

ASCIP Views

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE

WHAT'S NEW AT ASCIP?

Now Available:

- Use of Facilities Guidelines
- Student Supervision Guidelines with Heat Index Tracking Tool
- Request Certificates of Insurance on-line through eCertsonline.com

Go to www.ASCIP.org for all this and more!

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The 12 Ways to Protect School Property During the Holiday Break

Your Risk Services team reminds you that it's time to make sure that school property is secured and ready for the holiday break. Effective theft prevention involves layers of protection, with the addition of each layer making it more difficult for a thief to steal your school's valuable property. The various layers build upon one another so that when one layer is defeated or compromised, there is another layer providing protection.

Below are 12 layers of protection:

Physical barriers - Your 1st protective layer. Ensure fences are intact and gates are fitted with high-security locks. Bolts, hinges and handles should not act as easy scaling points.

Lighting - Your next protective layer. Illuminate entrances to buildings, maintenance yards and fueling areas bright enough to deter thieves.

"Electronic fencing" - Includes a combination of motion detectors, electronic beams, and video surveillance monitored by an alarm company.

Keep Electronics Out-of-Sight - Do not leave valuables and electronics visible through windows, and placed near windows for quick "grab-and-run". Close curtains and blinds.



ASCIP's Risk Services Team (from left) - Kevin Hobby, Deborah Nobles, Reshan Cooray, Brian Pelham, Sue Ellen Dasilva & Nancy Lopez.

Secure Valuables - Keep non-secured (portable) electronic equipment in locked cabinets and properly secured carts. Secure equipment with high security padlocks and quality door hardware.

Store in a Monitored Alarmed Area - Make sure laptop carts and high-valued equipment are stored in a building with a central station (monitored) alarm, such as the media center or main office building.

Tracking Software - Consider installing tracking software or systems that use technology like GPS that can track and locate stolen laptops and equipment.

Prevent Roof Access - Keep bushes and trees trimmed away from buildings. It is important to take all possible steps to prevent access onto school roofs.

Increased Patrol - Ask local law enforcement to increase patrols of school property. Authorize limited overtime by district personnel or hire private security to observe and report suspicious activities on your property during holidays, long weekends and breaks.

Designated District Contact - Provide a designated District representative with appropriate phone contacts to report major property loss claims to ASCIP and to other individuals within your organization. Make sure local

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ASCIP Values Its Members — Hometown Heroes



Congratulations to Maggie Mabery who was named California's

Teacher of the Year! She is one of five selected from the nearly 300,000 California teachers. Mabery is a science teacher at Manhattan Beach Middle School. Her students claim that Mabery "makes learning science fun" and she ignites a passion for science in them.

They don't even realize they are learning. State Superintendent of Public Instruction Tom Torlakson selected Mabery to compete in the national program. The winner will be announced in April.

Other ASCIP members are making education headlines as well. The 2015 Niche Rankings for Best School Districts in California have been released. Palos Verdes USD has been ranked number 2 of the almost 10,000 public

k-12 school districts. A high ranking indicates that the district contains great schools with exceptional teachers, sufficient resources, and a diverse set of high-achieving students who rate their experiences very highly. Other ASCIP members ranked in the top 30 best schools include: Walnut-Valley USD, Redondo Beach USD, Manhattan Beach USD, Laguna Beach USD, Tustin USD, La Canada USD and El Segundo USD. Congratulations! For more information go to: www.local.niche.com/

Are You Prepared For Your Construction Projects?



Kris Olaffsen (far right), El Monte SD, has been elected to the HCIC Board to represent ASCIP's OCIP interest. Congratulations Kris!



