

## ARTICLE II: BUILDING & CUSTODIAL SERVICES

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## **POLICY 4-2.1 SAFETY OF SCHOOL FACILITIES**

### **Generally**

Providing safety measures against all hazards – i.e. fire, inclement weather, intruders, terrorism, health-related emergencies and accidents is the responsibility of each Hanover County school principal, as well as of each Hanover County School Board employee and student. The division superintendent and principals shall enforce safety measures mandated by all applicable law and School Board policies.

### **Inspections**

The principal or designee and a custodian of each school shall make at minimum one inspection per month of fire escapes, emergency exits, playgrounds, playground equipment and any other areas critical to the safety of students and staff. The principal, designee, or the custodian and/or custodial supervisor shall also inspect daily for plant cleanliness. Building Services will schedule the annual Fire Extinguisher Inspection, semi-annual Hood Inspections, and periodic elevator inspections. Principals shall notify the central office support services department when fire extinguishers have been discharged.

### **Emergency Dispersal**

Emergency evacuation of buildings and disaster drills at each school shall be developed and effected in accordance with all applicable law, including specifically the school safety and crisis management plans designed for each school pursuant to School Board Policy 4-2.2.

### **Reporting of Hazards**

#### Safety Hazards

It is the duty and responsibility of each School Board employee to assure that all equipment and grounds are free from hazardous conditions. Any perceived hazard shall be reported immediately to the division superintendent or his designee for inspection and corrective action.

#### Hazardous Chemicals

The division superintendent shall approve and issue regulations to ensure that employees are made aware of hazardous chemicals either used in their job or stored near their job site and shall name a designee to evaluate and label toxicity of all materials used in the division in accordance with criteria established by the Virginia Department of Education and state and federal law and/or regulations.

### **Fire Drills**

As required by Virginia law, every Hanover County public school shall conduct a fire drill at least once per week every week during the first twenty school days of each session and more often if necessary in order that pupils may be thoroughly practiced in such drills. During the remainder of the school sessions, fire drills shall be held at least monthly.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-137, 22.1-272.1, 22.1-274.1, 22.1-278.1, 22.1-280.1; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260, and Governing Criteria to Identify Toxic Art Materials, 8 VAC 20-530-10.

*Recodified: August 2000*

*Amended: August 19, 2008, March 8, 2011*

## **ACCOMPANYING REGULATION**

### **REGULATION 4-2.1 HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN**

Hazardous materials accidents are perhaps the most significant risk to health or the environment from small or large quantities of chemicals that are used, stored and transported to and from the schools. Whether such accidents occur in the classrooms or off school grounds school personnel, students, and patrons are at risk. Hanover County School Board policy dictates continuous safe management of all chemicals, regulated or otherwise, during all phases of School Board activities.

#### **Hazardous Materials Management**

Each building principal or his designee shall maintain material safety data sheets ("MSDS") as required by all applicable law in a central location. Where appropriate, the building principal or his designee shall identify hazardous materials for those School Board employees who should be aware of the presence of such materials to satisfactorily perform their job duties and/or to protect other school personnel, students and patrons.

#### **Hazardous Materials Handling**

Precautions (i.e., student instructions, employee training, and supervision) shall be taken to maximize safety in the handling of hazardous materials. Instruction and training are crucial to ensuring that hazardous materials are properly managed during handling. Only properly instructed students and trained employees will be authorized to handle hazardous materials. The support services department shall develop and provide all appropriate training for the handling of hazardous materials.

#### **Emergency Prevention and Recognition**

School Board policy emphasizes the prevention of accidents and the need for established procedures to provide early recognition and detection of hazardous situations that, if left unresolved, may lead to emergencies. Prevention and recognition of potential hazards is preferable to having to respond to an actual emergency. Prevention and hazard recognition are accomplished by having well-trained personnel and a systematic program to monitor all areas that might pose a potential hazard. The support services department shall develop and provide all appropriate training for emergency prevention and recognition.

#### **Emergency Response Procedures**

The emergency response procedures in this section describe those actions to be taken in the event of an emergency. Protection of students and personnel is the highest priority of these emergency response procedures; therefore, notification and evacuation are the most important elements of these procedures. Each building principal shall designate a school emergency coordinator who shall receive any training as is provided from time to time by the support services department.

