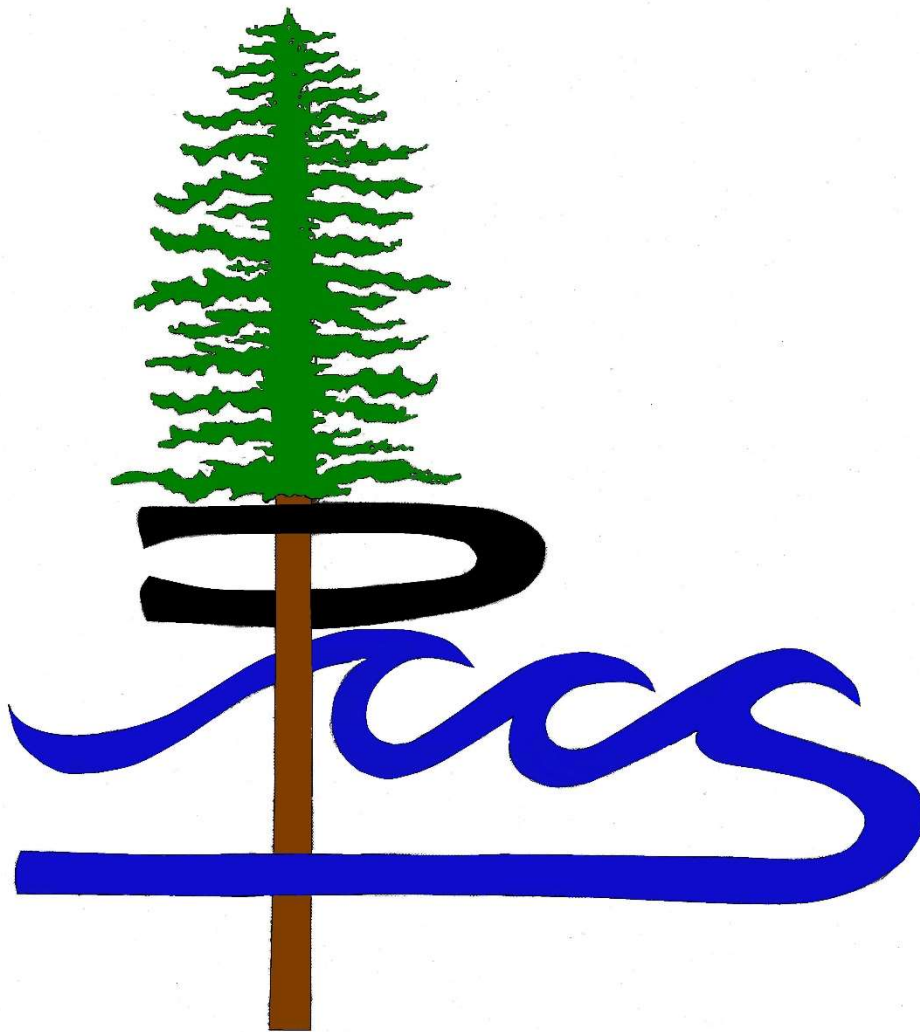


RISK MANAGEMENT REPORT

2023 - 2024



www.pacificcharterschool.org
PO Box 984 · Point Arena, CA · 95468

K-8: 10 Lake Street, Point Arena CA · 707-882-4131 · K8@pacificcharterschool.org
High School: 200 Lake Street, Point Arena CA · 707-882-2298 · highschool@pacificcharterschool.org



PACIFIC COMMUNITY CHARTER SCHOOL

PO BOX 984 · POINT ARENA, CA · 95468

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This Risk Management Report is generated and submitted in accordance with the MOU between the Pacific Community Charter School and the Point Arena Schools Board of Trustees.

Submitted by: Jennifer Ketring, Executive Director

GENERAL INFORMATION

The components of the Risk Management Report should include the Designated Safety Person and Provide documentation that the following are in place:

- Injury Illness Prevention Plan
- Blood Borne Pathogen Training
- Hazard Communication Program
- Emergency Plan
- Employee Safety Training
- Annual Safety Inspections

Designated Safety Person

Jennifer Ketring, Executive Director, K-12

Phone: 707-882-4131 (direct)

Email: jketring@pacificcharterschool.org

K-8 Site Information

Director: Todd Orenick

Location: 10 Lake Street, Point Arena

Phone: (707) 882-4131 FAX: (707) 882-4132

E-mail: torenick@pacificcharterschool.org

High School Site Information

Director: Michele Taylor-Jones (returning January 2023)

Location: 200 Lake Street, Point Arena

Phone: (707) 882-2298 FAX: (707) 882-4132

E-mail: ffreedman@pacificcharterschool.org; mtaylorjones@pacificcharterschool.org

Governance Council 2023-24

Jill Hunter, Chair

Sam Cole, Treasurer

Jessica Price, Secretary

Ellen Kibbe, Member

Cassie Henderson, Member

Anabel Wigton, Member

Casie Smith, Member

INJURY AND ILLNESS PREVENTION PLAN

The Pacific School strives to meet the objectives set forth in its Safety Program which is part of the school's Safety Program and Disaster Preparedness Plan.

Safety Program & Disaster Preparedness Plan. Part One: Safety Program Objective

The objective of the safety program is to prevent accidents that might result in injury or harm to students, teachers, other school personnel, or visitors, damage to facilities and equipment, or interruption of the educational processes. This objective will be accomplished by providing the following:

- A. Safe and healthful working conditions for all employees and students.*
- B. A school environment conducive to good physical and mental health.*
- C. An environment fostering safe and healthful attitudes, procedures, and practices on the part of all employees and students.*
- D. A security system for buildings and grounds to protect people and property.*

The school's Health and Safety Policy is also a part of the Employee Handbook (the relevant section is highlighted below).

