



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

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| September 2007 | <b>PROCEDURES FOR REPORTING<br/>FACILITY ENVIRONMENTAL CONCERNS</b> | IX-I |
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1. Facility environmental concerns are non-emergency concerns such as questions about water quality, air quality, odors, etc. Concerns such as electrical fires, chemical spills, hot water leaks, pepper spray or mace usage are considered emergencies that should be reported by calling 911 immediately. Emergency responses are outlined in the District Emergency Plan located in the district's Safety and Loss Control office, ESC.
2. When an environmental concern arises at a site the building administrator should be notified and the District Safety and Loss Control Specialist contacted at extension 7032 to request an investigation into the conditions causing the concern.
3. The Safety and Loss Control Specialist will assess the situation to determine what needs to be done to investigate the concern. In some cases this may involve others in the district such as staff from the Maintenance Department, and in other cases this may involve outside agencies such as the Department of Labor and Industry or environmental testing agencies.
4. Within 2-3 days after the initial report (contingent on the Safety and Loss Control Specialist's availability), the Safety and Loss Control Specialist will make a written progress report to the building administrator. The progress report will include approximate timelines for completion of the investigation and possible resolutions of the concern, even if the findings are not completely known by then. Updates will be provided periodically until final disposition of the environmental concern.
5. The building administrator is responsible for providing copies of the Safety and Loss Control Specialist's progress reports to the concerned individuals at the site.