#### **Initial Response Procedures**

Should any student or employee discover any condition involving hazardous materials that presents an imminent or potential threat of an emergency condition, they

shall first retreat to a safe distance from the site of the hazard and use the most efficient means of communication, such as a radio or telephone, to report the condition to the school's emergency coordinator or one of the designated alternates. If none of these persons is immediately available, the student or employee should dial 911 to request outside assistance. *In no case* should a single individual attempt to take responsive actions to an emergency condition unless notification has been made to someone qualified to implement emergency response procedures. Once the student or employee has notified a responsible party, the first responding employee should secure the immediate area to prevent others from being placed at risk and take any appropriate response actions according to his level of training.

### **Emergency Coordinator Response Procedures**

In case of an imminent or actual emergency, the individual school emergency coordinator shall immediately:

1. Assess the situation and decide whether to implement the school's emergency contingency plan.
2. Activate the school's alarm to alert students and personnel, when necessary.
3. Dial 911 to notify emergency response personnel if necessary. This notification will include:
  - a. The emergency coordinator's name and the school's telephone number.
  - b. Name and address of school.
  - c. Time and type of incident.
  - d. To the extent known, name and quantity of material(s) involved.
  - e. Injuries, if any.
  - f. Possible hazard to human health or the environment inside or outside of the school.

*Amended: August 28, 2007*

## **POLICY 4-2.2 SCHOOL CRISIS, EMERGENCY MANAGEMENT, and MEDICAL EMERGENCY RESPONSE PLANS**

The Hanover County School Board is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety, the division superintendent or his designee shall develop and implement comprehensive school crisis, emergency management, and medical emergency response plans which will comply with and enforce all applicable state and federal laws, rules and regulations using the National Incident Management System (NIMS) and Incident Command System (ICS) recommended by the Federal government.

The plan will provide that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency, as defined in the emergency response plan, when there are victims, as defined in Virginia Code § 19.2-11.01, as well as current contact information for both. The plan shall also include the following elements:

A **Mitigation/Prevention Plan**, which includes measures designed to:

1. Assess physical and environmental risks.
2. Assess social and emotional well-being of students, faculty and staff.
3. Assess school culture and climate.
4. Determine mitigation activities and a plan to prioritize those risks that cannot be mitigated.
5. Raise student and staff awareness about school safety and provide appropriate means for reporting concerns about safety. Written procedures to follow in emergencies (such as fire, inclement weather, injury, illness, and violent or threatening behavior) shall be outlined in the student handbook and discussed with students and staff during the first week of each school year. Students and staff should also be clearly informed of all disciplinary rules, with particular emphasis on those bearing on safety.
6. Train professional staff to recognize the warning signs that may precede violent conduct and provide a process for referring students in need of help.
7. Make use of community resources, including parents and the local law enforcement departments, in developing strategies for keeping the schools and community safe.
8. Identify and respond to potential safety concerns. Each school within the school division shall conduct a school safety audit as further outlined in Regulation 4-2.2. The division superintendent shall maintain a list of division schools which have completed the safety audit.
9. Equip all exit doors with panic hardware as required by the Uniform State Building Code.
10. Have space available for the proper care of students who become ill.

A **Preparation Plan**, which includes measures designed to:

1. Institutionalize the National Incident Management System and Incident Command System, assigning roles and responsibilities to individuals.
2. Outline crisis teams and community partners' responsibilities as detailed in Memoranda of Understanding.
3. Incorporate pre-negotiated contracts for services that may be needed in an emergency.
4. Outline steps for transferring command from school administrators to other agencies as situation dictates.
5. Provide criteria for response to evacuation, lockdown, shelter in place, etc.
6. List emergency command center and go-kit components.
7. Provide information about the school's facilities.
8. Detail individual crisis communication plans with faculty, staff, students, district administrators, first responders, parents or guardians and the media as appropriate. The following elements shall be included in each school's written safety and crisis management plan:
  - a. A process by which employees can notify the principal or other administrator of an existing emergency.
  - b. A process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any.
  - c. Designation of a person or persons to handle immediate emergency tasks, including calling 911 and disabling school bells.
  - d. Protocol for notifying persons outside the school of an existing emergency and for fielding incoming inquiries and visits during and following an emergency.
9. List school wide and classroom specific communication devices and how to use them.
10. Incorporate plans for communicating emergency plans with parents and guardians as appropriate
11. Promote communication equipment interoperability with those of first responders.
12. Provide guidance on reunification plans and procedures.
13. Define emergency response training to be provided to faculty, staff, students and parents as appropriate.
14. Outline a schedule of drills and exercises.
15. Detail maintenance for continual revision of school emergency response plans.

