ASCIP
Safety Spotlight

Getting Ready for the First Day of School

Returning to daily school operations can be an exciting and busy time for a school district. Facilities and utilities are back in full use with students, teachers, and visitors flooding the hallways and cafeterias. Here are a few helpful tips to prepare the school for a safe and educational year.

Classroom readiness:

- Make sure safe ladders and stepstools are readily available to staff before the decorating begins.
- Ensure teachers are decorating their rooms responsibly. Keep wall coverings to a minimum and never decorate a door, over electrical panels or fire alarms.
- Test alarm systems before school starts. Ensure all warning horns, signals, and strobes are operational.
- Clean floors and carpets before the school year begins.

Playground Readiness:

- Take advantage of the summer downtime by inspecting, sweeping, cleaning, and preparing the playgrounds and their surfacing. Replenish and/or repair surfacing under play equipment.
- Conduct low frequency inspections focused on playground equipment hardware and structural components, looking for loose/missing nuts and bolts, cracks, sharp edges and unwelcomed graffiti. Document inspections.

Updating Maps and School Procedures:

- Update evacuation maps if classrooms/buildings were added or removed, or new hazards identified.
- Hang evacuation maps in all classrooms prior to the first day of school.
- Create a formal Drop-Off/Pick-Up plan, if one does not already exist. Establishing a formal procedure will help speed up the process and ensure that students are safely exiting/entering vehicles.
- Enlist the help of parent and community volunteers to help keep the flow of traffic moving and provide additional student supervision.

Energy Conservation:

- Reduce energy needs, which ultimately reduce operating costs and add valuable funding back to your school's budget.
- Lower the temperature of the water loops that heat the school's boilers during warmer weather and summer months to reduce gas consumption.
- Evaluate changing your school's lightbulbs with more energy-efficient models.
- Consider removing classroom "vampire" appliances, like mini-refrigerators, microwaves, and coffee pots and offer in centralized multi-use areas. Eliminating personal items will help reduce school-wide energy usage.

This Safety Spotlight is brought to you by ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
16550 Bloomfield Avenue • Cerritos, California 90703 • (562) 404-8029