

MIDDLE CITIES RISK MANAGEMENT TRUST VIDEO LIBRARY DIRECTORY

MAY 2001

Are you looking for some in-service resources? Do you want to increase risk management awareness among staff? Try a video from our video library!

The Risk Control Department has put together a blockbuster line-up of high quality instructional videos. All videos have been previewed and contain practical tools for improving a variety of district-wide risk management efforts.

To reserve any video listed below, just call the Trust office (517) 347-7070. Due to a limited number of videos, there may be a waiting list for certain videos. There is a limit of two videos at a time (additional videos requested will be noted). The loan period is 30 days and extensions for time can be requested.

Categories in the Trust library include:

Buses/Transportation
Playground/Lunchroom
Crisis Management
Regulatory Compliance
School Violence
Miscellaneous
Sports Risk Management
Laboratory Risk Management



Your institution is a member of the Middle Cities Risk Management Trust (MCRMT). The MCRMT is a property/liability risk management pool run *for* and *by* educational institutions. We are dedicated to *preventing* personal injury and property damage incidents. For more information, contact your risk manager or your business manager.

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BUSES/TRANSPORTATION

BUS DISCIPLINE: A POSITIVE APPROACH

124 min.

(Number 100.01~ includes 1 handout)

These tapes discuss the roles of administrators (tape 1), drivers (tape 2), and teachers (tape 3) in bus discipline. Tape 4 offers ideas for solving persistent problems. Some of the topics addressed in this series include: all adults in a school setting need to work together; students must be taught to behave safely and appropriately on the bus; and drivers need to be treated with respect and given support.

CAR SEATS ON SCHOOL BUSES: SAFE SOLUTIONS FOR TRANSPORTING CHILDREN

20 min.

(Number 100.07~ includes 1 handout)

This video should be seen by any staff involved with buses! Topics covered include: inspection, position, seat belt use, securing the car seat, final check for installation and student securement.

IT CAN HAPPEN...EVACUATION OF INDIVIDUALS WITH SPECIAL NEEDS FROM SCHOOL BUSES

27 min.

(Number 100.03~ includes 1 handout)

This tape is designed to help the district's transportation department formulate a plan to evacuate individuals with special needs from school buses. Some of the topics addressed include: how to pick a location for safe evacuation; when to evacuate; and techniques for evacuating wheelchair dependent students.

LOADING AND UNLOADING THE SPECIAL NEEDS BUS

15 min.

(Number 100.04)

This tape discusses: how to use wheelchair lifts and tie downs; how to use personal safety restraints; and tips for the driver and the attendant to work as a team.

LEGAL ISSUES IN SCHOOL TRANSPORTATION

103 min.

(Number 100.05~ includes 1 handout)

This program is designed to evaluate the district's transportation policies and procedures. It will provide a comprehensive analysis of statutory and case law. "Legal Issues in School Transportation" (tape 1) has 17 questions to help you evaluate current policies. "Transporting Students with Disabilities -- Legal Issues" (tape 2) has 19 questions to help you determine whether your transportation department is meeting legal obligations for students with disabilities.

SCHOOL BUS INSPECTION

8 min.

(Number 100.06)

Bus drivers have a legal obligation to perform a daily inspection of their buses. This video discusses how to conduct an inspection and what needs to be inspected and how often. Also covered is a checklist which includes all systems and emergency equipment.

SCHOOL BUS SAFETY: BUS STOPS AND DANGER ZONES

12 min.

(Number 100.02)

This tape addresses the topics of danger zones, safety at the school bus stop and front-cross procedures.

WHEN THE UNTHINKABLE HAPPENS

87 min.

(Number 100.08)

The unfortunate death of a 5-year old school bus rider is the subject of this important video seminar. Topics include: how it happened, the aftermath, possible contributing factors, the driver, the settlement, lessons learned.

PLAYGROUND/LUNCHROOM**ABC'S OF SUPERVISION**

13 min.

(Number 200.07)

This video offers tips on playground supervision. The ABC's of supervision are: anticipation, behavior and context. Playground supervisors need to anticipate by checking for hazards. Behavior of the children can be influenced by a supervisor's presence and knowledge of the rules.

CAFETERIA DISCIPLINE: POSITIVE TECHNIQUES FOR LUNCHROOM SUPERVISION

70 min.