**A Response Plan**, which ensures immediate and effective action in a crisis or potential crisis situation.

1. The School Board shall ensure that every school within the school division develops a written school crisis emergency management plan, consisting of the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:
  - a. natural disasters, including earthquake, fire, flood, or severe weather;
  - b. loss or disruption of power, water, communications, or shelter;
  - c. bus or other accidents;
  - d. medical and health emergencies;
  - e. student or staff member deaths;
  - f. explosions;
  - g. bomb threats;
  - h. gun, knife, or other weapon threats;
  - i. spills or exposures to hazardous substances;
  - j. the presence of unauthorized persons or trespassers;
  - k. the loss, disappearance, or kidnapping of a student;
  - l. hostage situations;
  - m. violence on school property or at school activities;
  - n. incidents involving acts of terrorism;
  - o. other incidents posing a serious threat of harm to students, personnel, or facilities; and
  - p. imminent risk of suicide by students.

This plan shall be developed and fully operational or revised by September 30 of each year. Schools may consult the model crisis plan and emergency plan developed by the Virginia Board of Education.

2. All schools must have contingency plans for emergencies that include staff certified in use of AED's (Automated External Defibrillators), Cardiopulmonary Resuscitation (CPR), the Heimlich Maneuver, and emergency first aid. In addition, the school administration shall ensure that the school has:
  - a. Written procedures for responding to emergencies, such as fire, injury, illness, and violent or threatening behavior, including outside threats to safety and security such as bomb threats or threatening conduct by persons not part of the school community. The plan will be acknowledged in the student handbook and discussed with staff and students during the first week of each school year.
  - b. Written procedures for responding to violent, disruptive or illegal activities by students or others within the school community while on school property or during a school-sponsored activity. Specific procedures shall be established for responding to verbal or physical threats and other forms of threatening conduct.
  - c. Procedures for responding to medical emergencies.
  - d. Written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

**A Recovery Plan**, which includes measures designed to:

1. Provide a damage-assessment protocol for physical assets.
2. Outline procedures and strategies for physical and structural recovery.
3. Outline financial and logistical protocols for recovery.
4. Establish procedures for making decisions about school closures and reopening.
5. Incorporate a Continuity of Operations Plan.
6. Provide protocols for activating Memoranda of Understanding with other agencies.

7. Identify types of support and offers strategies for providing follow-up and on-going mental-emotional recovery interventions.
8. Provide guidelines for standing and temporary memorials, and the observance of anniversaries.
9. Provide guidelines for screening volunteers and accepting donations in emergency situations.

Each school within the School Division shall annually conduct school safety audits using the item list developed by the Superintendent of Public Instruction. The results of such school safety audits shall be made public within 90 days of completion. The School Board will review annually each school's plan. The School Board has the authority to withhold or limit the review/release of any security plans and specific vulnerability assessment components, as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 2.2-3705, 22.1-78, 22.1-272.1, 22.-279.8; Virginia Board of Education Regulations Governing School Facilities and Safety, 8 VAC 20-131-260.

*Recodified: August 2000*

*Amended: July 16, 2003, November 7, 2007, August 19, 2008, August 4, 2009, January 10, 2012*

## ACCOMPANYING REGULATION

### REGULATION 4-2.2 SCHOOL SAFETY AUDITS

A "safety audit" means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues, and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board's standards for student conduct.

The division superintendent shall maintain a list of division schools which have completed the safety audit pursuant to this regulation. Each school shall maintain a copy of the school safety audit report within the office of the school principal and shall make a copy of such report available for review upon request. Such reports may exclude security plans and vulnerability assessment components. Each school shall maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections shall be determined by the School Board in consultation with the local health and fire departments.

*Amended: July 16, 2003*

### **POLICY 4-2.3 MANAGEMENT OF BUILDINGS AND GROUNDS**

Hanover County School Board properties shall be maintained in good physical condition: safe, clean, sanitary, comfortable, and convenient. The division superintendent assumes the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and recommending to the School Board the employment of personnel as may be necessary to discharge this responsibility. At the building level, the principal is responsible for overseeing operation and maintenance of the school plant and for the proper care of school property by the staff, students, and patrons.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79 (3), 22.1-293 (D).

