

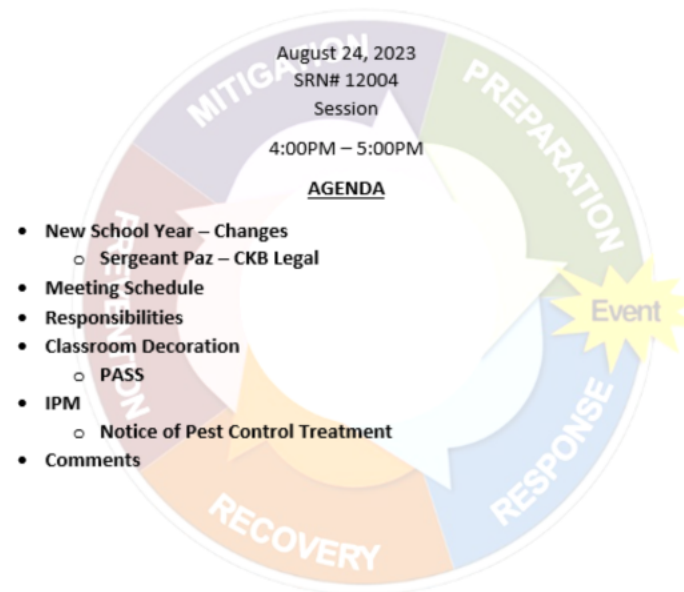




Corpus J. Zorola, CTSBS, CTCDD  
Supervisor – Environmental/  
Health/Safety/Custodial Training

Cindy Paz  
Police Sergeant/Records

## Safety Coordinators Meeting











Making School Safety  
a Priority



The Safety  
Office is now  
located at CAB  
Room 124



The Safety  
Office is now  
located at CAB  
Room 124



*Website*

# Still under Employee Benefits/Risk Management

## In This Section

[Home Page](#)[Team](#)[Health Insurance](#)[Student Insurance](#)[Risk Management / Workers Compensation](#)[Videos & Flyers](#)[Wellness](#)[Resources](#)[Employee Benefits Committee](#)[Voluntary Products / Benefits ▾](#)[Blue Cross Blue Shield](#)[Insurance Calendar](#)[Safety ▾](#)

## Employee Benefits/Risk Management



Brownsville Independent School District is committed to encouraging lifelong wellness practices by providing employees with health insurance, a wellness plan, and voluntary optional insurances.

[Find a Doctor or Hospital ▶](#)[Virtual Visits ▶](#)[How to Find Providers as a Guest ▶](#)

### Covid-19 Testing Update:

Based on current COVID-19 trends, the Department of Health and Human Services (HHS) is planning for the Federal Public Health Emergency (PHE) for COVID-19 to expire at the end of the day on May 11, 2023. Our response to the spread of SARS-CoV-2, the virus that causes COVID-19, remains a public health priority, but thanks to our national approach to combatting the virus, we are in a better place in our response than we

The Safety  
Office is now  
located at CAB  
Room 124



*Website*









# ***Intruder Detection Audit***

Make sure to:

- All exterior doors are locked
- Document all weekly door sweeps
- No exterior doors are propped-open
- No broken exterior doors
- Forward the notice form to the Superintendent after the audit



# ***Intruder Detection Audit***

100 % all schools this year!

Make sure to:

- All exterior doors are locked
- Document all weekly door sweeps
- No exterior doors are propped-open
- No broken exterior doors
- Forward the notice form to the Superintendent after the audit





Dr. René Gutiérrez  
Superintendent

**Brownsville Independent School District  
Police & Security Services**

Office of Emergency Management  
2477 E. Price Road, Brownsville, Texas 78521-2417  
(956) 698-2085 Fax: (956) 548-8989



Oscar Garcia, LCC  
Chief of Police

**EMERGENCY DRILL REPORT FORM**  
**SY 2023-2024**

School/Facility: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

Drill	Date conducted	Person conducting drill	Time required to conduct drill	After action review- Lessons Learned
<b>Building Evacuation</b> (at least one monthly)  (one obstructed)				
<b>Lockdown</b> (at least three per year by) September 30, 2023 December 17, 2023 April 30, 2024				
<b>Severe Weather</b> (at least one per year by) December 17, 2023				
<b>Shelter in place</b> (at least one per year by) December 17, 2023				
<b>Soft-Lockdown</b> (at least one per year by) December 17, 2023				
<b>Other</b>				

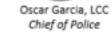
Distribution: Original—Superintendent or District Emergency Management Coordinator  
Copy—Insert into the Campus Emergency Operations Plan

*"BISD, an equal opportunity employer, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities."*



