



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

Cindy Paz
Police Sergeant/Records

Safety Coordinators Meeting

October 19, 2023
Section Number: 12926
4:00PM – 5:00PM

AGENDA

- August Meeting Review
- BISD PD Overview
 - Campus Visitor Safety
- New Website Location
- Slip and Falls
- EOP
- Completion Matrix
- Reminders
- Comments

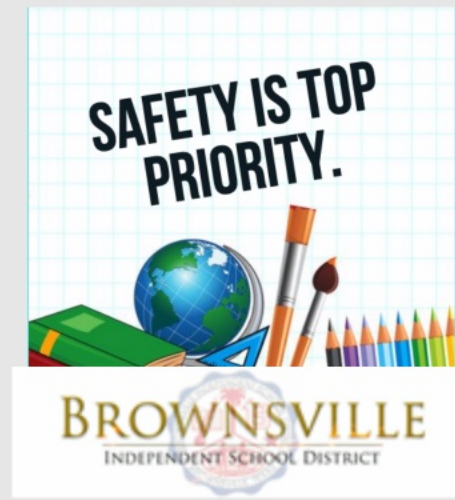
Event



In cooperation with Police/Security Services, Employee Benefits/Risk Management & Health Services

10/19/23

SCAN ME



The Safety
Office is now
located at CAB
Room 124

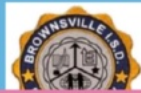


Intruder Detection Audit

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



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

Shelter in place				
Shelter in place				
Soft Lockdown				
Other				

Distribution: Original - Superintendent or Deputy Emergency Management Coordinator
Copy - Chief and the Emergency Operations Plan

"2022: 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."

Responsibilities Form



Brenham Independent School District
Environmental, Health, and Safety
1900 E Price Road, Brenham, TX 77821
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: workcomp@bisd.us

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to esorensen@bisd.us

Safety Coordinator Signature

Principal's Signature

Date

(Rev. 07/22)

Responsibilities Form

Check List and Milestones

Check List					
Month	Fire Drills	Fire Extinguishers	Safety Inspections	Campus Safety Meetings	Date 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

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@bsd.us

I understand my responsibilities as a Principal/Administrator/Safety Coordinator regarding the required documentation. Please send this signed form via email to esorensen@hsd.k12.us

Safety Coordinator Signature

Principal's Signature

Date

(Rev. 07/22)

Responsibilities Form

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

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Principal's Signature

Date

(Rev. 07/22)



NOTICE OF PEST CONTROL TREATMENT

Date(s) of planned Treatment (Inspection): 2nd 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

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



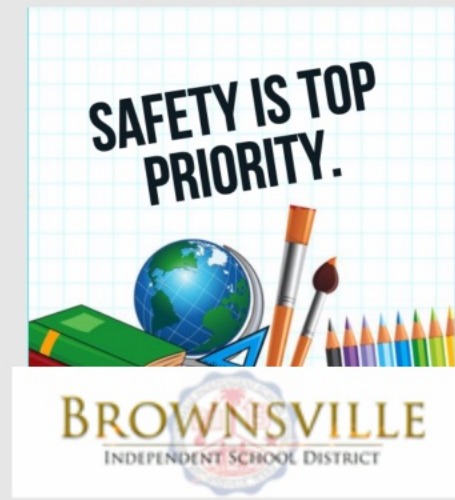
revised 5/1/2012 (Hanna)



Safety Coordinator Signature
(Rev. 07/22)

Principal's Signature

Date



BISD PD Overview



DISPATCH OVERVIEW

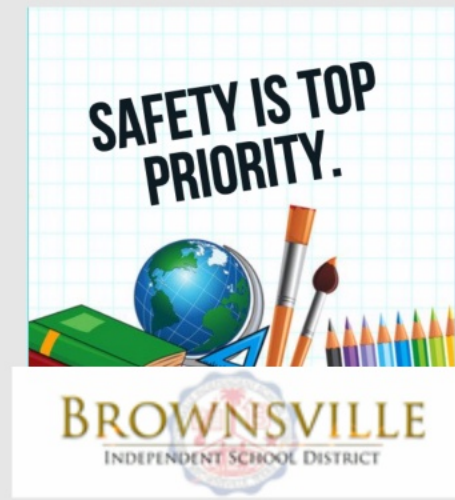


**ALL VISITORS MUST
SIGN IN AT FRONT OFFICE.**

**DO NOT
OPEN DOORS FOR VISITORS.**

**DO NOT PROP OPEN
DOORS.**





New Website Location (Under Departments)

