



School Event Security: Preventing Prom Problems

By Emily Kephart, ARM, CPSI, Prevention Services Manager

In a dimly-lit courtyard outside a homecoming dance on a Saturday in late October in a Richmond High School's gym, something happened. I could go into graphic detail of the attack, amid a strategic smattering of the words "allegedly" and "suspected" but I won't. Suffice it to say that something terrible happened at a school in our own backyard. Something happened, and it was preventable.

This happened on a school campus while a sizeable group gathered to watch and/or participate. And somehow this went on for over 2 hours without an adult or chaperone being aware. Despite the fact that there were administrators, teachers, site supervisors, and school resource officers at the dance, no one regularly checked the perimeter of this dimly-lit school. This lack of communication of duties likely prolonged the attack.

How can we prevent something similar from happening on our campuses? In researching this article, I was surprised by the lack of information or guidance for schools. I was expecting to find some best practices that I could pass along, but found none. Instead, I had to research school events that had gone wrong, and identify what was lacking that had helped

Whose Responsibility Is It?

This is a little story about four people named Everybody, Somebody, Anybody, and Nobody.

There was an important job to be done and Everybody was sure that Somebody would do it.

Anybody could have done it, but Nobody did it.

Somebody got angry about that because it was Everybody's job.

Everybody thought that Anybody could do it, but Nobody realized that Everybody wouldn't do it.

It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done

was lacking was, in a word, communication. create an environment conducive to criminal acts. What

It is imperative to have appropriate security for your dance. School administrators, teachers, and other school staff are responsible for the safety of students while on school property or participating in a school sponsored event. An administrator should direct the security, and ensure that each member of the team is aware of their supervisory responsibilities. Without this communication all parties may ASSUME that someone else is responsible for patrolling the perimeter of the school, or checking the restrooms, or watching the door.

North Bay Schools Insurance Authority
2009 Annual Report

now available online:

[NBSIA 2009 Annual Report](#)

Ideally, dance security should include four groups. The first group would be your city's police department. The presence of uniformed law enforcement is a visible signal to any potential troublemakers that you are prepared. Their assignment would most likely be to patrol outside the gym, around your campus, and in your parking lots. Often the most trouble at a school dance takes place in these perimeter areas.

The second group would be those responsible for handling safety issues on your campus. Campus monitors and school security personnel should patrol immediately outside the gym, inside the dance itself, the bathrooms, and work together to stop any problems at the doors.

The third aspect of your security force should be any administrators or teachers attending the event. They can be very helpful because they are more likely to know students. The teachers and administrators should be inside the dance hall, supervising any activities there.

The final group should include parent chaperones. These chaperones can provide some supervision of students, in addition to other duties such as selling tickets and serving food. With a number of parent volunteers, school employees are more likely to be free to focus on security.

If hiring local law enforcement is not feasible, ask if they can park marked police vehicles around the perimeter of the school grounds and at the entrance to the dance. Often this is an effective crime deterrence.



All of these groups must work together and they must be able to communicate with each other in a rapid and efficient manner. Radios are crucial for communication. Standard campus safety is also key to keeping students safe. Ensuring that common areas are well lit and possibly under camera surveillance will protect children year round.

Having specific guidelines for student admittance and behavior at the dance communicated well in advance and consistently applied are of utmost importance. Many schools do not let students leave the dance before a specified time in order to prevent loitering and to keep security personnel at the dance, rather than monitoring who is coming and going. Ensure that all chaperones, teachers, and security are aware of these rules and expectations before the dance.

Although there are no specific regulations or requirements for student-to-chaperone ratio for school dances, NBSIA recommends a minimum of 1 chaperone to every 30 students. Each school should review their own risk factors and determine a ratio that works for them.

Below is a checklist that can be distributed to all event chaperones so that they are clear on their duties. Should you have one that you would like to share with us and your fellow members, please send it to Emily Kephart, Prevention Services Manager at EmilyK@nbsia.org.

Event Security Responsibilities

Responsibility

Individual with this duty

- Primary Security Contact/Leader
- Checking Student IDs/tickets at door
- Checking coats and stopping liquids from being brought in
- Walking the perimeter of the school and gymnasium/dance site
- Checking restrooms every ___ minutes
- Check parking lots and disperse groups every ___ minutes
- Station at dance monitoring student behavior
- Station at dance monitoring student behavior
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Prevention Services

NBSIA Introduces a New Online Tracking Program to Assist with ADA Compliance!

By Emily Kephart, ARM, CPSI, Prevention Services Manager

NBSIA is proud to introduce ADSWeb, an online tracking program that is designed to help our members manage their Americans with Disabilities Act (ADA) transition plans. This program will help to manage and track renovations, new projects, and plans to improve existing buildings and bring them into compliance with ADA requirements.