(Number 200.03~ includes 1 handout)

This program includes two tapes and a book. The first session (tape 1) is on evaluating and improving the cafeteria environment with topics such as: scheduling, crowd control, dealing with messes and teaching expectations to students. The second session (tape 2) is on managing cafeteria behavior. This session is designed for teachers and supervisors.

FIRST AID AT YOUR SCHOOL: INITIAL RESPONSE

19 min.

(Number 200.04)

This program is geared toward individuals who work around students every day. It shows you a clear plan of action to follow when you must care for a student who is hurt. It covers everything from head, neck and back injuries to bleeding and asthma attacks.

INSPECTING PLAYGROUNDS FOR HAZARDS

35 min.

(Number 200.06~ includes 1 handout)

This video is accompanied by the U.S. Consumer Product Safety Commission's *Handbook for Public Playground Safety*. Includes: a two part section on hazard identification; safety inspections; and, an overview of the playground safety problem.

**MEETING THE CHALLENGE OF MAKING PLAYGROUNDS ACCESSIBLE TO
THE DISABLED**
(Number 200.08)

158 min.

This 3-tape series is from a 1998 RMC meeting. Tapes can be viewed separately or together. Tape 1: history and role of U.S. Government agency that governs compliance; the need for guidelines; the guidelines; and ASTM accessibility. Tape 2: legal requirements & liability and services provided to districts by the Office of Civil Rights. Tape 3: question & answer session. Some topics discussed include: CPSC's Handbook for Public Playground Safety, costs and issues of compliance; and, compliance by equipment manufacturers.

PALS© PLAYGROUND SAFETY PROGRAM
(Number 200.02~ includes 1 handout)

20 min.

The Trust's own copyrighted program that addresses the "how to's" and "why's" of taking inventory, equipment maintenance and playground supervision. Sample checklists provided.

PLANNING SAFE PLAYGROUNDS
(Number 200.09~ includes 1 handout)

15 min.

This video provides an overall strategy to follow when planning SAFE playgrounds for children. The planning process includes concepts addressing proper supervision, age appropriate design, fall surfacing and equipment and surfacing maintenance. Steps include: Forming a Playground Planning Committee, Gathering Information, Developing a Concept Plan, Developing a Fund-Raising Plan, Installing the Playground Equipment and Surfacing, and Training the Staff.

PLAYGROUND DISCIPLINE: POSITIVE TECHNIQUES FOR RECESS SUPERVISION
(Number 200.01 ~ includes 1 handout)

86 min.

This program is designed to assist the faculty of an elementary school in designing and implementing a positive and well disciplined recess. The first session (tape 1) is on getting ready, covering topics such as: checking the physical environment of the playground is safe; defining clear and consistent playground rules; and establishing a crisis procedure. The second session (tape 2) is on positive supervision covering topics such as: consequences for misbehavior; dealing with tattling; and handling a crisis situation.

SANITATION FOR FOOD SERVICE WORKERS IN THE CAFETERIA
(Number 200.05)

12 min.

This video covers principles, bacteria growth, vector control, temperature controls, serving and storing foods, and personal hygiene requirements.

CRISIS MANAGEMENT

BOMB THREATS, BOMBS & YOU 30 min.
(Number 300.04)

This video is a great learning tool for employees with a threat of a bomb. Topics include: actions steps for explosive devices found; action methods should a detonation occur; and understanding major components of an effective bomb threat and bomb action plan.

EMERGENCY PLANNING 13 min.
(Number 300.03)

This video covers how to comply with OSHA, SARA, Title III and state regulations. Topics include: types of emergencies; components of an emergency plan; constructing the emergency plan; involving outside agencies; crisis management team; and practice sessions and drills.

EMERGENCY RESPONSE: WAVERLY MIDDLE SCHOOL 15 min.
(Number 300.06)

This documentary-style video portrays an actual emergency response exercise at Waverly Middle School in May of 2000. The simulation included an explosion with fire and a partial building collapse with student and staff injuries. Purposes of this drill included testing: the school response plan, the Township Emergency Operation Plan, the school communication system, the school attendance accountability system, the role of the Public Information Officer and his/her media capabilities, and the 911 system.

SCHOOL CRISIS: UNDER CONTROL 25 min.
(Number 300.01)

This award-winning documentary uses news footage of actual crisis events. This tape addresses the need for prevention, preparation and management. This is a great motivator and discussion starter.