PCCS Employee Handbook, Chapter 4: Operational Considerations

D. HEALTH, SAFETY AND SECURITY POLICIES

PCCS is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, PCCS has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Injury and Illness Prevention Program, which is kept by the F & HR Manager and is available for your review.

You are required to know and comply with PCCS's general safety rules and to follow safe and healthy work practices at all times. You are required to immediately report to your supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, PCCS will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

BLOOD BORNE PATHOGEN TRAINING

The Pacific School provides Blood Borne Pathogen training at the beginning of each school year, and as new employees are hired. All employees completed the Blood Borne Pathogen training through Vector Solutions in September 2023.

HAZARD COMMUNICATION PROGRAM

The Pacific Community Charter School's Hazard Communication Program is an integral part of the school's Disaster Preparedness/Emergency Operations Plan. Each potential disaster's communication procedures follow National Incident Management System (NIMS) and State Emergency Management System (SEMS) protocols. A roster of staff assignments is included below.

DISASTER PREPAREDNESS and CIVIL DEFENSE ORGANIZATIONAL CHART: 2022-2023

District Incident Commander: Warren Galletti

Arena Elementary and Point Arena High School roles to be obtained from the District as they are updated.

Site:	Charter K8	Charter High*
Site I.C.	Todd Orenick	Frank Freedman Michele Taylor-Jones
Search & Rescue	Nathan Ramser Todd Orenick Jennifer Smallwood	Charlene Rowland Maria Elene Biaggi Beverly Battaglia Frank Freedman Michele Taylor-Jones
Communication	Jennifer Ketring Lacey Glaze	Jennifer Ketring Lacey Glaze
Medical / First Aid	Isabel Kuniholm Jennifer Smallwood	Charlene Rowland Maria Elene Biaggi Beverly Battaglia Frank Freedman Michele Taylor-Jones
Assembly/Shelter	Todd Orenick Lili Hillscan	Charlene Rowland Maria Elene Biaggi Beverly Battaglia Frank Freedman Michele Taylor-Jones

Student Release / Staff Accounting	Lili Hillscan Lacey Glaze Jennifer Ketring	Frank Freedman Michele Taylor-Jones Jennifer Ketring
Staffing/Supplies	Todd Orenick Victoria Ignacio	Frank Freedman Michele Taylor-Jones Lacey Glaze
Maintenance/Fire Site Security	GC Facilities Commissioner (Cassie Henderson) Todd Orenick	GC Facilities Commissioner (Cassie Henderson) Frank Freedman Michele Taylor-Jones
Transportation	Todd Orenick District Transportation	Frank Freedman Michele Taylor-Jones District Transportation
Crisis Intervention	Action Network Staff	Action Network Staff
Documentation	Jennifer Ketring Lacey Glaze	Jennifer Ketring Lacey Glaze

*Most of the Charter High staff are part-time. As such, roles are shared to ensure there is coverage during an emergency.

EMERGENCY PLAN

The Pacific School’s Safety Program and Disaster Preparedness Plan was initially developed in cooperation with the Point Arena Schools District Safety Committee and is reviewed internally on an annual basis. Historically, the Pacific School’s Emergency Plan has been significantly the same as the District Plan, although that may have changed with current updates to the District Plan.

Typically, as part of this plan the Pacific School holds monthly fire drills and at least one “Drop, Cover and Hold On” drill per school semester. Additionally, Pacific School students and staff participate in the statewide earthquake scenario/drill in October. The High School site aligns drills with the Point Arena High School drill schedule.

PCCS has signed an MOU with MCOE for the IMReady Contract for Emergency Operations Plan and Comprehensive School Safety Plan. This is a 3-year agreement that provides review, recommendations, and site visits to update the Comprehensive School Safety Plan for PCCS.

EMPLOYEE SAFETY TRAINING

All Pacific School staff completed the Child Abuse prevention Mandated Reporter Training through Vector Solutions in September 2023. Certificates of Completion for this training are in each employee's personnel file.

The Pacific School monitors CPR and First Aid certification renewal for all employees. All staff participated in an in-person training in fall 2023; certificates of completion are in personnel files.

The Pacific School participates in School and District wide trainings for disaster preparedness during the school year, when they occur.

ANNUAL SAFETY INSPECTION

Site inspections are conducted on ongoing basis at the K-8 and High School sites with the Program Directors, Executive Director, and Governance Council Facilities Commissioner. Current Safety-related results of those inspections include:

- Back window in High School room 200 needs window addressing, leaks have been reported.
- High School room 100 needs to be replaced. The plans have been approved by DSA and are currently being reviewed by CDE.
- The railing on the back ramp at the K8 site needs to be replaced. It has been repaired temporarily.
- The west fence in the back of K8 needs to be replaced after last year's winter storms. This is awaiting completion of other projects. Currently, the area is fenced with the neighbor's fence.

Additional regular safety inspections include:

- Fire Extinguishers throughout the facilities are inspected annually. The most recent inspection was August 31, 2023.
- The kitchen Ansel system is inspected annually. Last inspection was August 31, 2023.
- The school maintains a Mendocino County Environmental Health Food Facility Permit to Operate. The current permit was issued January 1, 2023.

Below are photos from the fire extinguisher inspection and health facility permit.