A-I

Adult Continuing Education
Aquatic Center
Assessment/Research/Evaluation
Athletics
Bilingual Education
Business Software Help Desk
Career & Technical Education
Computer Services
Curriculum, Instruction and Accountability
Dyslexia/504 Students/RTI
Employee Benefits/Risk Management
Elementary Education
Elementary and Secondary School Emergency Relief Fund (ESSER)

Facilities
Federal Programs/Title I
Finance
Fine Arts
Food & Nutrition Services
Grants
Guidance & Counseling
Health Services
Homeless Youth Connection Project
Human Resources
ISET - Innovation, Strategy & Educational Technology
Instructional TV Studio (KBSD)
Internal Audit

L-W

Library Media Services
Mail Room
Maintenance
Migrant Education Program
Parent & Family Engagement / Participación Familiar
Payroll
PEIMS
Police/Security Services
Professional Development
Public Relations and Community Engagement
Pupil Services

Purchasing
Records Management & Recycling
Safety
School Improvement
Special Programs/Title I, Title II, Title IV, Title IX-A
Special Services
State Compensatory
Technology Services
Transportation
Warehouse/Textbooks/Fixed Assets
Wellness Center (Central Gym)
School Health Advisory Committee (SHAC)



L-W

Library Media Services

Mail Room

Maintenance

Migrant Education Program

Parent & Family Engagement / Participación Familiar

Payroll

PEIMS

Police/Security Services

Professional Development

Public Relations and Community Engagement

Pupil Services

Purchasing

Records Management & Recycling

Safety



School Improvement

Special Programs/Title I, Title II, Title IV, Title IX-A

Special Services

State Compensatory

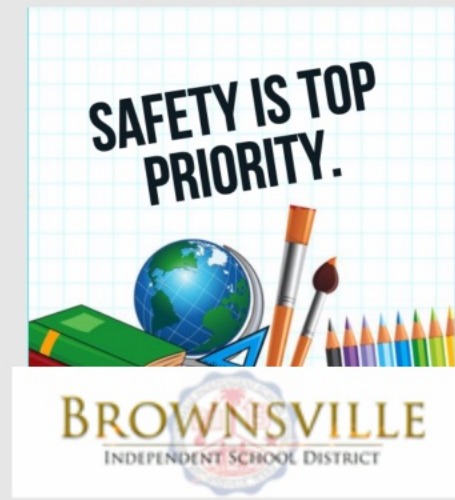
Technology Services

Transportation

Warehouse/Textbooks/Fixed Assets

Wellness Center (Central Gym)

School Health Advisory Committee (SHAC)



