



**Central Region
School Insurance Group**

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TO: Property & Liability Members

FROM: Becky Slaughter ARM, Executive Director

DATE: May 22, 2013

SUBJECT: *** HEADS UP *******
SUMMER BREAK REQUEST

As the school year closes down and school facilities become vacant, our sites become much more vulnerable to theft, vandalism and fire. **CRSIG would greatly appreciate your efforts to copy this “Heads Up” and send it to all site personnel to remind them of the following recommendations;**

- Make sure your trash cans are empty and not an invitation for fire ignition. In addition, piles of ignitable materials should be discarded in metal dumpsters
- Each year CRSIG provides an anonymous tip program called WeTip that coordinates tips it receives with law enforcement. Rewards and reward posters are part of the WeTip program and your district contact will be receiving a supply of tip posters for your sites very shortly. Please post the WeTip posters all over your sites in an effort to warn individuals who are thinking about causing damage and to gain information from individuals who know others who have or are participating in causing damage.
- In addition, we continue to encourage those who have enrolled in Students Speaking Out (Local anonymous tip program) to be sure posters remain visible and for those that have not enrolled, please contact CRSIG to assist your sites with setting the program up for next year.
- Keep vehicle and foot access to your sites controlled with locked gates whenever possible
- If you have a modernization or construction project going on during the summer, be sure computers, shop tools, instruments, and other portable items are secured in an area inaccessible to non-district personnel.
- Secure lap top computers and other electronic equipment at the end of the school year.

If you have questionable or new activities that may pose an increased risk, please call the Central Region School Insurance Group office at 579-7535 for guidance.