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MetroED

Metropolitan Education District

METROPOLITAN EDUCATION DISTRICT

MetroED
Employee Safety Newsletter

Let's Talk...



Emergency
Preparedness

DID YOU KNOW YOU ARE A STATE EMERGENCY WORKER DURING A DECLARED EMERGENCY??

Employees working for a school district must be prepared in advance for a disaster. If and when a disaster occurs, all school employees must respond in accordance with legal requirements. Schools are responsible for the safety and welfare of the students and staff during and after a disaster and they are expected to provide shelter to members of the community should the need arise.

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

The policy is as follows:

◆ In case of a declared emergency by the Superintendent or designee during school hours, all students will be required to remain at school or an alternate, safe site under the supervision of district personnel:

⇒ Until regular dismissal time and then released only if it is considered safe, or

⇒ Until released to an adult authorized by the parent or legal guardian whose name appears on the District records.

◆ To provide this supervision and care, MetroED personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and legal statutes included in the Disaster Emergency Guide (refer to the following page). **The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District.** The authority also extends to the City of San Jose and to Santa Clara County to declare an emergency and press public employees into service as disaster service workers.

Please inform family and friends what your responsibility is during an emergency so they do not worry about you. We recommend that you have a plan at home so your loved ones know who to contact in case of emergency.

MetroED will be participating in the Great Shake Out on October 20, 2022. This is a good time to also evaluate your procedures at home.

HAVE A PLAN FOR HOME AND VEHICLE

The first 72 hours after an earthquake are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient, able to live without running water, electricity and/or gas, and telephones, for at least three days following a quake. To do so, keep on hand in a central location the following:

- **Food.** Enough for 72 hours, preferably one week.
- **Water.** Enough so each person has a gallon a day for 72 hours, preferably one week.
- **First Aid Kit**
- **Fire Extinguisher**
- **Flashlights and extra batteries**
- **Portable radio with extra batteries**
- **Extra blankets, clothing, shoes and money**
- **Alternate cooking sources.** Store a barbecue or camping stove for outdoor camping. Caution: Ensure there are no gas leaks before you use any kind of fire as a cooking source and do not use charcoal indoors.
- **Special items:** Medications, glasses, food for infants, pet food.
- **Tools.** Have an adjustable or pipe wrench for turning off gas and water.
- **Porta Pottie** and toilet paper
- **Car gas tank** always half full or more
- Hand sanitizer and masks

You should also have emergency supplies in your vehicle in case an earthquake would hit while you are driving. It is a good idea to have a first aid kit, food, water, flashlight and a sensible set of shoes in case you need to walk to get assistance.

The Federal OSHA standard, 29 CFR 1010.1200 requires that employers provide access to current safety data sheets (SDS) for all hazardous materials used by employees and/or customers. We currently have binders at each site. MetroEd has researched a more efficient procedure and has contracted with the 3E Company to assist us to provide a safe environment for all staff and students.

SDS contain valuable safety information. They can also help to reduce risk and potential liability related to chemical use and exposure. SDS should be requested in medical emergencies, chemical spills and employee training situations.

The SDS on Demand program will provide us with access to more than 1.25 million updated product-specific SDS. This service is very easy to use: simply call 3E's toll-free 800 number 24 hours a day, 365 days a year to request SDS. The SDS will be faxed or mailed to the register within a specific time frame, according to the urgency of the request.

Materials will be provided for your reference. Posters must be posted.

HOW TO REQUEST A SDS:

To request a safety data sheet (SDS), an employee simply calls 1-800-451-8346 or mail the request to 3E Company. To ensure your request is quickly processed, it is extremely important to provide as much of the following product information as possible:

- Product Name
- Manufacturer name
- Product number (found on side of container)
- UPC code (if available)

Please be as specific as possible when requesting SDS for a product. Separate SDS are maintained for products that have even very minor differences from others.

All SDSs may be reviewed and printed out by going to the 3E online link. The MetroEd SDS link is available on the MetroEd website in the Safety tab on the Home page.

Please do not have unmarked bottles containing hazardous chemicals. Do not bring unauthorized chemicals from home. All chemicals on site must have a SDS on file. That is the law!

The 3E Program provides the following to assist with compliance:

- ⇒ 24-hour Safety Data Sheet Program
- ⇒ 24-hour spill and information hotline
- ⇒ 24-hour exposure/poison control hotline

24/7 HOTLINE 1-800-451-8346

Disinfecting wipes are pesticides and must be used according to label directions.

Disinfecting wipes are antimicrobial products that are used to kill germs. Many teachers and other school staff use disinfecting wipes daily for health and safety purposes. Disinfecting wipes are registered pesticides and like all pesticides, must be used according to the label directions, including keeping them out of the reach of children.

Microfiber cloths are a reusable, less expensive alternative to disinfecting wipes that do an effective excellent job at cleaning dirt, grime, and germs from nonporous surfaces with nothing more than rinsing and wringing the cloth out with water before and after use.

All school staff who use disinfecting wipes are required to participate in training to learn about the safe use of pesticides around children. All certificates showing training date must be posted in the classroom, custodial closet or office.

STORM DRAIN REGULATION

Illegal discharge of pollutants into any storm draining system is a violation of Section 5650 of the California State Fish and Game Code, Sections 9.08.360 and 15.12.110 of the San Jose Municipal Code and ordinance of the Santa Clara Valley Water District.

Conviction for violations of these regulations could result in fines of \$1,000 for each offense of the City Municipal Code and or six months in jail.* Convictions of state water codes could result in fines ranging from \$2,000 to \$10,000 per day for any discharge of pollutants into surface waters.*

Dumping of dirty water into the dirt or plant beds is also prohibited.

*If you are the one who dumped/poured pollutants, you will be held personally liable.

If you have any questions regarding this matter, please feel free to call the Facilities Department..

Save our waterways and bay!