Slip Trips and Falls



SLIPS, TRIPS, AND FALLS

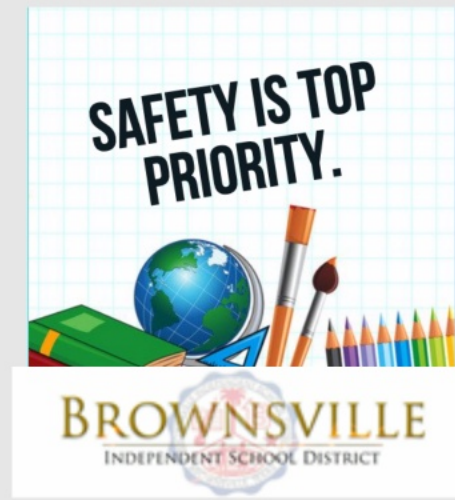




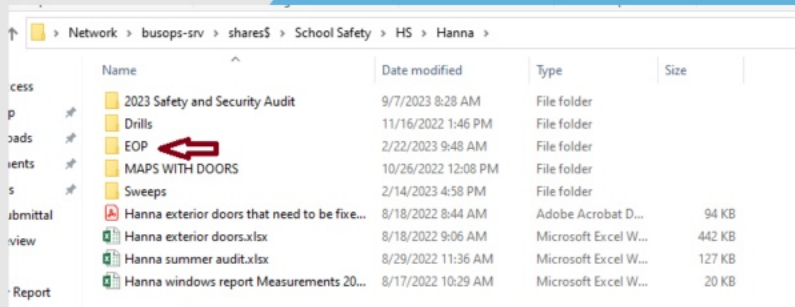
AGENDA

#1

Comments



EOP

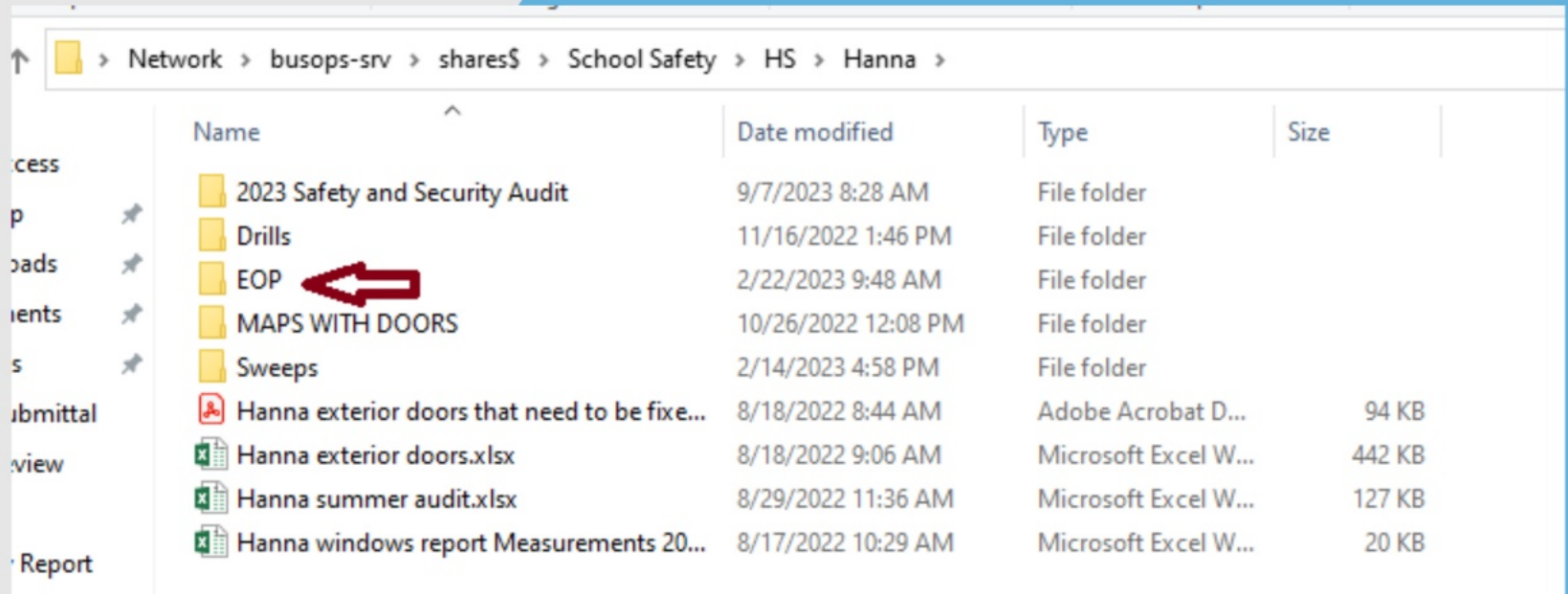


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2023 Safety and Security Audit	9/7/2023 8:28 AM	File folder	
Drills	11/16/2022 1:46 PM	File folder	
EOP	2/22/2023 9:48 AM	File folder	
MAPS WITH DOORS	10/26/2022 12:08 PM	File folder	
Sweeps	2/14/2023 4:58 PM	File folder	
Hanna exterior doors that need to be fixe...	8/18/2022 8:44 AM	Adobe Acrobat D...	94 KB
Hanna exterior doors.xlsx	8/18/2022 9:06 AM	Microsoft Excel W...	442 KB
Hanna summer audit.xlsx	8/29/2022 11:36 AM	Microsoft Excel W...	127 KB
Hanna windows report Measurements 20...	8/17/2022 10:29 AM	Microsoft Excel W...	20 KB