STRATEGIES FOR PREVENTING AND REDUCING SEXUAL HARASSMENT LIABILITY 215 min.
(Number 300.05~ includes 1 handout)

This series, from a 1998 Trust seminar, is broken down into three sessions. Each session can be viewed separately or together. Each tape is accompanied by a reference notebook. *Tape 1 is Current Legal and Claims in Employment Practices Liability.* This tape is a review of different types of employment-related claims, frequency and severity, circuit courts and forecasting the future. *Tape 2 is Case Study.* This tape is an interactive session that supplies prevention and reduction techniques learned in tape 1. *Tape 3 (two tapes) is Prevention and Reduction Measures.* This set of tapes discusses policies & procedures and investigating the claim.

WHAT'S WRONG WITH THIS PICTURE?

20 min.

(Number 300.02)

Five dramatizations of actual experiences of students and teachers and how they were affected by violence and drugs in the school. A powerful film that encourages dialogue and recognition of school problems.

REGULATORY COMPLIANCE**BLOODBORNE PATHOGENS TRAINING FOR STAFF**

40 min.

(Number 400.01)

These tapes can fulfill the required annual training of employees. Topics covered include: the origin and history of the bloodborne pathogen standards; the epidemiology and modes of transmission; the use of the Exposure Control Plan; and practices and procedures for clean up of bodily fluid spills. Tapes come with a training guide.

WHAT YOU NEED TO KNOW ABOUT THE DOT ALCOHOL & DRUG RULES

222 min.

(Number 400.02~ includes handouts listed below)

This series is broken down into three, approximately 60 minute, sessions. Each session can be viewed separately or together. *Session 1 is Executive Briefing* - this video introduces employers to their DOT regulated responsibilities. Session 1 includes: one tape, DOT Handbook and Executive Briefing Handout. *Session 2 is Driver Alert* - this tape has three parts. The first part is an overview of DOT alcohol and drug rules. The second part discusses the effects of alcohol in the workplace. The third part discusses the effects of drugs in the workplace. Session 2 includes a tape, DOT Handbook and "How to Run a Driver's Training Program". *Session 3 is Supervisor's 60/60 Training Program* - This session includes: two tapes, DOT Handbook, Leader's Guide and the Training Program Handbook. (Cont.)

Tape 1 is the "Alcohol Supplement" and meets the required minimum of 60 minutes of alcohol training required for supervisors. Tape 2 is "Substance Abuse & Constructive Confrontation". This tape provides training on how to handle employees who appear to be under the influence. The Training Program Handbook has several scenarios illustrating how, when and why to confront employees.

BEST PRACTICES IN ARBITRATION

Approx. 60 min.

(Number 400.03)

Tape 2 in the 3-tape Employment Practices Liability Series. This video, designed for Personnel Specialists and Risk Managers, was filmed at a seminar jointly sponsored by the Personnel/Labor Task Force of the Middle Cities Education Association and the Risk Management Committee of the Middle Cities Risk Management Trust. Speaker: Philip A. Erickson of Plunkett & Cooney, PC. The purposes of the seminar were: to identify best practices in avoiding arbitration, Family Medical Leave Act(FMLA) and Americans with Disabilities Act(ADA) claims, to identify best practices for integrating the management of FMLA, ADA and workers' compensation claims, and to provide effective strategies for enhancing the defense posture of the educational institution should a claim develop. Video #400.04 is the third tape in this series, and was also filmed at this seminar.

**THE FAMILY MEDICAL LEAVE ACT AND THE INTERPLAY WITH OTHER
LAWS AFFECTING PERSONS WITH DISABILITIES**
(Number 400.04)

Approx. 60 min.

Tape 3 in the 3-tape Employment Practices Liability Series. This video, designed for Personnel Specialists and Risk Managers, was filmed at a seminar jointly sponsored by the Personnel/Labor Task Force of the Middle Cities Education Association and the Risk Management Committee of the Middle Cities Risk Management Trust. Speaker: Stanley C. Moore, III of Plunkett & Cooney, PC. The purposes of the seminar were: to identify best practices in avoiding arbitration, Family Medical Leave Act(FMLA) and Americans with Disabilities Act(ADA) claims, to identify best practices for integrating the management of FMLA, ADA and workers' compensation claims, and to provide effective strategies for enhancing the defense posture of the educational institution should a claim develop. Video #400.03 is the second tape in this series, and was also filmed at this seminar.