To introduce this new program, NBSIA and Disability Access Consultants will be providing online WebEx training to member districts regarding this new service. This training will take place on Monday, December 7th at 10 am, and can be enjoyed from the convenience of your desktop or in the NBSIA large conference room.

The training is appropriate for whomever your District has designated to coordinate and oversee the implementation of your ADA plan. The appropriate person will depend upon the size of the district and roles assigned to individuals. At a minimum, training would be appropriate for the person or persons involved with tracking or managing the construction and remodeling of school sites. A district may have several attendees. Other administrative staff may find the training helpful if they might be required to view the plan and progress. Clerical staff that may be assigned to updating ADSWeb after work has been completed may also find the training to be helpful.

BY THE NUMBERS

19%

...the percentage of seasonal (Oct-Feb) slip, trip and fall claim costs due to weather hazards in past 3 years. Total cost \$122,537.

NBSIA offers **safety tips** and **training** to our members. For more information you can contact Emily Kephart, Prevention Services Manager at (707) 428-1830x102 or EmilyK@nbsia.org.

Please respond to Lateisha Plascencia (lateishap@nbsia.org) with the names of attendees, their email addresses, and whether they will participate via call-in or will join us in the NBSIA large conference room for this web training. **RSVP by DECEMBER 4th** to ensure a spot is available.

If an incident occurs at your site, please do not hesitate to call: **Sue Mandell** at: (909) 987-5005 x 250 to request your incident-specific flyer. You may also contact NBSIA Prevention Services to help facilitate your request at (707)428-1830.



North Bay Schools Insurance Authority

Prevention Services Department

Presents

New Employee Safety Orientation

NBSIA is pleased to offer new district employees the chance to learn what safety is all about, what roles they play in site safety, and how they can incorporate safe work practices into their daily routines in order to achieve their goals.

This program, which will take place in NBSIA's conference room three times throughout the school year, communicates the importance of safe work practices and meets district requirements for Cal/OSHA compliance. Through this training partnership, we can reduce the number of injuries to staff and students, limit lost time from work, and improve employee morale.

This PowerPoint presentation and open discussion will cover many safety topics, including general office safety, fire safety, bloodborne pathogens, and ergonomics. Topics of a more technical nature may be addressed depending upon the registered audience.

Customized on-site safety orientation is also available. Please contact NBSIA Prevention Services to schedule.

Scheduled training dates:

Thursday December 10, 2009, 9 A.M. – 10:30 A.M.
Thursday March 11, 2010, 9 A.M. – 10:30 A.M.

Please contact Prevention Services Coordinator Lateisha Plascencia at (707) 428-1830, extension 123 or lateishap@nbsia.org to enroll your new hires in the course. Please specify the date they will be attending.

NBSIA is conveniently located at:
380A Chadbourne Road
Fairfield, CA 94534
(707) 428-1830
www.nbsia.org

North Bay Schools
Insurance Authority



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Workers' Compensation

Legislative Watch

AB 1025 - NEW LAW REGARDING SCHOOL AND BOOSTER CLUB VOLUNTEERS

By Kami Liñan, WCCP, Workers' Compensation Manager



Effective July 1, 2010, new Education Code Section 49024 takes effect, imposing significant new restrictions on non-certificated individuals who volunteer or are hired to serve in certain capacities with respect to district and booster club-sponsored activities or events. This law states, in relevant part:

- (a) Prior to assuming a paid or volunteer position to supervise, direct, or coach a pupil activity program sponsored by, or affiliated with, a school district, all non-certificated candidates shall obtain an Activity Supervisor Clearance Certificate.
- (b) A pupil activity program sponsored by, or affiliated with, a school district includes, but is not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by a school district or school booster club, including, but not limited to, cheer team, drill team, dance team, and marching band.
- (c) Volunteer supervisors for breakfast, lunch, or other nutritional periods pursuant to Sections 44814 and 44815, and nonteaching volunteer aides under the immediate supervision and direction of certificated personnel of the district pursuant to Section 35021 [*which allows volunteers to perform supplemental, non-instructional work assisting certificated personnel in the performance of their teaching or administrative responsibilities*], shall not be required to obtain an Activity Supervisor Clearance Certificate.

To read more about this bill, please click on the following link:

[AB 1025 Assembly Bill - Bill Analysis](#)



NEW

24/7 Injury Hotline

1-877-778-2576



NBSIA Says No to Paper Files!



