLERGIES, DISABILITIES, ETC.) YOUR CHILD/CHILDREN MAY HAVE IN THE EVENT OF AN EMERGENCY:

_____

_____

IN CASE OF SERIOUS INJURY TO YOUR CHILD/CHILDREN AND YOU CANNOT BE LOCATED, INDICATE PHYSICIANS FOR EMERGENCY TREATMENT:

First choice: _____

Second choice: _____

Preferred Hospital:_____

Parent/Legal Guardian Signature:

_____ Date: _____

SAMPLE PARENT/GUARDIAN AUTHORIZATION AND RELEASE

Field Trips

We the undersigned parents/ guardians, do hereby authorize the undersigned child/children to participate in school sponsored field trips, including transportation to or from any event authorized in connection with participation in said classes.

Information regarding each individual field trip will be provided to parents/guardians prior to the event. Parents/guardians may choose NOT to have their child/children participate by notifying the school.

LIST ALL CHILDREN WHO MAY PARTICIPATE IN FIELD TRIPS:

_____

_____

_____

Date: _____

Special Concerns (i.e., medical, custody):

_____

_____

Name of person caring for child before/after school:

_____
Name

_____
Address Phone

Emergency Pick Up

I give permission for any adult listed below to pick up my child/children from school in case of an emergency or disaster.

_____

_____

_____

_____

Signature of Parent(s)/Guardian(s)_____

SAMPLE INCIDENT/ACCIDENT REPORT

School:_____

Name of Involved Person:_____Date of Birth: _____
Sex:_____

Home Address:_____

Parent or Guardian:_____

Date of Incident:_____ Time of Incident:_____ Location:_____

Description of Incident (i.e., nature of injury, equipment involved, witnesses, medical care involvement, treatment immediately following incident, other important facts):

_____

_____

_____

_____

_____

_____

_____

_____

Involved Parties after Incident:_____

_____

Parent/Guardian:_____

Health Care Personnel: _____
_____ Self
_____ Other: _____

Name of person completing form: _____
(print)

_____
(signature) (date)

Principal's signature: _____
(signature) (date)

After completion of this form with necessary signatures, a copy should be filed in the school office, business office and, if it is health-related incident, nurse's office.

Examples of health-related incidents to be reported on this form:

1. *Incidents that could develop complications, such as head injuries*
2. *Incidents that require medical attention*

SAMPLE PARENT/GUARDIAN SAFETY INFORMATION SHEET

School District: _____ School Name: _____

Teacher: _____ Program: _____

Dear Parent or Guardian:

Your child is enrolled in the _____program, which will require the use and operation of various tools and equipment under the supervision of a certified instructor.

Instruction in the safe operation of assigned tools, equipment, and procedures will be provided and students will be tested on safe use of each item. Extensive precautions will be taken to prevent accidents, but a certain risk is involved due to the nature of the experience and the learning environment.

Protective eyewear and clothing are required. Please discuss with your child the necessity of observing safety policies that have been established for this program. Please call me at the school if you have any questions or concerns. Thank you for your cooperation.

Signature:_____Date:_____
(Instructor)

I have read this letter and understand the risks involved in this type of program. I will discuss the safety aspects of the program with my child.

Signature:_____Date:_____
(Parent/Guardian)

Home Phone:_____Work Phone: _____

I agree to observe all safety rules and procedures for this course. I will wear protective eyewear and clothing as required.

Signature:_____Date:_____
(Student)

SAMPLE TECHNOLOGY EDUCATION SAFETY STUDENT HANDOUT

SAFETY GLASSES/GOGGLES

EVERYONE MUST WEAR SAFETY GLASSES! Even when you are not working on a machine, **you must wear safety glasses.**

CLOTHES AND HAIR

- IF YOU HAVE LONG HAIR, TIE IT UP.
- DO NOT WEAR LOOSE CLOTHING. Ties, scarves, and loose sleeves are prohibited.
- NO GLOVES.
- REMOVE ALL JEWELRY.
- WEAR APPROPRIATE SHOES. No open-toe sandals. Wear shoes that provide sure footing. When working with heavy objects, steel toe shoes are recommended.

