

Related Entries: (Incident Reporting Procedures, Individual Building Procedures (Site Specific))

Emergency Maintenance/Building Procedures

The following procedures shall be followed to ensure a safe and orderly working and learning environment:

- (1) Each school shall maintain a record of accidents. Records shall be made on a form and in the manner provided by the Director of Insurance & Benefits or as otherwise provided by law, State Board of Education Rules or policies of the School Board.
- (2) All maintenance/building emergencies which occur **before 8:00 a.m. or after 4:30 p.m.** shall be reported by telephone within 15 minutes of their occurrence to the Maintenance Emergency Number and/or the After Hours Number (per the District Incident Reporting Procedures Card) and then to the appropriate Maintenance Department Zone Service Manager. If staff cannot personally speak to the appropriate Zone Service Manager, staff shall continue to call until they have personally spoken with a Manager in another Maintenance Zone or the Coordinator of Safety, Security and Inspections Department.
- (3) All schools/sites shall develop and maintain their own building procedures for all equipment, mechanical systems, electrical systems, plumbing systems and all emergency systems on how to isolate the systems in the case of an emergency in order to keep all students, staff and visitors safe and to minimize damage to the schools/sites.
- (4) The building procedures should be approved and signed off by the maintenance department to insure that all information is correct in every aspect
- (5) All Principals/Directors shall insure that all administrative staff, building supervisors and all staff personnel are continuously trained with their building procedures.
- (6) Schools/sites shall follow their own building procedures manual (two copies; one located in the front office and the second located in the building supervisor's office) for isolating water, electrical, plumbing, chiller equipment and all emergency systems to keep students, staff and public safe and to minimize damage to the school at the same time word is being passed to School District Administrator.
- (7) School District Incident Reporting Procedures shall be followed for communicating the incident any time of the day or night.

- 43 (8) Incident report shall be phoned in to Communications Department within 15 minutes
44 of the incident (if possible). If after hours the incident report shall be phoned in
45 8:00am the next workday.
46
- 47 (9) All schools shall have designated personnel to communicate the incident to the
48 proper School District Administrative Staff, designated personnel to report to the
49 scene of the incident and designated personnel to be assigned to all hospital (s) (if
50 needed).
51
- 52 (10) All designated personnel shall have means to keep in constant communication with
53 the Principal (or designated Administrative Staff).
54
- 55 (11) All designated personnel shall have back-up personnel (in case they are not
56 available) including personnel appointed to stand in for the Principal.
57
- 58 (12) A work order shall be sent into the Maintenance Department from the location of the
59 incident the day of the incident or if incident is after working hours the next workday
60 so Maintenance Department has something they can charge the incident to.
61

62
63 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1013.12, F.S.

64
65 Adopted: 1/6/09