



*District News / September 2022*  
*Volume 1 / Issue 1*

# DISTRICT SAFETY COMMITTEE NEWSLETTER

## EMERGENCY SUPPLIES

All school sites have received buckets and backpacks. Storage containers are in the process of being labeled and some are being refurbished.

Any questions regarding supplies, reach out to Pedro Gonzalez, Compliance Supervisor.

## SAFETY TIP...



If you see unsafe conditions, file an IIPP report and let your supervisor know



## SITE SAFETY COMMITTEE TEAMS

Every school site should have a representative attending the District Safety Committee Meetings. This representative will be the liaison between the school site and the committee. If you have questions, contact Lisa Cote.

**Upcoming Meeting Date: October 11, 2022 @ 4:00pm**

## DID YOU KNOW...

We have website updates! Check the pages for up to date information.

**District Safety Committee page**

<https://www.husd.us/districtsafety>

**Air Quality**

<https://www.husd.us/airquality>

**Upcoming District Safety Committee Meetings:**

October 11, 2022 , January 31, 2023, March 28, 2023

## COMPREHENSIVE SCHOOL SAFETY PLAN (CSSP)

Timeline listed below for the 2022/23 SY CSSP's:

- **September 6-9, 2022** - Distribute new CSSP template to Site Safety Committee Reps and/or Site Principal
- **October 3, 2022** - Final & signed CSSP site plans will be submitted to (Pedro Gonzalez Ochoa)
- **November 30, 2022** - Risk Dept will archive for auditor, ACOE, & CDE



## RESPONSIBILITIES OF THE SAFETY COMMITTEE

### THE DISTRICT SAFETY COMMITTEE IS RESPONSIBLE FOR:

- Updating the District Standardized Emergency Operations Plan
- Discussing concerns brought by the site safety committees
- Identifying systematic strategies to address concerns
- Coordinating systems of support



### INCIDENT REPORTS



1. When an **employee is injured**, have them call to report their injury to SIA Company Nurse 1-877-742-3467. The company nurse will speak with them and schedule an appointment if needed.
2. Supervisors will need to submit an incident report form to report the incident. Supervisors will submit the form to the Site Administrator or Director to review and submit to the Coordinator of Risk Management.
3. If an employee goes to the doctor and **has work restrictions**, they cannot return to work without meeting with the Workplace Health and Wellness Manager (for non-work-related doctor notes) or the Coordinator of Benefits & Risk Management for work-related injuries).
4. For incident reports such as HUSD car/bus accidents, this automobile accident report form must be completed and submitted. An Automobile Accident Report Form is completed and submitted to the Coordinator of Benefits & Risk Management with any photos and/or video taken. The Coordinator will submit all documentation to our insurance agency (SIA). The claim will then be assigned to a claims investigator to begin working on the claim. The Automobile Accident Report Form must be completed on both sides and include the Employee's statement.
5. For incidents including **personal property loss**, an incident report and personal property form will need to be completed by the employee and submitted to their supervisor. The supervisor will then review the documents and forward to the Coordinator of Benefits & Risk Management.
6. **HUSD Property damage** - complete the Property damage and incident report and submit to the Coordinator of Benefits & Risk Management when damages to property is more than \$5,000. Please include a police report, video, pictures, or any additional backup documentation.

## HAVE A PLAN FOR HOME AND VEHICLE

The first 72 hours after an earthquake are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient, able to live without running water, electricity and/or gas, and telephones, for at least three days following a quake. To do so, keep on hand in a central location the following:

- Food. Enough for 72 hours, preferably one week.
- Water. Enough so each person has a gallon a day for 72 hours, preferably one week.
- First Aid Kit
- Fire Extinguisher
- Flashlights and extra batteries
- Portable radio with extra batteries
- Extra blankets, clothing, shoes and money
- Alternate cooking sources. Store a barbecue or camping stove for outdoor camping. Caution: Ensure there are no gas leaks before you use any kind of fire as a cooking source and do not use charcoal indoors.
- Special items: Medications, glasses, food for infants, pet food.
- Tools. Have an adjustable or pipe wrench for turning off gas and water.
- Porta Pottie and toilet paper
- Car gas tank always half full or more



You should also have emergency supplies in your vehicle in case an earthquake would hit while you are driving. It is a good idea to have a first aid kit, food, water, flashlight and a sensible set of shoes in case you need to walk to get assistance.



### DID YOU KNOW YOU ARE A STATE EMERGENCY WORKER DURING A DECLARED EMERGENCY?

Employees working for a school district must be prepared in advance for a disaster. If and when a disaster occurs, all school employees must respond in accordance with legal requirements. Schools are responsible for the safety and welfare of the students and staff during and after a disaster and they are expected to provide shelter to members of the community should the need arise.

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions. The policy is as follows:

- In case of a declared emergency by the Superintendent or designee during school hours, all students will be required to remain at school or an alternate, safe site under the supervision of district personnel:
  - Until regular dismissal time and then released only if it is considered safe, or
  - Until released to an adult authorized by the parent or legal guardian whose name appears on the District records.
- To provide this supervision and care, Hayward unified School District personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and legal statutes included in the Disaster Emergency Guide (refer to the following page). The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District. The authority also extends to the City of Hayward and to Alameda County to declare an emergency and press public employees into service as disaster service workers.

Please inform family and friends what your responsibility is during an emergency so they do not worry about you. We recommend that you have a plan at home so your loved ones know who to contact in case of emergency.

The District will be participating in the Great Shake Out on October 20th. This is a good time to also evaluate if you and your family are prepared at home.