



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

DIANNE L. HOWARD  
DIRECTOR

MICHAEL J. BURKE  
CHIEF FINANCIAL OFFICER

RISK AND BENEFITS MANAGEMENT  
3370 FOREST HILL BOULEVARD, SUITE A-103  
WEST PALM BEACH, FL 33406-5813  
Phone: 561-434-8414, Fax: 561-434-8103  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

August 1, 2011  
Bulletin # P-13903-CFO/RB

Contact Person:  
Linda King, PX 48245

**Action By:  
Immediately**

**TO:** All Principals and Department Heads

**FROM:** Michael J. Burke  
Chief Financial Officer

**SUBJECT: RISK MANAGEMENT/SAFETY COMPLIANCE**

In preparation for the upcoming school year and to ensure that schools are in compliance, we have compiled this list of requirements regarding student and staff safety. All of these items can be found, in detail, at the Risk Management/Safety website:

<http://www.palmbeachschools.org/riskmgmt/Safety/index.asp> (*index is on the left side of the page under "Safety Programs"*)

**HELPFUL HINT:** - schedule items below on your calendar at the beginning of the school year. Please keep this bulletin as a handy reference.

- 1. Fire Drills** – Policy 2.381 -- Monthly (10 per year)  
A total of 10 drills will be conducted each school year. 2 drills must be held during the first two (2) weeks of school.
- 2. Tornado Drills** – Policy 2.381 -- (2 per year)  
One drill must be scheduled during the month of September. The second drill will be conducted by Emergency Management and School Police will issue a bulletin in March or April to announce the date. School Police will provide direction on crisis drills.
- 3. Playground Inspections** – Policy 2.382 -- Monthly  
Task is usually assigned to a PE teacher or Assistant Principal
- 4. Safety Committee Meetings** – Policy 2.382 – 5 per year  
September, November, January, March & May are the recommended months. A template and instructions, including how to choose your members and chairperson, can be found on our website. <http://www.palmbeachschools.org/riskmgmt/Safety/SafetyCommittees2.asp>
- 5. AED Maintenance** – Policy 5.323 -- Weekly  
Every Monday each AED at your site should be examined for any irregularities and a record of this inspection logged on the AED maintenance log. Assign a new coordinator (if needed), take training (if new), inspect equipment and update tracking system throughout the school year. All AED information as well as a link to the tracking system is on our website.

6. **ESE Evacuation Plans**

These are individually created plans to evacuate students with disabilities in an emergency. A sample is provided on our website.

7. **Student Accident Reporting**

PBSD 0335 is now automated. Reports are available in the New EDW.

8. **Voluntary Student Accident Insurance**

Arrange to have this brochure, from Student Insurance of Florida, sent home with each student. A link is provided on our website (insurance page). [School Insurance of Florida](#)

9. **Workers' Compensation Poster**

Please verify information is posted. (Spanish is available – call the Safety Office at PX48176).

10. **Safety Tips and Calendar** (on Risk Management/Safety website).

11. **Training**

Please call the Safety Office at PX48176 or 434-8176 for scheduling information on:

Playground Safety

Workers' Compensation

Workshop Safety

Culinary Safety

Accident Investigation

**Issues:**

Fire Drills - 90% of our schools have completed 10 or more fire drills. Schools did better in the 2009-2010 school year when we had 95% completion. All schools are required to conduct 10 fire drills per year. Schools that fail to complete 10 drills must be cited in the annual Comprehensive Safety Inspection Report submitted to the Florida Department of Education. If you wish to review your emergency drills, use this PeopleSoft query: PB\_DRILL\_ALARM\_BYLOCATION

Monthly Playground Inspections - 57% of our 107 elementary schools have completed at least one monthly inspection in FY2010-11. 10% of the 10 high schools that have playgrounds have completed at least one inspection. If there is a safety hazard to the students and the playgrounds are not regularly inspected, the hazard could cause a student injury.

Safety Committee Meetings - 34% of our schools did at least one meeting in FY2010-2011. Our office has created an easy to use template to assist schools with compliance to the policy (2.382).

We appreciate all you do to ensure a safe learning environment for our students and staff.

WFM/MJB/DH/LK/ka

Approved: \_\_\_\_\_



William F. Malone, Superintendent