SCHOOL VIOLENCE

DISTRICT AND PERSONAL LIABILITY
(Number 500.01~ includes 1 handout)

53 min.

This video discusses tips on avoiding, reducing, preventing and protecting the district and oneself from incurring liability.

**IMPLEMENTING A DISTRICT SECURITY PRESENCE: CONTRACTED, IN-HOUSE OR AGENCY
COLLABORATION**
(Number 500.02 ~ includes 1 handout)

90 min.

This video discusses three approaches to security, their strengths, weaknesses, and recommendations on how to improve their approach. It also includes tips on how to evaluate which approach is best for a particular district.

PERSONAL SAFETY
(Number 500.03 ~ includes 1 handout)

53 min.

This video covers: how to avoid creating a situation where one is considered "at risk"; personal protection devices and alarms; what to do when confronted with a potential life-threatening situation; and, how to identify when and where educators can be the most vulnerable to a threat to their own safety.

PUBLIC RELATIONS AND THE MEDIA: THE CHELSEA EXPERIENCE
(Number 500.04 ~ includes 1 handout)

37 min.

Jeff Rohrer from the Chelsea School District discusses his experience with public relations and the media. Topics covered include: proactive public relations; making the best of a bad situation; dealing with staff, students, parents and the media; do's and don'ts on handling a crisis; and, Freedom of Information requests.

RANDOM VIOLENCE: A PARENT'S PERSPECTIVE 45 min.
(Number 500.05)

Two parent's perspectives on incidents involving their children at school. Each parent describes the event; highlights the impact on them, family & friends & gives the district's response to the situation. Also how districts could empathize with concerned & grieving parents and tips on working with third parties such as insurance companies & local police.

STUDENT DUE PROCESS RIGHTS 53 min.
(Number 500.06~ includes 1 handout)

Presented by attorney Lisa Swem of Thrun, Maatsch & Norberg, this video gives an overview of recent state & federal rulings & legislation affecting due process for students. It also covers: due process do's and don'ts; newly enacted state legislature on automatic expulsion; and, how to establish policy and procedures for minimizing liability to the district.

YOUTH GANGS: THE SCHOOL RESPONSE 49 min.
(Number 500.07~ includes 1 handout)

How to recognize gang activity, work with parents, identify gang members, deal with graffiti, work with staff and local law enforcement agencies.

STAFF SAFETY & SECURITY TRAINING VIDEO 20 min.
SAMPLE - WATERFORD SCHOOL DISTRICT 1999

Ways to establish an effective relationship with law enforcement and school liaison officers and how to respond in critical situations such as finding weapons in the school, bomb threats, and hostage situations. Includes a room-clearing dramatization by a SWAT team.

MISCELLANEOUS

AVOIDING LITIGATION LANDMINES: A SURVIVAL GUIDE FOR MANAGERS 30 min.
(Number 600.10~ includes 1 handout)

Litigation costs employers millions of dollars each year. Learn the biggest mistakes that increase the risk of employment-related claims. Learn the 9 litigation landmines and how to avoid them in the future. Two landmines are: failure to document, and inappropriate talk about ex-employees. Also includes a brief discussion on recording performance problems and misconduct. Includes: Leader's Guide and Participant Handbook.

FIRE EXTINGUISHER TRAINING 6 min.
(Number 600.09)

This video briefly discusses inspecting your fire extinguishers. Also: different types of extinguishers; classes of fires; and the PASS technique of putting out fires.

FIRE EXTINGUISHERS: FIGHT OR FLIGHT?

17 min.

(Number 600.02 ~ includes 1 handout)

This tape includes demonstrations for operating portable fire extinguishers safely and effectively. It informs viewers on the different types of extinguishers and how to use each type. Participants learn to evaluate whether or not to fight a fire with an extinguisher.

HOW TO PREVENT SLIPS, TRIPS AND FALLS

12 min.

(Number 600.05)

This video covers: outside of building and entryways; polishing, waxing and mopping safely; stair and ladder safety; and employee training.

INSPECTION AND TESTING OF AUTOMATIC SPRINKLER SYSTEMS

30 min.

(Number 600.06 ~ includes 1 handout)

This video from the National Fire Protection Association prepares you to manage the inspection and maintenance of your automatic sprinkler system. Topics of discussion include: different types of sprinkler systems; functions of system components; basic inspection procedures; step-by-step procedures for main drain tests and system trip tests; and, a timetable for inspection and testing requirements of NFPA 25.