Office of Emergency Management

**EMERGENCY DRILL REPORT FORM**  
**SY 2023-2024**



**EMERGENCY DRILL REPORT FORM**  
**SY 2023-2024**

School/Facility: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

Drill	Date conducted	Person conducting drill	Time required to conduct drill	After action review- Lessons Learned
<b>Building Evacuation</b> (at least one monthly)  (one obstructed)				
<b>Lockdown</b> (at least three per year by) September 30, 2023 December 17, 2023 April 30, 2024				
<b>Severe Weather</b> (at least one per year by) December 17, 2023				
<b>Shelter in place</b> (at least one per year by) December 17, 2023				
<b>Soft-Lockdown</b> (at least one per year by) December 17, 2023				
<b>Other</b>				

Distribution: Original—Superintendent or District Emergency Management Coordinator  
Copy—Insert into the Campus Emergency Operations Plan

*"BISD, an equal opportunity employer, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities."*

## EMERGENCY DRILL REPORT FORM SY 2023-2024

School/Facility: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_ Contact Ph: \_\_\_\_\_

Drill	Date conducted	Person conducting drill	Time required to conduct drill	After action review- Lessons Learned
<b>Building Evacuation</b> (at least one monthly)  (one obstructed)				
<b>Lockdown</b> (at least three per year by) September 30, 2023 December 17, 2023 April 30, 2024				
<b>Severe Weather</b> (at least one per year by) December 17, 2023				
<b>Shelter in place</b> (at least one per year by) December 17, 2023				
<b>Soft-Lockdown</b> (at least one per year by) December 17, 2023				
<b>Other</b>				

Distribution: Original—Superintendent or District Emergency Management Coordinator  
Copy—Insert into the Campus Emergency Operations Plan

*"BISD, an equal opportunity employer, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities."*





# ***Meeting Schedule***

Tentative



# ***Meeting Schedule***

Tentative



***October 19, 2023***  
***December 14, 2023***  
***February 15, 2024***  
***April 25, 2024***

# ***Meeting Schedule***

Tentative





# Responsibilities Form



Brownsville Independent School District  
Environmental, Health, and Safety  
1900 E Price Road, Brownsville, TX 78521  
Office (956) 548-8061

## Safety Coordinator's Duties and Responsibilities

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

(Please Print) Safety Coordinator

I recognize that the success of an Accident Prevention Program is contingent and dependent upon support from the executive level of management down to the involvement of all employees of the District. I will make every effort to assist the District in providing a working environment free from any recognized or potential hazards. I am aware that all management and supervisors will set an example of commitment to safety and health in the District.

I acknowledge the following safety documentation Fire Drills, Fire Extinguisher Logs, Campus Safety Inspection & Work Request Form(s), which may be required every **month**. Campus Safety Meetings agendas with sign-in sheets are needed for September, November, January, March, and April. Additionally, the forms must be posted within the TEAMS file sections and a hard copy must be filed within my campus or department. If changes are made to this requirement, I will be notified at Safety Coordinators' meetings.

**Fire Drill** - A minimum of **five (5)** fire drills are required per semester **ten (10)** per school year, on months having ten (10) school days or more, as directed by the Texas Administrative Code RULE §103.1209. Having two (2) fire drills in one month will not be substituted for a month in which no fire drill was held.

**Fire Extinguisher Log** - All fire extinguishers must be checked on a monthly basis. **The Inspector's** name, date of inspection, and status of each extinguisher must be noted during the Months of August thru May.

**Safety Inspection and Work Request Form** - Months of September, November, January, March, and April.

**Safety Meeting** - Every staff member on your campus or department must receive safety meeting information on the months that are required. All sign-in sheets must have the date, presenters' name, topic, and legible signature of all employees. All Campus/Department Safety documentation is to be posted within the TEAMS – Campus, Department Safety Coordinators platform files section **by the end of each required month**. Having a Safety Meeting on a month that was not required will not be substituted for a month that was needed.

**Employers' First Report of Injury** – This is to be submitted to the Employee Benefits/Risk Management Department within 24 to 48 hours of an accident or near-miss accident and submitted to the Employee Benefits/Risk Management Department. Email to: [workerscomp@bisd.us](mailto:workerscomp@bisd.us)

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to [czorola@bisd.us](mailto:czorola@bisd.us).