Website

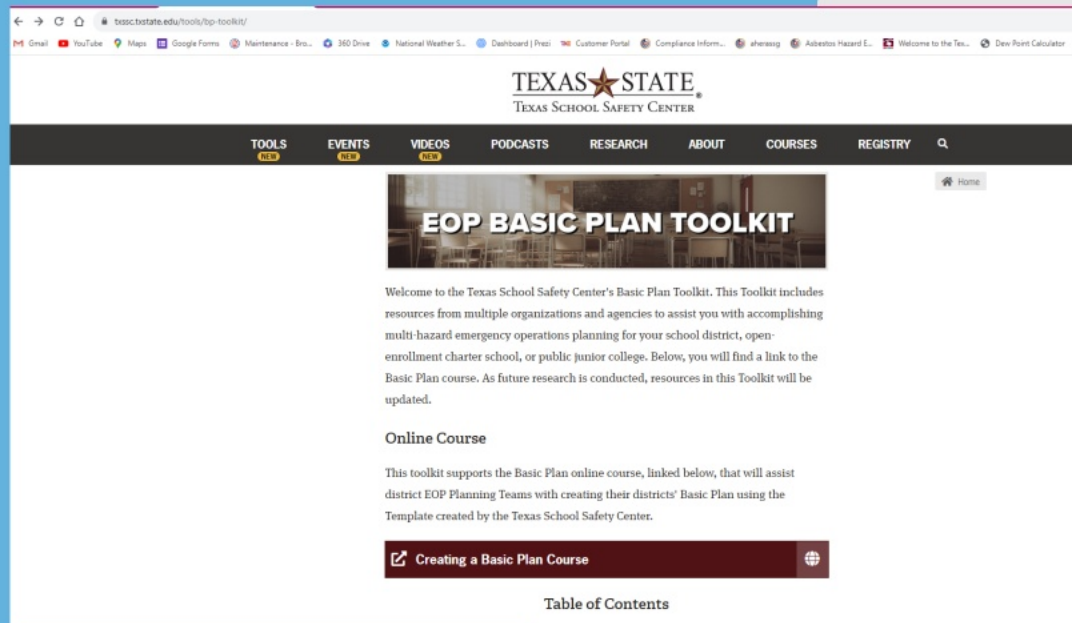
EOP



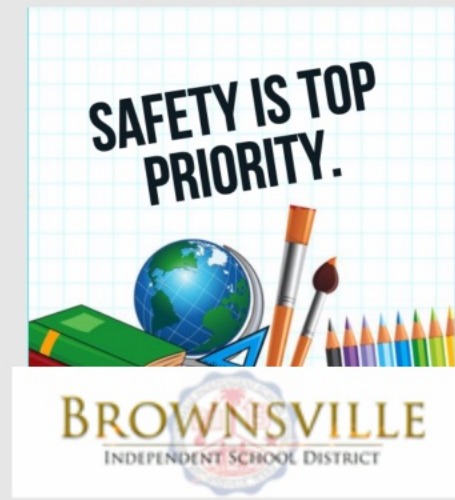
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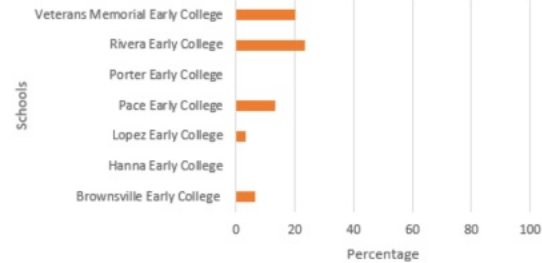


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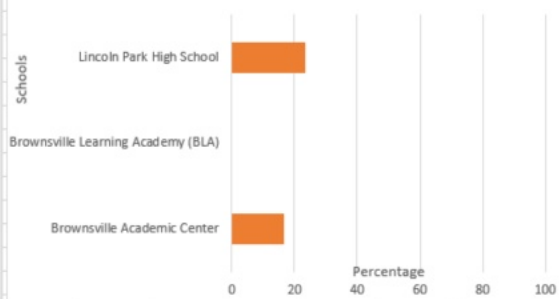