INSPECTION AND TESTING OF FIRE ALARM SYSTEMS

29 min.

(Number 600.07 ~ includes 1 handout)

This video from the National Fire Protection Association prepares you to manage the inspection and maintenance of your fire alarm system. Topics of discussion include: inspection procedures; different types of alarm devices; basic system components; step-by-step procedures for testing alarm notifiers; and, a timetable for inspection and testing requirements of NFPA 72.

MANAGING THE RISKS OF VOLUNTEERS

16 min.

(Number 600.11 ~ includes 1 handout)

The Colorado Intergovernmental Risk Sharing Agency (CIRSA) has developed this volunteer program with a video and handbook designed to identify some of the risk management issues to consider with volunteer programs. Some of the topics covered are: dealing with safety hazards; training and supervision of volunteers; volunteer liability and insurance issues; and, reporting and follow-up of accidents.

SCHOOL CROSSING GUARDS AND TRAFFIC CONTROL

10 min.

(Number 600.04)

Designed to reinforce safety training of persons working as crossing guards or other traffic control persons, including students.

SHAPING A SECURE FUTURE 12 min.
(Number 600.01)

Communicating the value of risk management and how public risk managers, often working with limited budgets & staff resources, can use creativity to meet the challenges of risk management in the public section. Entities across the country have discovered they can lower risk and limit expenses by taking a non-typical approach to some typical problems.

SHOP SAFETY FOR JUNIOR/SENIOR HIGH SCHOOL STUDENTS 16 min.
(Number 600.03)

Ideal for shop teachers to show their students at the beginning of the year/semester. Chemical hazards, fire and electrical safety, safe lifting, protective equipment, tool use and more.

SPECIAL EVENTS...SPECIAL LIABILITIES 17 min.
(Number 600.08 ~ includes 1 handout)

Video & handbook developed to assist public entities in planning for special events. Includes: pre-event planning; potential liabilities; insurance; loss exposure; and, measures to manage special events. Handbook includes checklists for various types of events.

SPORTS RISK MANAGEMENT

SOFTBALL & BASEBALL FIELD MAINTENANCE AND SAFETY 25 min.
(Number 700.03~ includes 1 handout)

Identifying & correcting hazardous conditions which may exist on your playing fields. Includes: maintenance & risk management; obstruction free playing surfaces; selection and anchoring of bases; and, safety considerations.

SPORTS RISK MANAGEMENT ISSUES AND STRATEGIES 194 min.
(Number 700.01~ includes 1 handout)

This series is from the 1995 Trust seminar presented by Herb Appenzeller and Ron Barron of The Center for Sports Law & Risk Management. Includes 3, 60 minute tapes that can be viewed individually or together. Tape 1: sports litigation in the 90's, developing a risk management plan; function & formation of a risk management committee; and, warnings and consents. Tape 2: medical aspects of sports; community use of school facilities & equipment; inspection of sports facilities & equipment; and, transporting participants. Tape 3: off-site activities at non-school locations; questions & answers; and, an MHSAA case review. Tapes 1 and 2 also have an additional video to be inserted at a designated point.

SPORTS ON TRIAL 60 min.
(Number 700.02)

This video is a mock trial, using coaches and school administrators. The audience hears testimony and is ask to decide liability.

LABORATORY RISK MANAGEMENT

HAZARDOUS CHEMICALS & MATERIALS IN SCHOOLS FOR TEACHERS

14 min.

(Number 800.02)

The video covers: hazards associated with various chemicals, chemical terminology, reading labels and MSDS, tips to avoid contamination, asbestos safety and emergency preparedness.

LAB SAFETY - JUNIOR/SENIOR HIGH SCHOOL STUDENTS

14 min.

(Number 800.03)

This video is ideal for science teachers to show their students at the beginning of the year/semester. It encourages students to “think safety” and take personal responsibility. Fire safety, chemical hazards, personal protective equipment, glassware safety and more.

PRACTICAL SOLUTIONS TO LABORATORY SAFETY PROBLEMS

120 min.

(Number 800.01~ includes 1 handout)

This video offers suggestions to lab safety concerns. Some topics include: teacher liability; laboratory ventilation; eyewash devices; class size; and how to take a chemical inventory.