

# SCHOOL Safety Matters

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## Monthly Safety Tips

### Preventing Slips & Falls

Whenever we discover a spill, it is important to warn others in order to prevent a slip or fall. Notify your custodian so they can place a wet floor sign at each end of the area where someone might potentially walk onto the spill. If the spill covers a larger area, it might take 1 or 2 more signs in the middle to be safe. Avoid leaving the area unattended to notify the custodian or find a sign. Instead, ask a co-worker or student to watch the area while you are away.

### Water Intrusion

Rainy and wet conditions are a familiar reality in Oregon and help make our state green and beautiful. However, when water finds its way into our buildings, the results can be costly. All leaks should be followed by a phone call to Maintenance and Risk Management. Since the extent of damage from water is determined by the amount that enters, and how long it remains, it is also the responsibility of the building custodial staff to take reasonable measures to remove it as quickly as possible.



In this issue of *School Safety Matters*, Risk Management would like to wish everyone a happy and safe New Year as we look forward to a safe and successful 2015.



We ask that schools review playground and P.E. safety rules at least three times each year. At the beginning of this year, you set the tone by establishing rules, boundaries, and expectations allowing students to fully enjoy our facilities safely. As students return from winter break, it is important to take time to remind them of these expectations. It is equally important to review supervisory assignments and duties with your staff.

## Power Outages

Power outages can happen anytime, but they are more frequent during the winter months due to stormy weather. It is important to know what to do if our buildings lose power and have a plan in place as part of our overall emergency preparedness. The following are some key things to keep in mind during a power outage:

- Immediately notify Public Safety with the schools emergency radio and let them know if you have any other issues related to the outage. This is the fastest way to get this information to other departments, such as Maintenance, IT and Risk Management.
- Your building alarm will begin beeping to indicate it is in power failure. The system is still operational and can be silenced by entering an authorized pin code and pressing escape. Do not call 911 unless the actual fire alarm is activated.
- Know your emergency lighting. Each school is different depending on the building codes in effect when it was built. It may be necessary to have battery-powered lighting on hand to help in certain areas of the school.



Use a cell phone to contact PGE to find out the estimated length of the outage. In most cases, these are brief, but longer disruptions can have a greater impact and may require a more involved response and more extensive measures. By having a plan in place ahead of time, we can lessen the impact of the disruption and transition more smoothly back to normal operations.

*Please call Risk Management at ext. 4560 if we can help you with any safety question or if you have any safety tips that should be forwarded to the rest of the District.*