



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

5% DISCOUNT

2022-23 PACE SELF-ASSESSMENT TOOL

PACE members control insurance costs by jointly pooling resources to protect members from property and liability claims. PACE Risk Management’s primary mission is to support your loss control endeavors, reducing both your costs and those to the risk pool in general, while helping to promote the safety and well-being of all stakeholders. The early detection and mitigation of potential risk is crucial to these efforts.

PACE Risk Management has developed the PACE Self-Assessment Tool to help focus risk management efforts where help is needed. After PACE members complete the self-assessment, the risk management team will follow up with members that need assistance.

PACE members need to answer the following best practices survey questions in the insurance portal to receive their 5% General Liability discount:

- 1. Has a staff member participated in a PACE training?**
 - a. Attended a PACE Legal or Risk Management training
 - b. Attended a PACE Legal or Risk Management webinar
 - c. Attended a school conference that covers legal and/or risk topics
- 2. Has the member completed SAM Prevention responsibilities?**
 - a. Identified your Title IX coordinator (community colleges only)
 - b. Identified your designated license administrators (K-12 only)
 - c. Completed required child abuse and sexual conduct annual training (K-12 only)
 - d. Has a tipline (i.e., SafeOregon)
- 3. Has the member completed cybersecurity responsibilities?**
 - a. Changes passwords annually
 - b. Restricts administrative rights
 - c. Backs up data daily
 - d. Trains staff on cybersecurity
 - e. Implements a cyber incident response plan
- 4. Has the member completed a property review?**
 - a. Completed a site visit from Risk Management in the last three years?
 - b. Has a process in place to internally conduct routine hazard assessments of all insured properties
 - c. Holds regular staff trainings on hazard assessments
 - d. Staff attended a conference or other training session related to preventative property maintenance (i.e., OSFMA, OSSOA)
- 5. Has the member completed the risk management survey?**
 - a. Completed the risk management survey (survey will be released in the fall)

To receive credit, a district representative must complete the best practices survey. Please note, each member is responsible for completing their own survey online. Instructions to complete the survey are below:

How to access the insurance portal

- Go to <http://pace.osba.org>
- Click on Insur. Site Portal in the menu.
- Click on Insurance Portal, then PACE Insurance Portal.
- Enter your username and password.
 - If you don't know if you have an account, click on Forgot Username/Password and enter your email address.
 - If you do not have an account, contact our member services department at memberservices@sdao.com or by calling 800-285-5461.
- Click Insurance on the left side of the page, which directs you to your "Home" or landing page on the insurance portal.
- Scroll to the bottom of the page and click on **Take the Best Practices Survey**.

How to access PACE Resources

- Go to <http://pace.osba.org>
- Click on **PACE Resource Library** (under What's New).
- Enter your username and password
 - If you forgot your password, enter your email address and click "Forgot Password".
- If you do not have an account, email pace@osba.org.
- Choose a category and then filter by tag and/or keywords in the name or document description.