*Recodified: August 2000*

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### **POLICY 4-2.4 MAINTENANCE OF SCHOOL FACILITIES**

#### **Generally**

To meet its responsibility of properly maintaining all school buildings at maximum efficiency, the Hanover County School Board directs that all buildings be inspected annually and any necessary repairs and maintenance completed. Each inspection shall generate a report including major and minor maintenance items for care of the building and grounds. The results of the inspections will be compiled by the division superintendent and reported to the School Board.

#### **Preventative Maintenance**

The School Board believes that a proper program of preventative maintenance is a requirement for efficient, economic building operation. The division superintendent or his designee is directed to maintain a proper preventative maintenance program and to make budget recommendations that include adequate funds to sustain this program. Such maintenance efforts shall be supervised by the support services department.

#### Painting

The support services department shall schedule and supervise the periodic, regular painting of school division property.

#### Equipment

The division superintendent or his designee shall develop procedures for providing routine maintenance and repair of School Board equipment. Such maintenance and repair generally shall be performed by School Board employees. The support services department may employ outside consultants and contractors for repair or maintenance of equipment for which the school division has no qualified personnel and in those circumstances in which it is more economical to employ outside consultants. Building principals shall be responsible for the inspection of equipment in their buildings and for reporting the results to the support services department. All school board equipment shall be placed on a replacement schedule and the division superintendent shall include in his recommended budget funds to maintain the replacement schedule.

#### Playground Equipment

When any playground equipment is installed on School Board property, the School Board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group will be the responsibility of the School Board. Once installed on School Board property, the principal of the school will have the responsibility to inspect the equipment on a regular basis, not less than monthly, and shall

order its repair or removal from the school property when appropriate. The principal may also restrict or deny the use of such equipment until such time as it is restored to safe condition.

### **Vandalism**

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible. The School Board may institute action and recover from parents/guardians up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by their minor child. In addition, any student who vandalizes School Board property shall be subject to disciplinary action as prescribed in the Student Code of Conduct.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 8.01-43, 18.2-138, 22.1-78, 22.1-79 (3), 22.1-278.1, 22.1-293(B).

*Recodified: August 2000*

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### **POLICY 4-2.5 SECURITY OF BUILDINGS AND GROUNDS**

The division superintendent and building principals shall be responsible for seeing that Hanover County Public School's facilities are secure when schools are not in operation.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended §§ 22.1-70, 22.1-293.

*Recodified: August 2000*

### **ACCOMPANYING REGULATION**

REGULATION 4-2.5(A) GUIDELINES FOR SECURITY OF BUILDINGS AND GROUNDS

REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES

#### **REGULATION 4-2.5(A) GUIDELINES FOR SECURITY OF BUILDINGS AND GROUNDS**

##### **Keys**

The building principal shall establish a key record system for exterior doors. Master keys shall be issued only to personnel (paid employees) who have responsibilities that require admittance to buildings during hours other than the regular school or work day. Grand master keys shall be limited to the building principal and the head building custodian. No person shall possess keys for any building without the knowledge of the building principal. No employee shall have keys cut. The lock manufacturer shall cut all keys.

A place shall be designated in each building where any authorized personnel shall sign in when entering buildings during hours other than the regular school or work day.

#### **REGULATION 4-2.5 (B): EMPLOYEE IDENTIFICATION BADGES**

All Hanover County School Board personnel are required to wear employee identification badges during work hours while on School Board property. The purpose of these badges is to provide school security and to ensure that only authorized individuals are on the premises. Badges must be worn in a clearly visible location on the upper

portion of the body. Compliance with this School Board regulation will ensure rapid identification of school division staff.

Lost badges will be replaced at the expense of the employee.

Upon termination of employment, badges shall be returned to the immediate supervisor who shall forward the badges to the office of human resources.

*Amended: August 10, 2010*

#### **POLICY 4-2.6 ACCOMMODATIONS FOR THE DISABLED**

##### **Generally**

The Hanover County School Board shall seek to ensure that the facilities of the school division be made accessible and usable by handicapped persons in accordance with all applicable state and federal law.

##### **New Facilities**

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons. The School Board shall require that construction plans for new buildings and renovations or alterations to existing buildings meet accessibility standards as required by applicable law.

**LEGAL REFERENCE:** Rehabilitation Act of 1973 42 U.S.C., §§ 504; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213.

*Recodified: August 2000*

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#### **POLICY 4-2.7 CONSERVATION OF RESOURCES**

The increasing demand for natural and manmade resources of the nation and the world is a matter of concern to the Hanover County School Board. In light of the shortages of certain vital resources, the division superintendent may develop appropriate regulations for the conservation of natural gas, electricity, gasoline, and other petroleum resources and general resources such as paper products.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended §§ 22.1-78.

