



Special School District

Facilities Safety Program Evaluation

Larry Thompson, Chair

Board Approved: November 16, 2010



FACILITIES SAFETY

Standard Program Evaluation

Executive Summary

As required by the Missouri School Improvement Plan (MSIP) standards, school districts must evaluate Facilities Safety biennially. The focus of the present report is: *Has the Special School District developed, implemented, and documented safety procedures to meet the Missouri School Improvement Program (MISP) standard 8.11 and the goals/objectives established in the District's Comprehensive School Improvement Plan (CSIP)?* Based on stakeholder review of the data, strengths, concerns and recommendations are noted.

Strengths

A wide variety of internal and external review and inspection procedures are in place to ensure a safe physical environment for students, visitors and staff. The District received no citations/violations/recommendations from outside regulatory agencies such as County Public Works, Public Health, OSHA and the Department of Natural Resources.

Staff in the buildings continues to hold safety as a top priority in educating children.

Participation in the District's safety program from all levels of the organization has increased. Teachers, school administrators, program directors and facility personnel take a more active/hands-on approach to safety in our buildings.

Reduction in the use of hazardous materials in our Tech Schools resulted in the Department of Natural Resources reducing both Tech Schools to the status of Inactive Hazardous Waste Generator.

Buildings are more secure and open access to several of our schools by outside visitors has been reduced.

Concerns

The Safety Committee continues with the concern that no one individual oversees the overall safety program for the entire District. Responsibilities are spread over several individuals resulting in inconsistencies and lack of direction.

Although an overall reduction in the amount of funds paid out for Workers Compensation claims over the past 4 years has been noted, the issue remains an area of concern.

The Committee needs to further widen the information gathering process regarding the District's safety program. There is no current information on specific aspects of safety-related matters as perceived by stakeholders in the District. The information gathered will help the Safety Committee to set goals to improve the safety climate and learning environment of the schools.

The District does not make full use of its website and computer technology to report or educate staff on safety issues.



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Recommendations

Explore the addition of a District Safety Coordinator to oversee the overall safety program for the entire District.

Continue to reduce the number and cost of worker compensation claims filed by District employees. The Incident Review Committee will continue to review and analyze data and report findings and make recommendations.

Gather information related to the identification and assessment of specific safety-related risk factors in our buildings (e.g., safe learning environment, training and support needs, effectiveness of current programs, etc.).

Expand access control systems to the remaining buildings and complete the surveillance camera systems in the schools.

Conduct a school security site (exterior) assessment and analyze the safety issues identified in the District's Facility Study to develop a long-range plan for safety related improvements.

Expand online/website safety programs to increase staff awareness of safety and health risks and how they impact the District's performance.



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Program Evaluation Question(s)

Has the Special School District developed, implemented, and documented safety procedures to meet the Missouri School Improvement Program (MSIP) standard 8.11 and the goals/objectives established in the District's Comprehensive School Improvement Plan (CSIP)?

I. Program/Service Information

1. Name of Program or Services: Facilities, Safety

2. Personnel Responsible for Evaluation and Program:

Larry Thompson, Director of Facilities and Operations

3. Demographic Description of Program:

Location(s): All District owned buildings and leased properties that house Special School District students.

Number of staff: Estimated number of staff involved in program is approximately 30.

Participants: Principals, Assistant Principals, Teachers, SSD Safety Committees, Department Heads, Program Directors, Loss Prevention Consultants, Risk Managers, Environmental Specialists

Length of program/service: Ongoing

4. Date of Evaluation (Year/Duration):

September 2008 - October 2010

5. Goal/Objective of Program/Services:

To provide a safe physical environment for students, visitors and staff.

6. Brief description of relationship between program goals, CSIP and MSIP Standards:

Program will ensure that appropriate personnel for identifying potential safety hazards periodically inspect facilities and grounds and corrections are made promptly. Verify that the District is in compliance with all local and/or state public safety codes/requirements. Program will ensure that all MSIP safety and emergency procedures are in place and properly documented. The Safety Committee is also responsible for meeting the goals established in the District's CSIP plan for safety.



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II. Evaluation Criteria for Programs/Services Offered

- Outside Safety Inspections
- Internal Safety Inspections
- Review of Accident Reports
- AHERA Reports
- Environmental/Occupational Safety and Health Consulting/Training Reports
- Local Fire Department Inspections
- St. Louis County Public Works Inspection Reports
- Emergency Drill Logs
- Safety Committee Reviews
- MSIP Standards Documentation
- CSIP Plan

III. Description of Stakeholders Engagement in Program Evaluation:

The core committee consists of the following individuals. Subcommittees were developed based on CSIP recommendations and MSIP Standards.