\_\_\_\_\_  
Safety Coordinator Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

(Rev. 07/22)

# Responsibilities Form



Brownsville Independent School District  
Environmental, Health, and Safety  
1900 E Price Road, Brownsville, TX 78521  
Office (956) 548-8061

## Safety Coordinator's Duties and Responsibilities

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

(Please Print) Safety Coordinator

I recognize that the success of an Accident Prevention Program is contingent and dependent upon support from the executive level of management down to the involvement of all employees of the District. I will make every effort to assist the District in providing a working environment free from any recognized or potential hazards. I am aware that all management and supervisors will set an example of commitment to safety and health in the District.

I acknowledge the following safety documentation Fire Drills, Fire Extinguisher Logs, Campus Safety Inspection & Work Request Form(s), which may be required every **month**. Campus Safety Meetings agendas with sign-in sheets are needed for September, November, January, March, and April. Additionally, the forms must be posted within the TEAMS file sections and a hard copy must be filed within my campus or department. If changes are made to this requirement, I will be notified at Safety Coordinators' meetings.

**Fire Drill** - A minimum of **five (5)** fire drills are required per semester **ten (10)** per school year, on months having ten (10) school days or more, as directed by the Texas Administrative Code RULE §103.1209. Having two (2) fire drills in one month will not be substituted for a month in which no fire drill was held.

**Fire Extinguisher Log** - All fire extinguishers must be checked on a monthly basis. **The Inspector's** name, date of inspection, and status of each extinguisher must be noted during the Months of August thru May.

**Safety Inspection and Work Request Form** - Months of September, November, January, March, and April.

**Safety Meeting** - Every staff member on your campus or department must receive safety meeting information on the months that are required. All sign-in sheets must have the date, presenters' name, topic, and legible signature of all employees. All Campus/Department Safety documentation is to be posted within the TEAMS – Campus, Department Safety Coordinators platform files section **by the end of each required month**. Having a Safety Meeting on a month that was not required will not be substituted for a month that was needed.

**Employers' First Report of Injury** – This is to be submitted to the Employee Benefits/Risk Management Department within 24 to 48 hours of an accident or near-miss accident and submitted to the Employee Benefits/Risk Management Department. Email to: [workerscomp@bisd.us](mailto:workerscomp@bisd.us)

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to [czorola@bisd.us](mailto:czorola@bisd.us).

\_\_\_\_\_  
Safety Coordinator Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

(Rev. 07/22)

## Check List



April. Additionally, the forms must be posted within the TEAMS file sections and a hard copy must be filed within my campus or department. If changes are made to this requirement, I will be notified at Safety Coordinators' meetings.

**Fire Drill** - A minimum of **five (5)** fire drills are required per semester **ten (10)** per school year, on months having ten (10) school days or more, as directed by the Texas Administrative Code RULE §103.1209. Having two (2) fire drills in one month will not be substituted for a month in which no fire drill was held.

**Fire Extinguisher Log** - All fire extinguishers must be checked on a monthly basis. The Inspector's name, date of inspection, and status of each extinguisher must be noted during the Months of August thru May.

**Safety Inspection and Work Request Form** - Months of September, November, January, March, and April.

**Safety Meeting** - Every staff member on your campus or department must receive safety meeting information on the months that are required. All sign-in sheets must have the date, presenters' name, topic, and legible signature of all employees. All Campus/Department Safety documentation is to be posted within the TEAMS – Campus, Department Safety Coordinators platform files section **by the end of each required month.** Having a Safety Meeting on a month that was not required will not be substituted for a month that was needed.

**Employers' First Report of Injury** – This is to be submitted to the Employee Benefits/Risk Management Department within 24 to 48 hours of an accident or near-miss accident and submitted to the Employee Benefits/Risk Management Department. Email to: [workerscomp@bisd.us](mailto:workerscomp@bisd.us)

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to [czorola@bisd.us](mailto:czorola@bisd.us).

---

Safety Coordinator Signature

---

Principal's Signature

---

Date

# Check List and Milestones

Check List					
Month	Fire	Fire	Safety	Campus	Date
	Drills	Extinguishers	Inspections	Safety Meetings	Completed
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					

Key		Milestones	
Due		Meeting	Percentage
		October Meeting	20
		December Meeting	40
		February Meeting	60
		April Meeting	80

# Responsibilities Form



Brownsville Independent School District  
Environmental, Health, and Safety  
1900 E Price Road, Brownsville, TX 78521  
Office (956) 548-8061

## Safety Coordinator's Duties and Responsibilities

Name: \_\_\_\_\_ Campus: \_\_\_\_\_

(Please Print) Safety Coordinator

I recognize that the success of an Accident Prevention Program is contingent and dependent upon support from the executive level of management down to the involvement of all employees of the District. I will make every effort to assist the District in providing a working environment free from any recognized or potential hazards. I am aware that all management and supervisors will set an example of commitment to safety and health in the District.