*Recodified: August 2000*

#### **ACCOMPANYING REGULATION**

##### **REGULATION 4-2.7 CONSERVATION OF RESOURCES AND ENERGY CONSERVATION**

##### **Generally**

Hanover County Public Schools has developed regulations based on U.S. Department of Energy Office of Energy Efficiency and Renewable Energy recommendations. Recommendations are defined by the following categories: Energy Tracking and Accounting, Energy Awareness, Shared Savings, and Quick or Low-Cost improvements.

The school division shall exercise sound financial management and enact procedures for the safety and healthy environment for all students, staff, and individuals participating in school and community activities. It will be the joint responsibility of central office staff, school administrators, teachers, students, and other personnel to support programs and initiatives designed to conserve energy while maintaining healthy and safe facilities.

### **Responsibilities**

- The building administrator is responsible for the total energy usage in his/her building.
- Staff members are responsible for implementing the guidelines during the time that they are present in the classroom or office.
- Custodians are responsible for implementing and following phased cleaning guidelines.
- The Energy Coordinator is responsible for routinely auditing all facilities, adjusting the Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment, and providing regular updates and reports indicating performance regarding energy cost avoidance and school fund reimbursement to the Assistant Superintendent of Business and Operations and appropriate building administrators.

### ***Energy Tracking and Accounting***

To avoid late charges, consolidated billing and other means to ensure timely payment of all utility bills shall be implemented. Additionally, energy tracking software will be utilized by the Energy Coordinator and the Building Services department to:

- Track monthly energy bills for electric, fuel oil, propane and natural gas.
- Produce graphic summaries of facility energy use that effectively communicate energy performance to district staff.
- Estimate achieved operational savings based on "baseline" costs.
- Identify changes in monthly or seasonal energy consumption due to billing errors, control malfunctions and equipment deterioration.
- Track other utility costs such as telephone, water, sewage, etc.

### ***Energy Awareness***

Two categories of best practices for energy awareness in the school division are outlined below. The "Required" category contains expectations for all schools and employees to implement for energy conservation and cost savings. The "Recommended" category contains items that are recommended to maximize energy efficiency and cost savings in schools. Please note that work orders should be submitted as appropriate for broken or nonfunctioning items.

### REQUIRED

- Energy management sensors, thermostats, and other savings mechanisms should not be adjusted or tampered with, except by authorized maintenance personnel.
- All doors and windows should be closed when heating or cooling systems are on.
- Doors between conditioned and non-conditioned spaces should remain closed. For example: doors between gyms and hallways, doors between auditorium and halls, doors to mechanical rooms, and all outside doors.
- Check under and around closed doors, if you can see outside, the weather-stripping needs to be replaced. Lights in classrooms, offices, closets, storage rooms, rest rooms, mechanical rooms, and other areas should be off when not in use.
- Gym and athletic field lights should be off unless in use.
- All office machines (copy machines, overhead projectors, lcd monitors, laminating equipment, etc.) should be off when not in use. All appliances including offices machines, kitchen equipment, etc., should be unplugged prior to extended school breaks (i.e. Winter Break and Spring Break) and summer periods.
- Special events and after school usage should be scheduled through the existing process managed through the Energy Management Specialist/Building Services.
- Exterior doors should be closed and opened only as needed (i.e. beginning and ending of school, recess, etc.).
- Monthly check outside lights (parking lot lights, lights under awnings, security lights, etc) to make sure they are off during the day. All toilets, sink faucets, urinals, drinking fountains, outside hose bib connections and other water supply devices should be checked monthly for unnecessary running or dripping water.
- Heating and cooling vents should not be blocked.

### RECOMMENDED

- Implementation of a phased custodial cleaning plan for each facility to ensure that utilities are on only in work areas. Discontinued use of appliances such as microwaves, ranges, toaster ovens, refrigerators, coffee pots and similar equipment other than those limited to kitchens, faculty lounges or other appropriate areas.
- Discontinuation of personal space heater use.
- Unplugging of televisions during extended school breaks (Winter Break and Spring Break) and summer periods. Turning off of all exhaust fans on a daily basis (example those in shops, kitchens and chemistry labs).

### ***Shared Savings***

An incentive program for each school shall be established and monitored by the Energy Coordinator. Schools that achieve cost savings on their energy bill from the previous year's baseline data will receive 25% of the amount saved.