- Kevin Hoffman, Senior Loss Prevention Consultant, Arthur J. Gallager & Co
- Michelle Wilson, Claims Investigator, Corporate Claims Management
- Christopher Byrne, Environmental Specialist, Sitex Environmental Inc.
- Jon L. Begley, Compliance Inspector, Department of Natural Resources
- Joan Zavitsky, Associate Superintendent for Learning and Assessment
- Jerry Rudolph, Maintenance Manager, Special School District
- Larry Thompson, Director of Facilities and Operations, Special School District
- Debra DArcy, Director Health Services
- Jim Bilyeu, Program Certification, Tech Schools
- Kevin Farris, Maintenance Worker
- Jeff Sherrill, Maintenance Worker
- Kenny Mulder, Transportation Director
- Mike Rogg, Director of Technical Education
- Marsha Myers, Area Coordinator, Assessment and Learning
- Monica Hudson, Insurance/Worker's Compensation
- Don Bohannon, Assistant Superintendent, Human Resources
- Nancy Ide, Chief Information Officer
- Paul Bauer, Director, Special Education



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IV. Results

Several areas of concern were noted in the previous Safety Program Evaluation in 2008 and the Missouri Center for Safe Schools Safety Inspection in 2007. These concerns were identified as areas of improvement and incorporated into the District's CSIP Plan. The identified areas of improvement and the efforts/progress of the Committee towards meeting each goal are highlighted below.

Missouri School Improvement Program (MSIP) Standards checklist

It was noted in the report from the Missouri Center for Safe Schools safety inspection that there was no uniform safety checklist in place that the buildings could use to ensure they are meeting the current MSIP standards in the areas of safety. The following corrective actions took place:

- Several uniform safety checklists were developed through the Safety Committee identifying the MSIP standards for safety.
- Specific safety review check sheets were set up for the Technical Education Classrooms/Shops, Special Educational Classrooms, Maintenance Personnel, School Administration and Nursing Services.
- Checklists are distributed twice per school year and filled out by the appropriate parties and returned to Maintenance for follow-up/corrective action.

Review of Board Policies related to safety

It was noted in the safety report that numerous Board Policies related to safety needed updating. It was also noted, that several policies need to be added. The following corrective actions took place:

- The Safety Committee reviewed and updated the Safety Program, Buildings and Grounds Inspections, Emergency Plans and Safety Drills, Risk Management Program, Student Conduct Transportation, Bullying and Hazing, Weapons in District Buildings and Student Health Services policies.
- The Safety Committee also added as new policies, Hazardous Materials, No Smoking and Integrated Pest Management

Develop a standardized district-wide comprehensive plan for crisis management and emergency preparedness

The Safety Committee assumed the task of developing a standardized district-wide comprehensive plan for crises management and emergency preparedness. In 2007, the Missouri Office of Homeland Security provided Missouri educational facilities access to their Emergency Response Information Plan (ERIP). The computer-based program allows emergency planners to



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create site-specific information into established “best practice” emergency templates. The program also provides first responders access to critical information, such as floor plans, building photos and utility locations.

- The District currently has one school on line that will serve as the template for other District Facilities.
- The remaining buildings have received the template and are in the process of filling in their site-specific information.
- All District owned buildings will be registered and on line with the Missouri Office of Homeland Security’s ERIP program by the end of 2010.

Building access control

It was recommended that the District review its policy on school security, specifically in the areas of building access and intruder monitoring.

- Two of the Special Educational Facilities have been equipped with entry door control systems that provided an additional means of safety and security for both students and staff. The systems provide the ability for both visual identification as well as two-way voice communication with visitors prior to their admittance into the school. A third installation is currently underway.
- Our Bridges facility has been fitted with an automated door locking system that allows the secretary to identify visitors and open the door remotely.
- The buildings were approved through stimulus funding, state-of-the-art surveillance camera systems that virtually cover all areas of the buildings. These systems are tentatively scheduled to be installed end of year 2010.
- All schools have been re-keyed to reduce and control access to the buildings.

Worker Compensation claims

The Safety Committee regularly monitors the District’s Worker Compensation claims and reviews all employee work related injuries. It is the goal of the committee to reduce the number of injuries and lower the amount of funds allocated to pay for them. Since 2005, the committee has been actively involved in implementing plans/programs on safety awareness and procedures.

- The total District incurred costs for worker compensation claims has been reduced 4 of the past 5 years. Claims totaling \$2,366,419 in 2005 has been reduced (exception 2008) each year with a total incurred cost in 2009 of \$1,287,810.



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- The Average claim cost has also been reduced 4 of the past 5 years (exception 2008) from an average high in 2005 of \$6,430 to a low of \$3,066 in 2009.
- Incident reports are now signed by the immediate supervisor and Director.
- Quarterly reports are generated and distributed to various departments which identify the number of incidents, occupation, location and cause that have to be reviewed by the department director.
- Special Education Directors will begin to review data quarterly to determine if there are any trends present and investigate ways to reduce work-related injuries.
- Equipment has been purchased that aid in the transfer and lifting of non-ambulatory students. These include wheelchair and transfer lifts and automatic height adjusting changing tables to reduce the number of strain injuries.

District Safety Director

It was recommended and placed in the District's CSIP Plan, to hire a District Safety Director.

- The committee developed a Job Description for the position outlining the duties, responsibilities, educational requirements etc.
- A salary survey was conducted along with information provided by the annual salary survey from the Cooperating School District to determine a salary range.
- Paperwork was submitted to Human Resources for processing and Board approval.
- The position was never approved.



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V. Discussion

Strengths

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Recommendations

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Person responsible to champion action plan:

Larry Thompson, Director of Facilities and Operation, Special School District

Timeframe for reporting updates to Board of Education: Biennial

_____ Date: _____

Signature of Administrator Responsible for Chairing Evaluation