SAFE CONDUCT

- NO HORSEPLAY. Maintain a serious attitude when working with and around machines.
- Be aware of what is happening around you. For example, be careful not to bump into someone working near you.
- Concentrate on what you are doing.
- Do not hurry. If you catch yourself rushing, slow down.
- Do not rush speeds and feeds or you may damage your part, the tools, or the machine.

MACHINING

- IF YOU DO NOT KNOW HOW TO DO SOMETHING - ASK!!
- DO NOT OPERATE A MACHINE UNLESS THE INSTRUCTOR IS PRESENT.
- WEAR SAFETY GLASSES.
- BEFORE YOU START THE MACHINE:
    - Study the machine. Know which parts move, which are stationary, and which are sharp.
    - Double-check that your work piece is securely held.
    - Remove chuck keys and wrenches.
- DO NOT LEAVE MACHINES RUNNING UNATTENDED!
- KEEP HANDS AWAY FROM THE CUTTING AREA. Do not attempt to removal material while the cutter is rotating
- DO NOT OVERREACH. Keep proper footing and balance.
- DISCONNECT EQUIPMENT FROM ELECTRICAL SERVICE BEFORE ADJUSTING OR CHANGING CUTTERS, BLADES, OR BITS.
- KEEP THE WORK AREA CLEAN AND ORDERLY.
- ITEMS NOT USED FOR INSTRUCTION ARE NOT ALLOWED IN THE WORK AREA.
- REPORT ALL INJURES TO THE INSTRUCTOR IMMEDIATELY.

I, _____, agree to adhere to these safety rules and any additional safety instructions given by the teacher. I understand that I may lose privileges if I fail to fulfill this agreements.

SAMPLE STUDENT SAFETY PERFORMANCE RECORD

School:_____ Teacher:_____

Program:_____ Period:_____ Year: _____

_____has observed safe operating procedure, has passed required
(Student's Name)
safety exams, and is permitted to operate the following items.

	Date Completed		
Tools or Equipment	Teacher Demonstration	Written Safety Assessment Passed	Performance Safety Assessment Passed

Student's Signature:_____ Instructor's Signature_____

SAMPLE SCIENCE LABORATORY SAFETY STUDENT HANDOUT

1. **DO NOT EAT, DRINK, SMOKE OR APPLY MAKEUP IN THE LAB.** Keep hands away from the face. Wash hands and work area with soap and water when activity is complete.

2. **CONTAIN LONG HAIR AND LOOSE CLOTHING.** Do not wear jewelry on lab days. Wear shoes that provide protection against spills or dropped objects.

3. **WEAR SAFETY GLASSES/GOGGLES.** Prescription glasses are not a substitute. Contact lenses are not recommended for wear in the science laboratory.

4. **KNOW HOW TO USE THE SAFETY EQUIPMENT.** Work with a partner so that one may assist the other in the case of an emergency.

5. **DEMONSTRATE SAFE BEHAVIORS.** Stay in the assigned work area. Keep the area as uncluttered as possible; only the lab manual, notebook, pencil, and experimental materials should be on the lab table. Clean up all spills or broken equipment as soon as possible. Notify the teacher of any hazards.

6. **CONDUCT ONLY THOSE EXPERIMENTS THAT HAVE BEEN AUTHORIZED BY THE TEACHER**. Untested combinations of chemicals can be very dangerous and do serious damage to students and the classroom.

7. **DO NOT POINT HEATED CONTAINERS SUCH AS TEST TUBES OR FLASKS AT ANYONE, INCLUDING ONESELF.**

8. **DISPOSE OF ALL WASTE MATERIALS SAFELY.** Put all waste glass in one container, paper products in another, and chemicals as directed by the teacher.

