

Dear Facilities & Maintenance Employee:

During the fall of 1988, in accordance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) the Carmel CSD conducted an inspection to identify Asbestos containing materials in the district. A management plan was subsequently developed to properly manage these materials based on the results of the inspection. The management plan describes the actions that are to be taken in the event that an asbestos containing material or material suspected of containing asbestos is disturbed. Any employee, who disturbs, discovers, or is provided information regarding the disturbance of known, suspect or presumed asbestos containing material in any of the Carmel CSD Facilities is **required** to take the following actions:

- Immediately isolate the area and restrict access.
- Do not enter the area in which the disturbance has taken place for any reason.
- Immediately notify your supervisor of the situation.
- The supervisor shall immediately notify the CCSD LEA Asbestos Designee of the situation.
- If the area of disturbed material is greater than 3 square or three linear feet, the supervisor shall also notify the O & M staff of the building.
- The O & M staff shall immediately shut down and isolate the HVAC system for the affected portion of the facility.
- **NO EMPLOYEES, STAFF, STUDENTS OR OTHER PERSONS SHALL ENTER THE AREA** until the LEA Asbestos Designee has taken the appropriate response actions to address the situation.

In order to reduce the potential for disturbance of Asbestos Containing Materials, employees should familiarize themselves with the location and identity of Asbestos Containing Materials in their buildings. This can be done by reviewing the information contained in the AHERA Management plan, a copy of which is on file in each of the Carmel CSD buildings.

Your compliance and assistance in this matter is a vital portion of helping the district provide a positive and safe learning and working environment for all.