

**YOU ARE A RISK
MANAGER** in your personal
life...

Q: Do you use seat belts
when you travel in your
car?

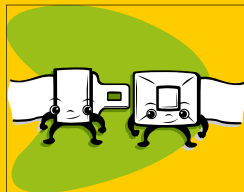
Q: Do you use oven mitts
when you take something
out of a hot oven?

Q: Do you protect the
PIN number of your Bank
Card?

Q: Do you lock your door
when leave your home?

A: OF COURSE YOU DO!

Protect yourself, your
students and your school.



Be a Risk Manager!
Make Your School a Safe Place to
Learn and Work.

Be a Risk Manager!



If in doubt—ask!

Think of the people in your school as
guests in your home and the
equipment as your own property.

Phone: 850.926.0065
Fax: 850.926.0123
E-mail: karen.wells@wcsb.us or
james.griner@wcsb.us

If in doubt—ask!



**Risk
Management
It's more than
responsibility**

...

▶ **A Safe Place
to Learn &
Work**

Tel: 850.926.0065

► ...It's Taking Ownership

We modify the way we do things to minimize the loss of property or to protect ourselves and others from injury.

We utilize risk management techniques everyday.

Shouldn't you do the same at school?

Follow the District's policies and procedures. They are written to protect you, visitors and the students of your school. If you see the potential for an accident, take action to prevent it.

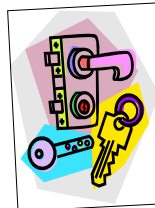


How?

This may be as simple as informing your Principal or Operation Foreman of a hazard.

Protect equipment as if it was your own.

Ensure an area is secure before you leave. If unprotected, equipment may disappear.



Take action to protect your school.

In some cases, the equipment may be too costly to replace. A loss for your school translates into fewer resources to meet the District's needs.

Communicate with others if any problems arise. Should a situation occur, it is important that everyone is informed of what they can do to minimize further loss.

If an accident occurs, assess the situation. If the accident is serious, contact Risk Management, 850.926.0065 as soon as possible.



Share concerns and consult with others.

Always fill out an Accident Report and if appropriate, contact Angie Brinson or Karen Wells to complete a First Report of Injury. Make your own notes as this will help you to recall the series of events that led up to the incident in case there is an investigation.

If you see the potential for an accident, take action to prevent it!

If in doubt—ask!

Think of the people in your school as guests in your home and the equipment as your own property.