Matrix

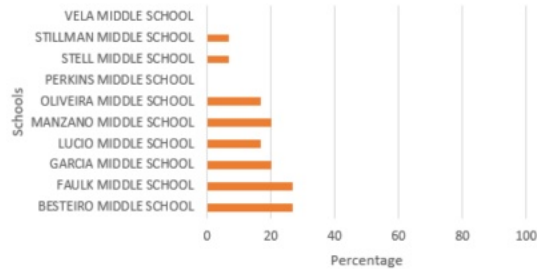
High Schools



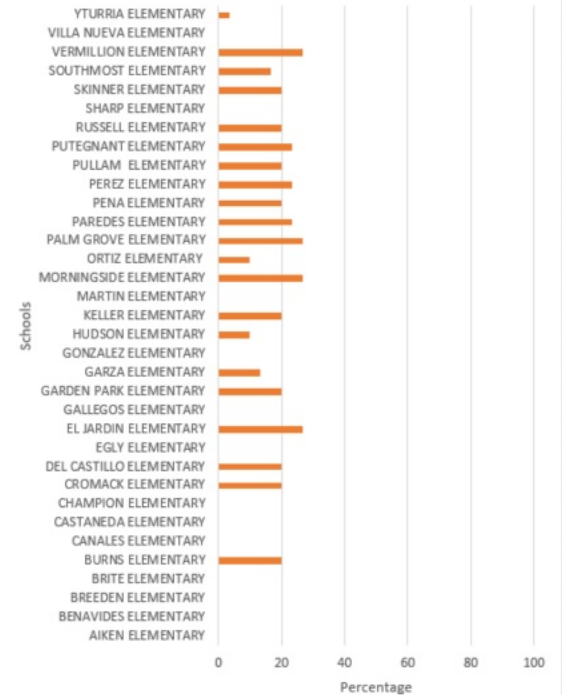
Alternative Schools

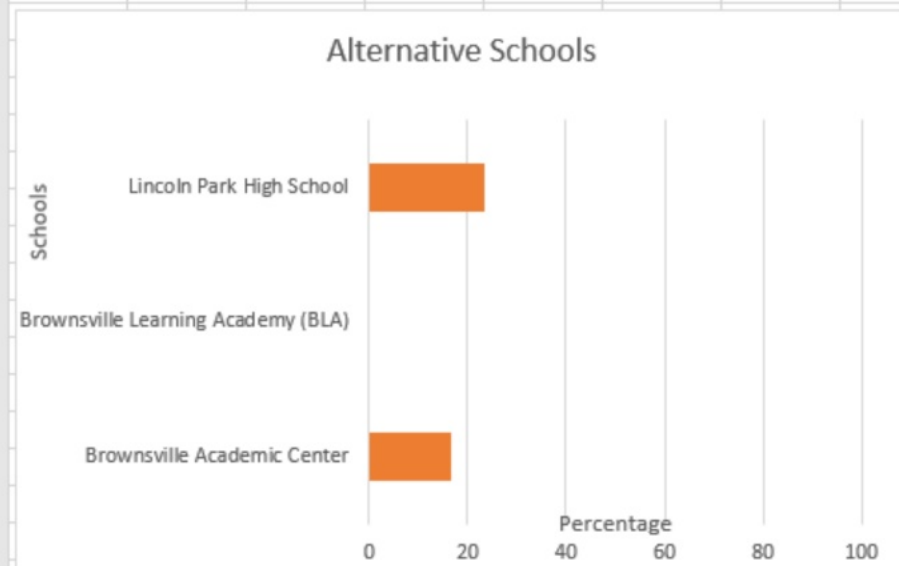
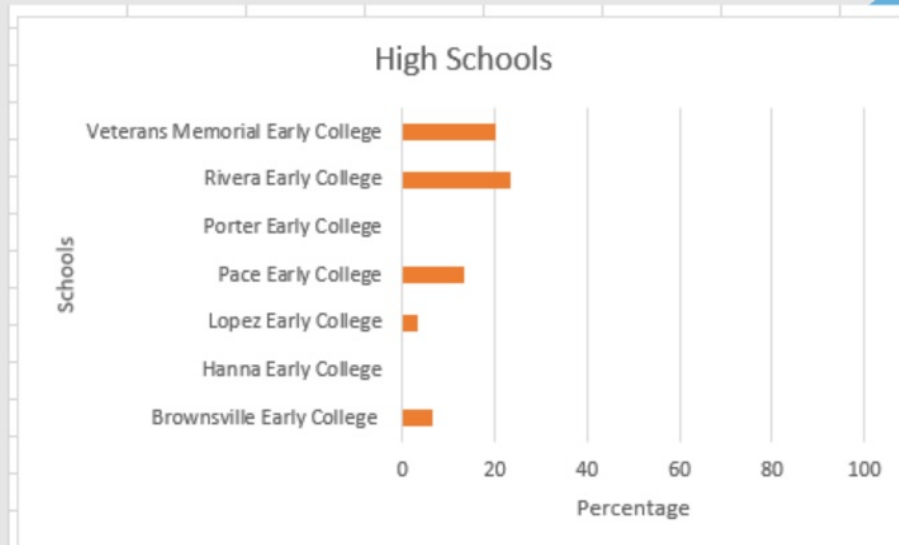