In 2002, NBSIA began its first steps into transitioning to a secure, completely paperless system for all of our workers' compensation claims. Our original thought was that we would save on mass amounts of paper and get rid of several metal file cabinets that lined our walls and hallways. Since then, going paperless has not only saved on paper, but it has streamlined our entire claims process. We have not only transitioned our workers' compensation department into a paperless system, but we are now gradually transitioning our Administration and Property/Liability departments towards the same goal.

The paperless process has been seamless and has shown great benefits to not only our Claims Staff, but for our Members as well. Some of the benefits include:

Improved Quality Control – Management and Staff are able to view and work on the same file simultaneously.

Improved Efficiency – Our Examiners are able to quickly retrieve documents and route to wherever required in a more expeditious and consistent manner. Our Members receive information with the click of a button!

Cost Savings – Improved efficiency in that we no longer have to manage and archive paper claim files.

School Volunteer's Exclusive Remedy is Workers' Compensation

Over the past several months, I have had a lot of inquires about whether volunteers are covered under workers' compensation. The answer to this question is "Yes."

Authorized volunteers are provided workers' compensation benefits in accordance with the California Labor Code for any injury or illness sustained while engaged in their duties for the district. Therefore, you should treat any injury or illness sustained by an authorized volunteer in the same manner as a regular employee.

It is the employer's responsibility to know who its volunteers are. Below is a quick check-list that will help you track volunteers. A copy of the forms noted below can be found on our website: www.nbsia.org

- ✓ *Volunteers should sign a [Designated Volunteer Form](#) where it explains the benefits should an injury occur. Furthermore, the form explains that volunteers are not eligible to file any civil claim, action or proceeding and that workers' compensation is the exclusive remedy for injuries/illnesses.*
- ✓ *Volunteers should be provided with handouts for Fieldtrips and Transportation which explains the districts recommended procedures*
- ✓ *Volunteers should be required to complete a [Volunteer Personal Automobile Use Permission Form](#), which would require proof of insurance and drivers license information*

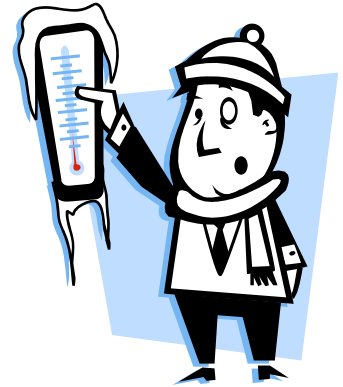
*If you have any questions regarding coverage for volunteers, please contact **Kami Linan directly at 707-399-4210.***

Property & Liability

Winter Weather Hazards

By Gordon Templeton, Property and Liability Claims Manager

Inclement winter weather and property losses seem to go together. Flooding, surface water and windstorm damage are most common. NBSIA recommends that districts consider the following tips in preparing your sites for winter:



❖ GENERAL

- Take severe weather warnings seriously and act accordingly.
- Clearly identify the person, or people, responsible for activating, coordinating and managing loss control activities.
- Plan for proactive inspections of your facilities during severe weather. Don't wait until Monday morning or after the holiday break to discover damage that could have been minimized or prevented if discovered sooner.
- Update the telephone tree for emergency communication with staff.
- Make certain that student emergency contact information is updated in the event of an unannounced early dismissal or unexpected weather hazard

❖ RAINSTORM/FLOODING

- Make simple physical changes to reduce flood/surface water damage, such as installing curbing/berming to redirect water away from buildings and building openings.
- Identify and relocate high-value equipment and important business items out of low-lying areas.
- Check roof, floor, and yard drains to make sure they are clear, then monitor them to make sure they remain clear.
- Have maps/diagrams available of drains in and around facilities, which could be very helpful to district staff and emergency crews.

❖ FREEZE

- Monitor and maintain building temperatures at a minimum of 40°F during freeze conditions. Special consideration should be given to sites/buildings that may be closed and heating turned off during holidays and breaks
- Winterize sprinkler systems according to manufacturer's recommendations
- Pay special attention to areas that are likely to freeze first, including concealed spaces above suspended ceilings containing water pipes and sprinkler piping, and rooftop piping
- Know how to turn off the water supply if a pipe bursts. Quick action can minimize damage

PLEASE NOTE that property damage caused by flooding or surface water are no longer covered under the NBSIA property coverage program. Certainly this can be an incentive to be all the more attentive to these issues.

In short, a proactive approach to “winterize” your site can reduce the potential for costly property damage, along with lost educational time and inconvenience to your staff and students. If you would like further information please contact NBSIA at (707)-428-1830 and speak to Gordon Templeton, Property/Liability Claims Manager (ext. 103) or Emily Kephart, Prevention Services Manager (ext. 102).