### *Quick or Low-Cost Improvements*

The following adjustments, repairs and improvements will be made through the Student and Support Services department:

- Repair window and door glass and weather-stripping;
- Reduce excessive light levels by careful delamping;
- Clean and repair chilled water plants or package units;
- Combustion testing and boiler tune-ups;
- Repair leaking steam traps;
- Repair pipe and vessel insulation for steam and hot water distribution lines;
- Institute night and weekend temperature setbacks;
- Eliminate 24/7 operation of exhaust fans;
- District-wide vacation shut down procedures;
- Repair malfunctioning dampers on unit ventilators.
- Renovation plans shall include green building and energy saving devices and equipment.
- Light bulbs and light fixture lenses shall be cleaned on a regular basis.
- As funds become available, priority shall be placed on the replacement of light fixtures (existing T-12 units), gym lights, exit lights and incandescent bulbs.
- The installation of timing devices on vending machines shall be pursued.
- Software shall be implemented by Central Office to control the energy used for computers, printers, and monitors after school hours.

Building HVAC control temperature set points shall be as follows for all school facilities:

Cooling season Occupied set points	74 F
Unoccupied set point	80 F
Heating season Occupied set points	69 F
Unoccupied set point	60 F

The unoccupied time for the end of each school day should be 4:00 p.m. until 7:00 a.m.

NOTE: Exceptions to the set points will be approved by the Director of Building Services and the Energy Coordinator based upon special needs of student and staff as recommended by the Building Principal.

*ADOPTED: May 11, 2010*

### **POLICY 4-2.8 SCHOOL CLOSINGS**

The division superintendent or his designee may order the closing, the delay in opening or the early dismissal of any or all Hanover County Public schools in order to protect the safety and welfare of students, staff and patrons. Unless school board employees are notified that their work schedule is changed due to adverse weather or emergency conditions, all employees shall work according to the terms of their contract.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

*Recodified: August 2000*

**SEE ACCOMPANYING REGULATIONS**

REGULATION 4-2.8 (A)            EMERGENCY SCHOOL CLOSING CODES AND LATE OPENING INFORMATION

REGULATION 4-2.8 (B)            EMERGENCY CODES FOR SCHOOL ACTIVITIES AND SPORTS PRACTICES

**REGULATION 4-2.8(A)            EMERGENCY SCHOOL CLOSING CODES AND LATE OPENING INFORMATION**

When hired, each new Hanover County School Board employee shall be given a refrigerator magnet which contains the following school closing information:

- Code 0-**            No one reports to work. System-wide closing.
- Code 1-**            At the earliest possible time, only designated emergency personnel report to work.
- Code 2-**            All 12-month employees report to work two hours late.
- Code 3-**            All 12-month employees report to work on regular schedule.
- Code 4-**            All employees (except bus drivers and food service employees) report to work two hours late.
- Code 5-**            All employees (except bus drivers and food service employees) report to work on regular schedule.

**LATE OPENING** – When the school district announces a late opening for students, 11- and 12-month classified employees should report to work on time (conditions permitting) with all other employees reporting in accordance with the announced late opening.

The above-referenced codes are called in to and broadcast from the following radio and television channels:

RADIO	
WRNL	910 AM
WRVA	1140 AM
WHAN	1430 AM
WCVE	88.9FM
WRVQ	94.5 FM
WKHK	95.3 FM
WKLR	96.5 FM
WTVR	98.1 FM
WDYL	101.1 FM
WRXL	102.1 FM
WMXB	103.7 FM

TELEVISION	
WTVR	Channel 6
WRIC	Channel 8
WWBT	Channel 12
WCVE	Channel 23
Comcast Cable	Channel 99 (effective July 30, 2005)

*Amended: June 7, 2005*

**REGULATION 4-2.8(B)**

**EMERGENCY CODE GUIDELINES FOR SCHOOL ACTIVITIES AND  
SPORTS PRACTICES**

The following guidelines should be used when considering school activities and sports practice schedules during inclement weather.

- Code 0-** No activities or practices allowed.
- Code 1-** No activities or practices allowed.
- Code 2-** No activities or practices allowed.
- Code 3-** No activities or practices allowed.
- Code 4-** No activities or practices allowed.
- Code 5-** Middle School – No activities or practices allowed.  
High School – Unless extenuating circumstances exist at individual schools, activities and practices may occur.

*Adopted: June 7, 2005*