PACE
SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

5% GENERAL LIABILITY DISCOUNT
2024-25 PACE SELF-ASSESSMENT TOOL (BEST PRACTICES SURVEY)

PACE members control insurance costs by pooling resources to protect members from property and liability claims. PACE Risk Management's primary mission is to support your risk management efforts, reducing costs to your entity and the entire risk pool while helping promote the safety and well-being of all stakeholders. The early detection and mitigation of potential risks are crucial to these efforts.

PACE Risk Management has developed the Self-Assessment Tool to help focus risk management efforts where help is most needed. After PACE members complete the self-assessment (best practices survey), we will follow up with members that need assistance. If you have questions or need any assistance, email riskmanagement@sdao.com.

All you need to do is complete the following best practices survey questions in the insurance portal to receive a 5% general liability discount:

1. EDUCATION

Did at least one person from your entity attend a PACE regional training, quarterly webinar or a previously recorded webinar on risk or legal issues, or have PACE conduct an onsite training?

Have all staff watched the PACE PSA video about bullying and harassment?

2. SEX ABUSE PREVENTION | PACE SAP PAGE

K-12, Charter Schools and ESDs:

- Are all schools in compliance with Erin's law and the Healthy Teen Relationships Act?

- Are the "We Got This" and "Mandatory Reporting" posters displayed in every school building?

Community colleges:

- Have all staff who work with minors watched the Mitigation Minute, "Minors on Campus."

- Has your Title IX coordinator scheduled a visit and met with our Sex Abuse Prevention Consultant in the last 12 months? Contact riskmanagement@sdao.com to schedule this meeting.

3. CYBERSECURITY

Are you continuing to maintain all of the cyber requirements that PACE has implemented over the last 3 years? Below are some additional cyber resources:

- CISA for Educational Institutions
- Cybersecurity QRG

Participate in an external vulnerability scan. One option for this scan is through CISA.

Require at least one cyber training for all staff to be included in their annual training rotations.

Test the recovery of your backups to ensure you are able to restore to those backups should your data become compromised.

(CONTINUED ON REVERSE)

4. PROPERTY

Have you shared all of the inspection-related "Mitigation Minutes" with your facilities and custodial staff?

5. SUPERVISION AND SECURITY

K-12, Charter Schools and ESDs:

- Have you discussed with all staff and set expectations related to what supervision of students should look like? Below are resources to assist you:

  Webinars on student supervision
  (listed under safety)

  Onsite student supervision training
  (listed under risk management)

- Do you have an expectation and practice of ensuring all rooms and facilities are closed and locked when staff are not present to supervise the area?

  QRG Supervision and security

Community colleges:

- Do you have an expectation and practice of ensuring all rooms and facilities are closed and locked when staff are not present to supervise the area?

  QRG Supervision and security

To receive credit, a representative for each member must complete the best practices survey in the insurance portal. 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

1. Go to http://pace.osba.org
2. Click on "Insurance Portal" in the upper right corner.
3. Enter your username and password.
   o If you don't know if you have an account, click on Forgot Username/ Password and enter your email address.
   o If you do not have an account, contact our member services department at memberservices@sdao.com or by calling 800-285-5461.
4. Click "Insurance" on the left side of the page.
5. Scroll to the bottom of the page and click on "Take the Best Practices Survey" button, then on "Take Survey" button.
6. Check off each item you have completed and then click "Submit."

Do you want to work directly with your assigned Risk Management Consultant?

1. To contact your assigned Risk Management Consultant, login to the insurance portal as mentioned at left.
2. Click "Insurance" on the left side of the page.
3. Find the contacts section on this page and you will see your assigned consultant and their contact information.

PACE Resources

Risk Management

Sex Abuse Prevention

PACE Onsite Risk Management Trainings

PACE Recorded Webinar