



333 EARLE Ovington Blvd., Suite 505
Uniondale, NY 11553-3624
Phone: (516) 750-3903 Fax: (516) 227-2352

May 7, 2018

Ms. Mary Margaret Moffitt
Data & Operations Manager, Middle School
The Exploris School
615 Oberlin Road, Suite 40
Raleigh, NC 27605

Re: Wright Specialty Insurance Recommendations

Dear Mary Margaret,

It was a pleasure meeting with you to discuss risk management services and conduct a risk control survey. Attached is a list of recommendations discussed during our meeting. These are meant to promote best practices and where applicable directly reduce your chances of having an unforeseen incident.

Please review them and kindly respond back to us within 30 days regarding steps that have been taken or are planned. Let us know if you need any assistance with them or if you have any questions/concerns. You can reach me at (678) 822-2094 or at ehorne@wrightinsurance.com.

Regards,

A handwritten signature in black ink that reads "Elaine Horne".

Elaine Horne, ARM, CRM, CIC, CSRM
Senior Risk Control Specialist

Attachment

Cc: Kevin Melvin, BB&T Insurance Services, Inc.

Cc: Leonard Marino, Underwriting

Cc: Reggie Moore, Marketing



Location	Category	Rec#	Critical
Middle School	SECURITY	2018-1	No
Security: Additional cameras are needed so there is complete surveillance coverage at all exterior sides of the building. Coverage is needed for all doors and windows as well as all parking areas. This will improve security at this location which is surrounded by bars/restaurants.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			
Middle School	SECURITY	2018-1	No
Security: There is no receptionist located at the front entrance of this school. It is recommended that an employee be positioned here all day to control and monitor access to the school. This is important to maintain good security of the building.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			
Middle School	SECURITY	2018-1	No
Security: The security control box at the main entrance does not have a speaker function. It s recommended that this be replaced with a system that allows verbal communication between the receptionist and the visitor to enhance control to the building.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			
Middle School	SECURITY	2018-1	No
Security: Employees should required to wear Photo ID badges. Also, visitors should be required to wear visitors' badges. The ability to identify staff and visitors at all times is a key component to an effective security program.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			
Middle School	FIRE SAFETY	2018-1	No
ART Detp. A fire extinguisher is needed in this classroom. This will reduce the risk of fires.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			
Middle School	GENERAL SAFETY	2018-1	No
ART Dept: Housekeeping in this area needs improvement. Reducing clutter and keeping clear paths to exits is important for quick and safe evacuations in the event of an emergency.			
Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/>			

These recommendations are not to be considered a safety inspection and ought not alter your duty to provide a safe environment. We assume no responsibility for implementing these recommendations. Our observations relate only to insurability and the premiums to be charged and do not warrant that conditions are safe or healthful, or comply with laws, regulations, codes or standards.

Parking Areas: The parking lots are in poor condition. Uneven spaces and cracks need to be repaired. Assigned parking spaces for visitors is recommended. This will reduce the risk of slip, trip and falls and improve security at this building as well.

Completed Pending Not Completed

Chemicals: Bleach was observed in a custodial closet. We recommend a substitute for bleach that is not as caustic and more compatible with other cleaners. Bleach when mixed with ammonia and potentially other chemicals could create dangerous fumes and skin irritants. Green products are more widely acceptable in school environments as a way to reduce risk of harmful chemical injuries.

Completed Pending Not Completed

Exterior area near street corner: The school managed garden area near the street corner creates a trip and fall hazard. This area is shared with the bar patrons located next door. The school's activities in this area could be a problem for people navigating a small tight space between the buildings and the sidewalks. It is recommended that the school discontinue the use of the garden area due to the potential liability of trip and falls .

Completed Pending Not Completed



Location	Category	Rec#	Critical
Elementary School	PARKS/PLAYGROUND	2018-2	No
<p>Playground: This is a very large, unfenced corner lot bounded on two sides by very busy streets. During the inspection, it was observed the playground monitors were not 100% focused on the watching the children. Playground monitors should be reminded that cell phone use, conversations with each and other distractions are not allowed while they are responsible for monitoring children on the playground.</p> <p>Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/></p>			
Elementary School	PARKS/PLAYGROUND	2018-2	No
<p>Playground: Camera surveillance is needed at this playground. This will reduce the risk of vagrants and other unauthorized use of the facility.</p> <p>Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/></p>			
Elementary School	PARKS/PLAYGROUND	2018-2	No
<p>Playground: A manageable portion of this large corner lot should be fenced in and secured by a lockable gate. Access should be controlled at all times and no unauthorized use by the nearby community, vagrants, and pedestrians who frequent the area surrounding the playground. This controlled area with the addition of camera surveillance coverage and playground monitor training will greatly improve safety and security for the elementary school students.</p> <p>Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/></p>			
Elementary School	POLICES AND PROCEDURES	2018-2	No
<p>Volunteers: Volunteers who often drive student passengers should be subject to Motor Vehicle Records (MVR) reports to ensure they have an acceptable driving record. Any volunteer who does not have an acceptable record and current driver's license should be prohibited from transporting students.</p> <p>Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/></p>			
Elementary School	SECURITY	2018-2	No
<p>Volunteers: All volunteers who have unsupervised and direct contact with students should be subject to background checks. The criteria for approving volunteers who have direct contact with students should be the same as required for school employees.</p> <p>Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed <input type="checkbox"/></p>			

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Security: This school and the Middle School currently have no security personnel. It is recommended that a School Resource Officer or a contract security company be hired to provide at least 1 officer to provide security at both the middle school and the elementary school. One officer could potentially patrol both schools using a random schedule and working closely with the city of Raleigh Police Department.

Completed Pending Not Completed

Emergency Planning: A COOPS (Continuity of Operations Plans) is needed to ensure the school will have the ability to secure disaster recovery services needed to continue school operations after a significant emergency event. Kevin Melvin with BB&T Insurance Services has indicated he has a resource for this type of assistance.

Completed Pending Not Completed