9. **DO NOT TASTE, SMELL, OR TOUCH ANY CHEMICAL WITHOUT TEACHER PERMISSION.**

10. **KEEP OUT OF MATERIAL STORAGE AREAS.**

11. **DO NOT REMOVE ANY MATERIALS FROM THE CLASSROOM WITHOUT PERMISSION FROM THE TEACHER.**

12. **DO NOT WORK ALONE IN THE LABORATORY.**

Source: Lemons, J.L. *Missouri Secondary Science Safety Manual*. Jefferson City, MO: Missouri Department of Elementary and Secondary Education, 1997.

SAMPLE SAFETY CONTRACT/RULES AGREEMENT FOR STUDENTS

I WILL:

1. Follow all instructions given by the teacher and/or written in the experiment.
2. Wear proper protection for eyes, face, hands, and body as needed.
3. NOT smoke, eat, drink, or apply makeup in the laboratory.
4. Perform only experiments that have been authorized by the teacher.
5. Know the location and use of all classroom safety equipment and understand emergency procedures.
6. Carefully dispose of all waste materials as directed by the teacher.
7. Behave in a safe and responsible manner at all times.

I, _____, agree to adhere to these safety rules and any additional safety instructions given by the teacher. I understand that I may lose laboratory privileges if I fail to fulfill this agreements.

_____ _____
Signature Date

_____ _____
Parent's Signature Date

Source: Lemons, J.L. *Missouri Secondary Science Safety Manual*. Jefferson City, MO: Missouri Department of Elementary and Secondary Education, 1997.

RESTRICTED AREA

NO STUDENTS ALLOWED

YOU MUST WEAR

PROTECTIVE EYEWEAR

WHEN MACHINES

ARE IN USE

ASK FOR

INSTRUCTIONS

BEFORE OPERATING

DISCARD WASTE

IN THIS

CONTAINER

DO NOT

REMOVE

GUARD

PERFORMANCE AND

WRITTEN ASSESSMENT

REQUIRED BEFORE

USING TOOLS OR

EQUIPMENT

NO EATING, DRINKING, OR GUM CHEWING

USE EXTREME CAUTION

STOP

SEE INSTRUCTOR BEFORE OPERATING

STOP

TIE BACK LOOSE HAIR AND CLOTHING BEFORE OPERATING EQUIPMENT

REMOVE ALL JEWELRY BEFORE OPERATING EQUIPMENT

STOP

DO NOT ENTER

CAUTION!
FLAMMABLE

OUT OF
ORDER
DO NOT USE

PROJECTED DATE OF REPAIR

_____

CAUTION
WET FLOOR

CAUTION

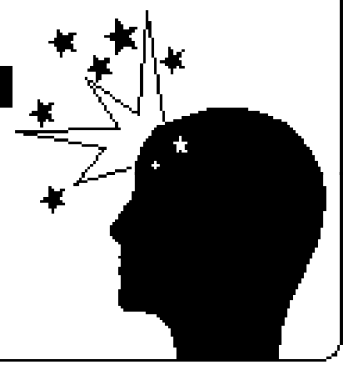
HAZARDOUS
CHEMICALS

CAUTION
HOT

WATCH
YOUR
STEP!

LOW CLEARING

WATCH YOUR HEAD!



SAFETY ZONE

WASH HANDS AFTER USE

RETURN TOOLS AND/OR EQUIPMENT TO PROPER PLACE

Visitors Must Sign In

STORE HEAVY ITEMS ON LOWER SHELVES

Note: This list is for reference only. No endorsement of these sites is thereby meant. No representation or warranty concerning the quality or any other characteristic of these sites is being made by the Missouri Department of Elementary and Secondary Education.