Middle Schools



Elementary Schools



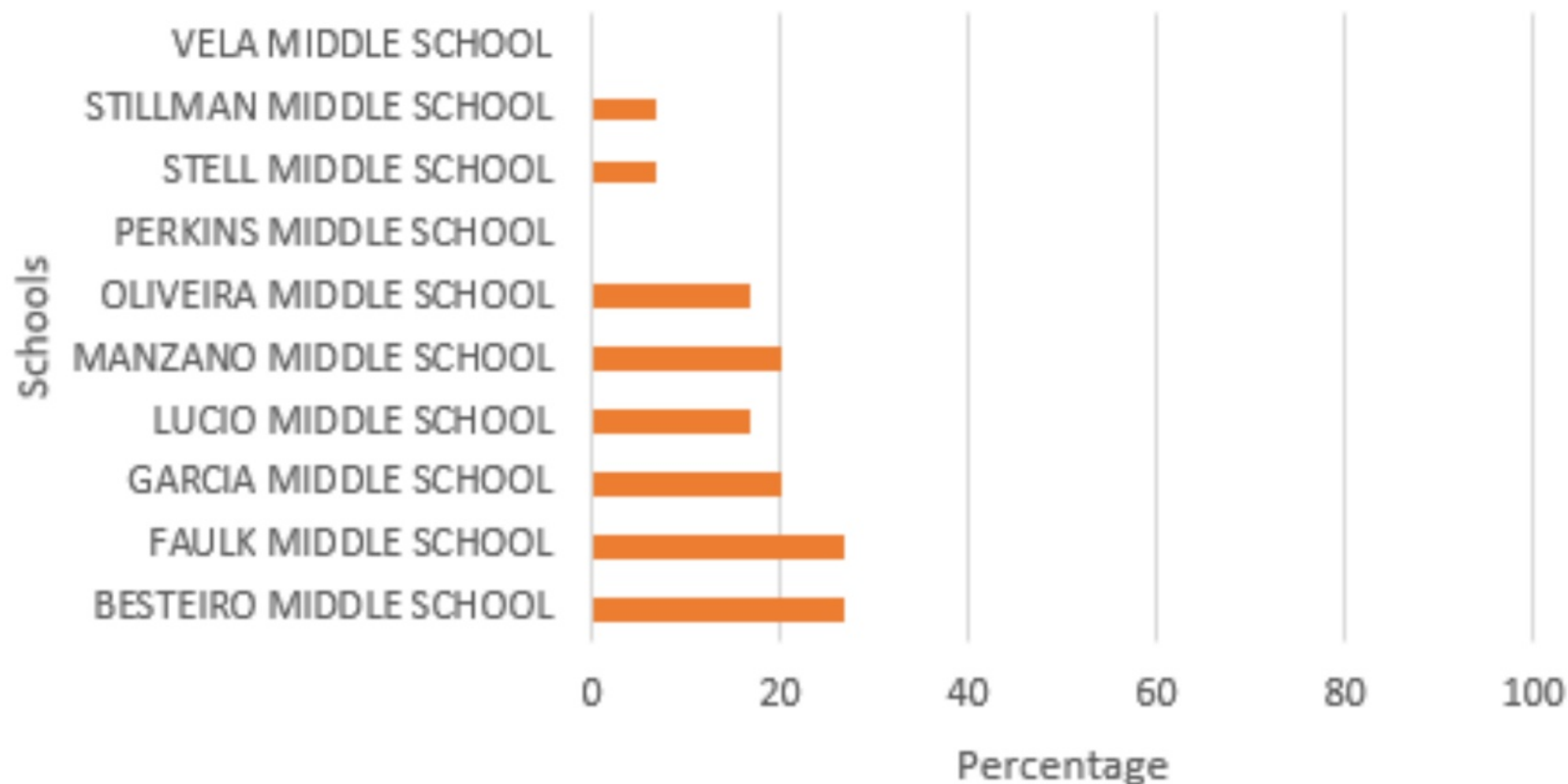


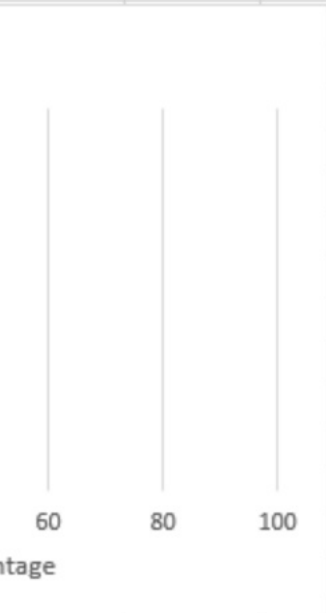
Schools

VELA
STILLMAN
STELL
PERKINS
OLIVEIRA
MANZANO
LUCIO
GARCIA
FAULK
BESTEIRO

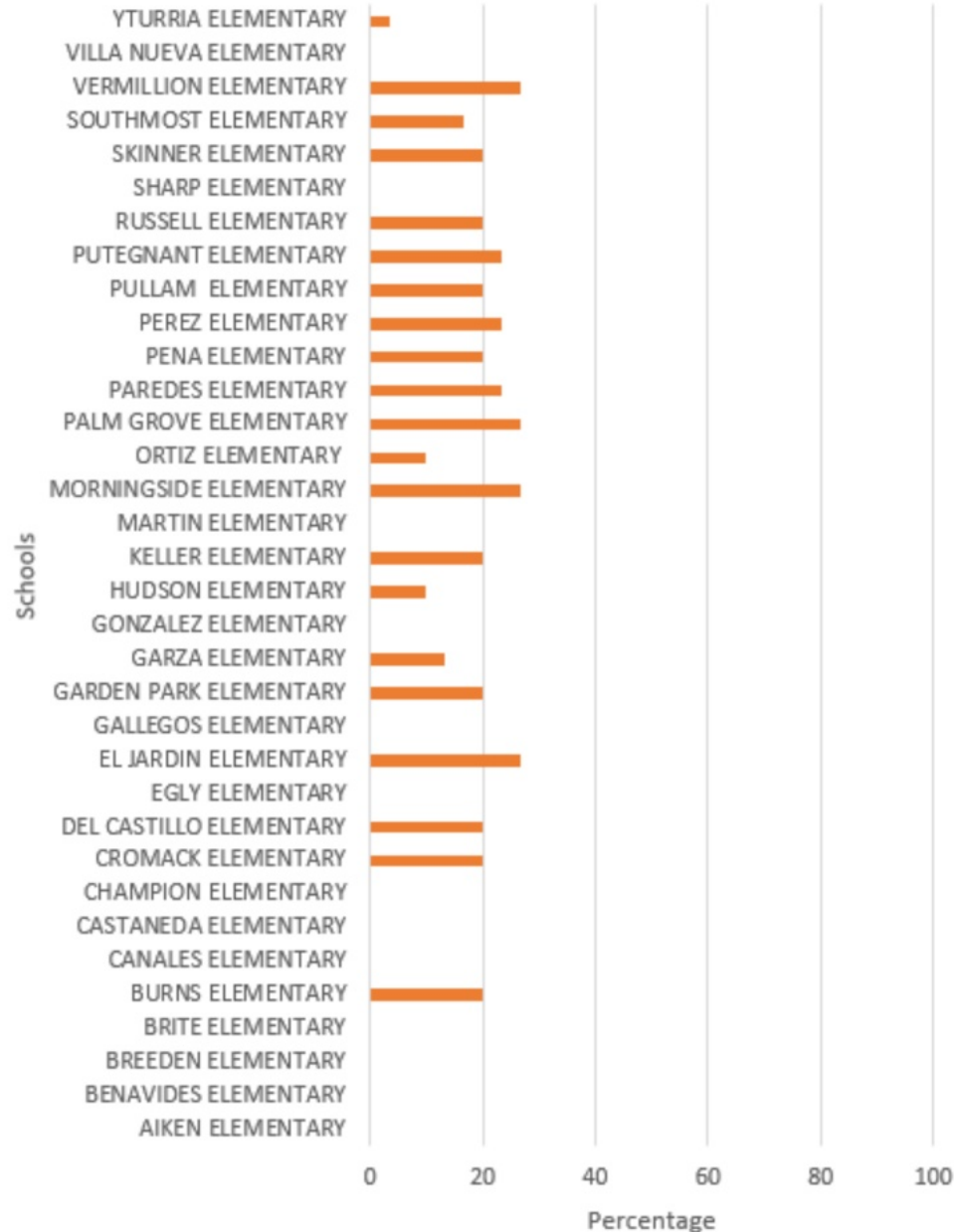


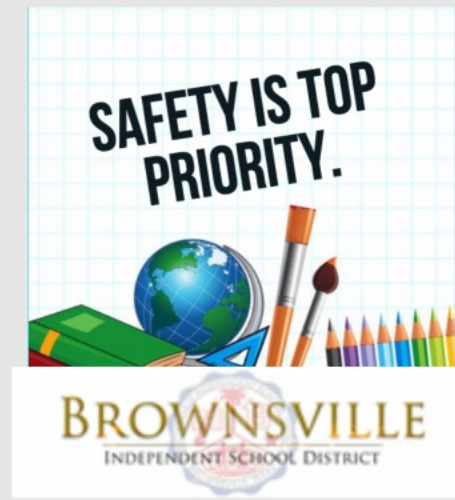
Middle Schools





Elementary Schools





Reminders



All safety drills must be completed on a timely basis.



Brownsville Independent School District
Police & Security Services
Office of Emergency Management
2477 E. Price Road, Brownsville, Texas 78021-3417
(956) 490-2555 Fax: (956) 548-8989

Dr. René Gutiérrez
Superintendent

Oliver García, LCC
Chief of Police

EMERGENCY DRILL REPORT FORM
SY 2022-2023

School facility: _____

Person Completing Report: _____ Contact Ph: _____

Drill	Date conducted	Person conducting drill	Time required to conduct drill	After action review: Lessons Learned
Building Evacuation (at least one monthly) (see attached)				
Lockdown (at least three per year by) September 15, 2022 November 17, 2022 April 28, 2023				
Severe Weather (at least one per year by) September 15, 2022				
Shelter in place (at least one per year by) September 15, 2022				
Soft-Lockdown (at least one per year by) September 17, 2022				
Other				

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

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TEA Safety 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

Inspectors evaluated campuses in the phases shown.

Findings were issued in the following circumstances:

- PHASE 1** Intruder Detection Audit Finding
An inspector gained unauthorized access to a campus.
- PHASE 1** Exterior Door Audit Finding
One or more exterior doors were found with the security of one or more exterior doors (locks) not secured, not locked, broken, propped open).
- PHASE 1** Classroom Door Audit Finding
When a district had a written and/or verbal policy directive to lock classroom doors, any classroom door in a sample of 8 - 10 doors was not closed and/or not locked.
- DOOR WEBS** Weekly Door Sweeps Audit Finding
A campus did not document door sweep processes and/or did not have documentation of the process on weekly worth of checks on all exterior doors.



Visitor Management

- Last school year, we had 86,185 visitors on BISD campuses.



**PICTURE ID
REQUIRED
TO ENTER
CAMPUS**

Continue using the Raptor System, and supplies are available at our warehouse.



DISTRICT VISITOR PROCEDURES

Parents - Thank you for visiting our campus today.

- 1) What is the purpose of your visit?
- 2) If picking up or dropping something off for a student, please state the name of the student and grade level.
- 3) Who is your child's (your) teacher?
- 4) Do you have a photo ID? For safety reasons, you are required to have a picture ID. You will not be allowed to enter campus without one.
- 5) If all responses are clear, state "Please proceed to the front office to sign in and get a visitor's pass".

Staff/Faculty - Thank you for visiting our campus today.

- 1) Please provide your name.
- 2) Who are you visiting today? Are he/she expecting you?
- 3) Do you have a school ID with you? If no, you are required to have one.
- 4) If all responses are clear, state "Please proceed to the front office to sign in and get a visitor's pass".

Maintenance/Facilities/Contractors - Thank you for visiting our campus today.

- 1) What is the purpose of your visit? If they state a work order - verify with administration/secretary to make sure a work order was submitted by the campus.
- 2) If the individual states he/she is a contractor, ask who sent you to our campus? The response - Jerry Martinez or Manuel Hinojosa.
- 3) Do you have a picture ID with you? You will be required to provide it in the front office.
- 7) If all responses are clear, state "Please proceed to the front office to sign in and get a visitor's pass".

Remin



All safety drills must be completed on a timely basis.



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 García, LCC
Chief of Police

EMERGENCY DRILL REPORT FORM SY 2022-2023

School/Facility: _____

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Copy—Insert into the Campus Emergency Operations Plan

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DOOR
SWEEPS

Weekly
A camp
and/or
weeks'

**SCHOOL SAFETY:
A SHARED
RESPONSIBILITY**



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REQUIRED
TO ENTER
CAMPUS**

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AN EARLY COLLEGE DISTRICT
BROWNSVILLE
INDEPENDENT SCHOOL DISTRICT

Revised 8/22/22

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PHASE 1

Intruder Detection Audit Finding

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PHASE 2

Exterior Door Audit Finding

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PHASE 3

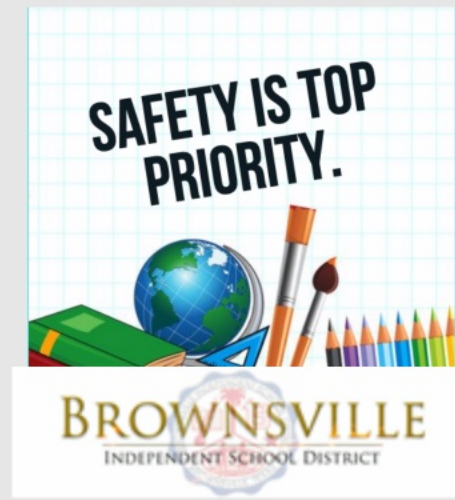
Classroom Door Audit Finding

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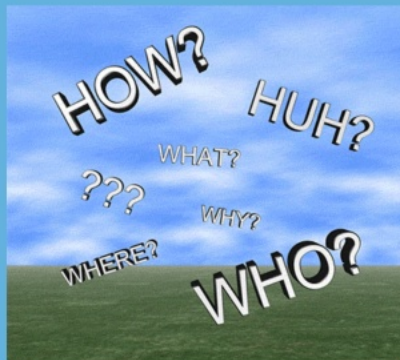
DOOR SWEEPS

Weekly Door Sweeps Audit Finding

A campus did not document door sweep processes and/or did not have documentation of the previous six weeks' worth of checks on all exterior doors



Comments





AGENDA

#1

Comments

