

SAFETY SPOTLIGHT

PREPARING FOR BACK TO SCHOOL

As community colleges and school districts prepare to welcome students for the new academic year, it's the perfect time to ensure a safe learning environment for students, staff and faculty. Here are essential safety tips to help everyone prepare for a successful and safe academic year.



Understand Emergency Procedures

- ❖ Review emergency plans and familiarize yourself with your district's emergency response plan.
- ❖ If classrooms or buildings were updated, review evacuation maps to confirm they are current.
- ❖ Hang evacuation maps in easily visible locations prior to the first day of school.

Conduct Classroom or Office Safety Inspection

- ❖ Inspect furniture, equipment, and fixtures for stability and safety. Check that there are no sharp edges or loose parts.
- ❖ Assess that all pathways and exits are clear and accessible for individuals with disabilities.
- ❖ Identify and notify facilities or maintenance department of any safety hazards that require repairing.

Proper Storage of Supplies

- ❖ Review your district's policy chemical hygiene plan before storing any cleaning supplies or chemicals.
- ❖ If you do store cleaning supplies or chemicals, clearly label containers and store them in a designated area away from student access, ideally in locked cabinets or rooms.
- ❖ Ensure that shelves are secured to walls and do not exceed safe height limits to prevent tipping.

Cybersecurity Awareness

- ❖ Attend cybersecurity training sessions to understand the latest threats and best practices.
- ❖ Use strong, unique passwords and change them regularly.
- ❖ Be cautious of suspicious emails and avoid clicking on unknown links.

Remember Mandated Employee Trainings

- ❖ Set aside dedicated time for training sessions. Consistency can help you build a routine and make it less daunting.
- ❖ Focus on the benefits of the training, like enhanced skills and knowledge, rather than viewing it as a chore.
- ❖ Discuss what you've learned with peers or supervisors. Sharing insights can reinforce your learning and keep you motivated.

Resources:

[Common Safety Violations in Classrooms](#)

Please contact your ASCIP Risk Services Consultant or our Risk Services team at RM_Info@ascip.org for questions or to discuss further.