Administrative Resources

American Association of School Administrators
1801 N. Moore St.
Arlington, VA 22209
(703) 528-0700
http://www.aasa.org

National Association for Pupil Transportation
P.O. Box 745
East Moline, IL 61244

National School Boards Association
1680 Duke St.
Alexandria, VA 22314
(703) 838-6722
http://www.nsba.org

Missouri Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102-0480
http://services.dese.state.mo.us/text.html

Agriculture Safety

Kansas State University
Agricultural Safety Manual
Manhattan, KS 66506
(785) 532-6011
http://www.vet.ksu.edu/SAFETY/CONTENTS.HTM

1998 North Carolina Agricultural Chemicals Manual
National Integrated Pest Management
1017 Main Campus Dr,
Raleigh, NC 27606
http://ipmwww.ncsu.edu/agchem/agchem.html

Air Quality/Environment

Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176
Jefferson City, MO 65102-0176
(573) 751-4817

Action on Smoking and Health
2013 H Street NW
Washington, DC 20006
(202) 659-4310
http://www.ash.org

American Lung Association of Eastern Missouri
1118 Hampton Ave.
St. Louis, MO 63139-3196
(314) 645-5505
(800) 586-4872
http://www.lungusa.org

EPA Indoor Air Quality Page
http://www.epa.gov/iaq

Americans with Disabilities Act/ Individuals with Disabilities Education Act

Americans with Disabilities Act Document Center
http://janweb.icdi.wvu.edu/kinder

Individuals with Disabilities Education Act Amendments of 1997
http://www.ed.gov/offices/OSERS/IDEA

National Institute on Disability and Rehabilitation Research - U.S. Department of Education
http://www.abledata.com/index.htm

Great Plains Disability & Business Tech. Assistance Center
4812 Santana Circle
Columbia, MO 65203
(800) 942-4232

Art Safety

Arts, Crafts, and Theater Safety
181 Thompson St. #23
New York, NY 10012-2586
(212) 777-0062
http://www.caseweb.com/ACTS/index.html

Northwestern University Department of Art Theory and Practice
Safety Desk Book
(847) 491-7346
http://www2.mmlc.nwu.edu/art/safety/index2.html

Athletics

Missouri State High School Activities Association
1808 I-70 Dr. SW
Columbia, MO 65203
(573) 445-4443

Bloodborne Pathogens

Centers for Disease Control (CDC)
1600 Clifton Rd. NE
Atlanta, GA 30333
(404) 639-3311
http://www.cdc.gov

Chemical Safety/Material Safety Data Sheets

Missouri Poison Control Hotline
(800) 366-8888

American Chemical Society
1155 16th St. NW
Washington, DC 20036
(202) 872-4515
http://www.acs.org

National Fire Protection Association
Chemical Hazard Labels
Office of Radiation, Chemical & Biological Safety
Michigan State University
C1124 Research Complex - Engineering
East Lansing, MI 48824-1326
(517) 355-0153
http://www.orcbs.msu.edu/chemical/nfpa/nfpa.html

Extoxnet - The Extension Toxicology Network
http://ace.ace.orst.edu/info/extoxnet/ghindex.html

Material Safety Data Sheets on the Internet
Oklahoma State University
Environmental Health and Safety
http://www.pp.okstate.edu/ehs/links/msds.htm

Material Safety Data Sheets
National institute of Health
http://www.niehs.nih.gov/wetp/clear/resource/msds.htm

Enviro-Net
Digital Resources for Environmental Professionals
http://www.enviro-net.com/technical/msds

Disaster/Emergency Preparedness Planning

Disaster Planning Information
http://www.ag.uiuc.edu/~disaster/disaster.html

Disaster Resource Guide
P.O. Box 15243
Santa Ana, CA 92735
(714) 558-8940
http://www.disaster-resource.com

Federal Emergency Management Agency
Region VII
2323 Grand Blvd.
Kansas City, MO 64108
(816) 283-7002
http://www.fema.gov

Missouri State Emergency Management Agency
P.O. Box 116
Jefferson City, MO 65102
(573) 526-9113
http://www.sema.state.mo.us/semapage.htm

Fire Safety

Fire Link
Fire/EMS Departments on the Net
http://www.firelink.com

National Fire Protection Association
One Battery Park
Quincy, MA 02269-9101
(617) 770-3000
http://www.nfpa.org