To Report Claims (property losses or liability)

CALL: Joan Weeks
(562) 404-8372

For Emergencies after hours:

Cell: (714) 814-3640

No. Cal. Members:

CALL: Amanda Pebler
(916) 605-3913 or
(916) 605-3800

For Emergencies after hours:

Cell: (916) 316-1453

During the November election, many members were successful in passing a bond. Many of that bond money is designated for construction projects. Did you know that ASCIP is offering a workshop to help you "Avoid Construction Pitfalls" on January 28 and February 4. Check ASCIP's website for more details. Did you also know that the ASCIP Property/Boiler-Machinery Memorandum of Coverage (MOC) includes builder's risk coverage for district property that is undergoing construction, reconstruction, alteration, renovation or repair?

ASCIP's Property/Boiler Machinery MOC includes builder's risk which covers the district's property interest while undergoing construction. Losses from perils such as fire, wind, theft, and vandalism are generally covered. Coverage would include repair or replacement of the damaged property, district owned tools, equipment and supplies, plus supplies and materials that are on-site at the construction project for the sole use on the district project. This includes construction materials owned by the district that are on site, in transit or housed offsite due to the construction schedule, awaiting delivery to the district.

Given this coverage, districts do not have to obtain separate builder's risk coverage for construction, reconstruction, alterations, renovation, or repair to protect their interests. The sub-limit for builder's risk coverage is up to \$50 million (\$25 million for

wood frame construction) per occurrence. As with any claim, an investigation will need to be completed to determine coverage pursuant to the MOC before payment on any builder's risk or property claim.

It is important to note that ASCIP's builder's risk coverage applies only to losses sustained by the district and would not extend to losses of third parties such as contractors, sub-contractors, vendors and other service providers involved in any construction project. In fact, ASCIP would have the ability to pursue subrogation against any covered losses caused by the negligence of a third party. Therefore, ASCIP recommends that districts require third party contractors to carry builder's risk coverage to cover their own interests (such as their tools, equipment, building material not purchased by districts) and to maintain adequate general liability coverage.

In the event of property damage to district buildings, whether in the course of construction or otherwise, contact ASCIP as soon as possible. ASCIP offers a variety of services to help members recover from such incidents including industrial hygiene and other risk control services.

Please contact ASCIP Risk Services staff for more information regarding ASCIP's property coverage including builders risk. Or contact Felicia Williams if you want more information on the "Avoid Construction Pitfalls" workshop.

12 Ways to Protect School Property *(continued from page 1)*

authorities have the designated contact phone number.

Telephone Tree – Create a contact list of key staff to provide to the Designated Contact, so that when losses occur, the District response team can be contacted.

Maintain current equipment/asset

inventory - At a minimum, the product identification or serial number for each piece of equipment should be recorded in a master inventory. Hint: Take Pictures.

Did you know your Property & Liability membership with ASCIP includes access to the "WeTip"

Crime Prevention Program? Additionally, as a benefit of your membership, ASCIP provides expert security consultative services, such as fencing, security lighting and camera placement reviews. Contact ASCIP's Risk Control staff for further details.

Save Date for ANNUAL MEETING
March 6, 2015

Upcoming Events — For updates and details go to www.ASCIP.org

Event	Date	Time	Location
Certificates of Insurance for the Novice	Thur, 12/11/14	10:00 a.m.—12:00 p.m.	ASCIP Training Room
HR & RM Roundtable-Legal Updates	Wed, 1/14/15	11:30 a.m. - 1:00 p.m.	ASCIP Training Room
8-Hr Hazardous Materials Awareness	Wed, 1/21/15	8:00 a.m. - 4:00 p.m.	ASCIP Training Room
HR & RM Roundtable- (No Cal)	Thur, 1/21/15	10:00 a.m.—12:30 p.m.	Franklin-McKinley SD-San Jose
Avoid Construction Pitfalls	Wed, 1/28/15	10:00 a.m.—3:00 p.m.	Sheraton-Cerritos
Avoid Construction Pitfalls—(No Cal)	Wed, 2/4/15	10:00 a.m.—3:00 p.m.	Franklin-McKinley SD-San Jose
Annual Member Meeting-The Future Is Now	Fri, 3/6/15	8:00 a.m.—4:00 p.m.	Sheraton-Cerritos