Program Services

Mandatory Employment Notices Poster Change

By Suzanne Dillman, SPHR, Program Services Manager

On May 21, 2008 the Genetic Information Nondiscrimination ACT (GINA) was signed by the President.

Effective November 21, 2009 Employers must begin to comply with GINA. Last spring, the EEOC issued regulations that included a new posting.

If you do not have a current Employment Poster you can go to www.eeoc.gov and click on the link "EEO is the Law" poster to print.

Suzanne Dillman, NBSIA Program Services Manager
SuzanneD@nbsia.org (707) 399-4206

Employee Assistance Program

Member Matters
Helping Members Balance Their Health, Work and Life



In This Issue

- » [Focus on Your Health](#)
- » [Ten Steps to a Positive Body Image](#)
- » [What Is Osteoporosis?](#)
- » [Communicating Effectively With Your Children](#)
- » [Coping With Change in the Workplace](#)

www.mhn.members.com

*Please note: To use Member Matters, you'll need to enter your company access code: **WISE***

NBSIA Employee Updates



Please join us in welcoming our new **Property/Liability Claims Adjuster/Field Loss Control Representative** Carl Montgomery.

Carl brings with him 22 years of multi line insurance claims experience and is a licensed adjuster in California, Nevada and Texas.

Carl currently lives in Yuba City with his wife of 23 years and their 14 year old daughter. His hobbies include camping and motorcycle riding.

Carl can be reached at 707-428-1830, ext 126 or via email at: CarlM@nbsia.org

Congratulations to Kami Linan, NBSIA Workers' Compensation Claims Manager. Kami was awarded a \$1,500 scholarship from the California Association of JPAs (CAJPA) to participate in the U.C. Davis Extension's 5 day Business and Management Series.

This program provided valuable tools for Kami such as managing through change, increasing team performance objectives, communicating with a positive influence and developing a coaching and mentoring plan for subordinates in the workplace.



Seasons Greetings

CALENDAR OF EVENTS

<u>Date</u>	<u>Event</u>	<u>Location</u>
Dec		
7	ADSWeb Training	NBSIA Conference Room
10	New Employee Safety Orientation	NBSIA Conference Room
23-25	Christmas Holiday Break	NBSIA Office Closed
Jan		
1	New Years Day	NBSIA Office Closed
13	NBSIA Risk Management Comm. Mtg.	NBSIA Conference Room
18	Martin Luther King, Jr. Day	NBSIA Office Closed
20	BASIC Board of Directors Meeting	NBSIA Conference Room
25-26	NBSIA Strategic Planning	TBD
Feb		
10	BASIC Board of Directors Meeting	NBSIA Conference Room
15	Presidents Day	NBSIA Office Closed
17	Executive Committee Meeting	NBSIA Sm. Conf. Room
March		
11	New Employee Safety Orientation	NBSIA Conference Room

CONTACT US

Address:	380A Chadbourne Road Fairfield, CA 94534-9636	
Web Site:	www.nbsia.org	
E-mail:	(first name, last initial)@NBSIA.org	
After Hours Emergency Pager:	428-0824, option 5	
Automated Voice Mail:	428-0824 or 428-1830	
WeTip Hotline	1-800-78-CRIME (27463)	
General Administration:	707/428-1830	707/428-1848 (fax)
Jan DeGracia	Executive Director	Ext. 105
Suzanne Dillman	Program Services Manager	Ext. 106
Gordon Templeton	P/L Claims Manager	Ext. 103
Emily Kephart	Prevention Services Mgr.	Ext. 102
Peggy Kech	Accounting Manager	Ext. 113
Carl Montgomery	P/L Claims Adjuster	Ext. 126
Maria Cantera	Data/Fiscal Analyst	Ext. 116
Lateisha Plascencia	Prevention Services Coord.	Ext. 123
Lyn Fortaleza	Accounting Technician	Ext. 115
Heather Eichen	Administrative Assistant	Ext. 104
Veronica Hudley	Office Assistant	Ext. 101
Workers' Compensation:	707/428-0824	707/428-1848 (fax)
Kami Liñan	W/C Claims Manager	Ext. 110
Felecia Lawson	W/C Claims Supervisor	Ext. 124
Doris Manuzon	Claims Examiner	Ext. 111
Anna Socarras	Claims Examiner	Ext. 122
Lily Chin	Claims Examiner	Ext. 109
Lisa McCauley	Claims Examiner	Ext. 108
Allison Lichter	Claims Assistant	Ext. 119
Shirley Steck	Claims Assistant	Ext. 112
Gwen Samuels	Office Assistant	Ext. 107
Christine Trockey	Return to Work Coordinator	Ext. 121