United States Fire Administration
16825 South Seaton Ave.
Emmitsburg, MD 21727
(301) 447-1000
http://www.usfa.fema.gov

Fire and Rescue Training Institute
University of Missouri-Columbia
240 Heinkel Building
Columbia, MO 65211
(573) 882-4735

First Aid

American Red Cross
Public Inquiry office
6th Floor
8111 Gatehouse Rd.
Falls Church, VA 22042
(703) 206-7090
http://www.redcross.org

General Safety & Safe Schools Act

OHSA Office
6200 Connecticut Ave.
Suite 100
Kansas City, MO 64106
(816) 483-9531
http://www.OSHA.gov

OSHA Office
911 Washington
Suite 420
St. Louis, MO 63101
(314) 425-4249
http://www.OSHA.gov

Missouri Department of Public Safety
P.O. Box 844
Jefferson City , MO 65102
(800) 877-5688
http://www.dps.state.mo.us

National Institute for Occupational Safety and Health (NIOSH)
(800) 35-NIOSH
http://www.cdc.gov/niosh/homepage.html

National Safety Council
1121 Spring Lake Dr.
Itasca, IL 60143-3201
(630) 285-1121
http:///www.nsc.org

Central Missouri Safety Council
104 Parkade Center
Columbia, MO 65203
(573) 443-7245
http://safety.missouri.org/

Safety 4 You, Inc. (Chemical Protective Wear)
9765 Widmer
Bldg. 5

Lenexa, KS 66215
(913) 492-0860
http://www.safety4.com/
Safety Connection
(800) 345-8101
http://www.safetydeck.com

Safety Online
(800) 989-6559
http://www.SafetyOnline.net

National School Safety Center
4165 Thousand Oaks Blvd., Suite 290
Westlake Village, CA 91362
(805) 373-9977

National SAFE KIDS Campaign
1301 Pennsylvania Ave., N.W.
Suite 1000
Washington D.C. 20004
http://www.safekids.org/home.html

Hazardous Waste

Missouri Department of Natural Resources
Hazardous Waste Program Enforcement Unit
P.O. Box 176
Jefferson City, MO 65102-0176
(573) 751-2032

Medications

Food and Drug Administration
http://www.fda.gov
Pharmaceutical Information Network
http://pharminfo.com/drugdb/

Paints, Solvents

Missouri Department of Natural Resources
Technical Assistance Program
P.O. Box 176
Jefferson City, MO 65102-0176
(573 526-6627
(800) 361-4827

Playground Safety

National Playground Safety Institute (NPSI)
National Recreation and Park Association
22377 Belmont Ridge Rd.
Ashburn, VA 20148
(703) 858-0784
http://www.nrpa.org/playsafe/playsafe.htm

Sanitation

National Sanitation Foundation (NSF International)
3475 Plymouth Rd.
Ann arbor, MI 48105
(800) NSF-MARK
http://www.nsf.org

Science Safety

National Science Teachers Association
1840 Wilson Blvd.
Arlington, VA 22201-3000
(703) 243-7100
http://www.nsta.org

*Missouri Secondary Science Safety Manua*l by Judith Lemons, PhD.
Available from:
Assessment Resource Center
(800) 366-8232

National Academy of Sciences
2101 Constitution Ave., NW
Washington, D.C. 20418
http://www.nas.edu

Solid Waste, Recycling

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176

Jefferson City, MO 65102-0176
(573) 751-5401

Technology Education Safety

Environmental Health and Safety
http://www.pp.okstate.edu/ehs/links/machine.htm

University of Florida
Shop Safety Manual
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Transportation

National School Transportation Association
P.O. Box 2639
Springfield, VA 22152
(703) 644-0700
http://www.schooltrans.com/

National Association for Pupil Transportation
4 Tower Place
Executive Park
Albany, NY 12203-0647
(800) 989-NAPT
http://www.napt.org

Water Quality, Floor Drains

Missouri Department of Natural Resources
Water Pollution Control Program
P.O. Box 176
Jefferson City, MO 65102-0176
(573) 751-1300

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