I acknowledge the following safety documentation Fire Drills, Fire Extinguisher Logs, Campus Safety Inspection & Work Request Form(s), which may be required every **month**. Campus Safety Meetings agendas with sign-in sheets are needed for September, November, January, March, and April. Additionally, the forms must be posted within the TEAMS file sections and a hard copy must be filed within my campus or department. If changes are made to this requirement, I will be notified at Safety Coordinators' meetings.

**Fire Drill** - A minimum of **five (5)** fire drills are required per semester **ten (10)** per school year, on months having ten (10) school days or more, as directed by the Texas Administrative Code RULE §103.1209. Having two (2) fire drills in one month will not be substituted for a month in which no fire drill was held.

**Fire Extinguisher Log** - All fire extinguishers must be checked on a monthly basis. **The Inspector's** name, date of inspection, and status of each extinguisher must be noted during the Months of August thru May.

**Safety Inspection and Work Request Form** - Months of September, November, January, March, and April.

**Safety Meeting** - Every staff member on your campus or department must receive safety meeting information on the months that are required. All sign-in sheets must have the date, presenters' name, topic, and legible signature of all employees. All Campus/Department Safety documentation is to be posted within the TEAMS – Campus, Department Safety Coordinators platform files section **by the end of each required month**. Having a Safety Meeting on a month that was not required will not be substituted for a month that was needed.

**Employers' First Report of Injury** – This is to be submitted to the Employee Benefits/Risk Management Department within 24 to 48 hours of an accident or near-miss accident and submitted to the Employee Benefits/Risk Management Department. Email to: [workerscomp@bisd.us](mailto:workerscomp@bisd.us)

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to [czorola@bisd.us](mailto:czorola@bisd.us).

\_\_\_\_\_  
Safety Coordinator Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

(Rev. 07/22)

## Check List



# *Classroom Decoration*

## **1. Learn the rules for fire-resistant classroom decor.**

- Nothing may be hung from light fixtures, ceiling tiles, or sprinkler heads and pipes.
- All fabric items must be regularly and properly treated with fire-retardant. ...
- No more than a certain percentage, e.g. 20%, of the wall space may be covered in paper.



*PASS*





# FIRE SAFETY

P

A

S

S





# *Classroom Decoration*

## **1. Learn the rules for fire-resistant classroom decor.**

- Nothing may be hung from light fixtures, ceiling tiles, or sprinkler heads and pipes.
- All fabric items must be regularly and properly treated with fire-retardant. ...
- No more than a certain percentage, e.g. 20%, of the wall space may be covered in paper.



*PASS*



BISD prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of any of the District's activities, by unauthorized personnel

A pesticide is defined as a substance or mixture of substances intended for destroying, repelling or mitigating any pest. (This includes items like glue boards, fly traps and cans of household insecticides.) A pest is any living thing that exists where it is not wanted. [As defined by CLB Legal]





## NOTICE OF PEST CONTROL TREATMENT

**Date(s) of planned Treatment (Inspection):** 2<sup>nd</sup> Wednesday of March, June, September, December (Kitchen: Monthly)

**Re-entry (if applicable):**

Extenuating circumstances may require unplanned treatments. To confirm treatment dates, please call the contractor listed below:

**Licensed Pest Control Contractor:**

BIG M PEST CONTROL  
PO BOX 608  
INGLESIDE, TX 78362  
800.864.4922

[SERVICE@BIGMPESTCONTROL.COM](mailto:SERVICE@BIGMPESTCONTROL.COM)

**National Pesticide Information Center**

1-800-858-7378  
<http://npic.orst.edu>

Brownsville ISD conducts regular pest management inspections and services. These service calls may include inspections, pest exclusion, use of mechanical pest control devices, and occasional bait, dust, and pesticide spray applications.

A Consumer Information Sheet may be obtained from the IPM Coordinator.

**District IPM Coordinator:**

Corpus J. Zorola – 956-698-1374  
Supervisor – Environmental/Health/Safety/Custodial Training

Pest Control Applicators are licensed and regulated by  
TEXAS DEPARTMENT OF AGRICULTURE  
P.O. BOX 12847, AUSTIN, TEXAS 78711-2847  
Phone: 866-918-4481 Fax: 888-323-2567



revised 9/1/2022 (Hanna)



BISD prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of any of the District's activities, by unauthorized personnel

A pesticide is defined as a substance or mixture of substances intended for destroying, repelling or mitigating any pest. (This includes items like glue boards, fly traps and cans of household insecticides.) A pest is any living thing that exists where it is not wanted. [As defined by CLB Legal]





**SAFETY IS TOP  
PRIORITY.**

**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT