



Redlands Unified School District

Process to Report a Safety Condition/Concern

1. The unit member will fill out the *Report of Safety Condition/Concern Form* found by clicking the following link: [Safety Condition Concern Form](#).
2. The unit member will email the completed form to the site/department administrator.
3. Within five (5) days of receiving the completed form, the site/department administrator will acknowledge, via email, the receipt of the form to the reporting unit member and will also forward a copy to the Risk Manager.
4. Within ten (10) days of receipt of the completed form, the site/department administrator will respond to the unit member, via email, with the plan of action.
5. If resolved at the site level, the site/department administrator will complete the *Report of Safety Condition/Concern Form* and submit it to the reporting unit member and the Risk Manager.
6. If the site/department is unable to resolve the matter or if the unit member believes that the condition is not resolved, then the unit member will notify, via email, the Risk Manager at carianne_mackamul-covey@redlands.k12.ca.us.
7. Within 10 days, the Risk Manager will convene the Safety Condition/Concern Committee, review the findings, and provide the reporting unit member with a plan of action.
8. Upon resolution of the concern, the Risk Manager will complete the Report of Safety Condition/Concern Form and send, via email, to the reporting unit member.