

Arson Awareness Training

Line of Business: Property, General Liability, Public Official Liability, and Educators Legal Liability

Risk Control Strategy/Key Issues: Arson awareness training for all personnel.

Suggested Program Elements:

1. Policy statement by management:

- No tolerance
- Assigned responsibility for reporting/analysis
- Assign accountability
- Identify reporting system
- "WeTip" or other anonymous crime reporting hotline commitment

2. Reporting Procedures:

- All state/local statutes & education code followed
- All fire incidents immediately reported
- Immediate notification of Police / Fire departments
- Immediate notification of Insurance Company / TPA

3. Investigation Procedures:

- Investigate all fires, especially small fires and recorded:
 - ✓ Date
 - ✓ Time
 - ✓ Location/Site
 - ✓ Witnesses
 - ✓ Point of origin or item burned
 - ✓ Injuries
 - ✓ Property damage
 - ✓ Was fire/police contacted? -- Why or why not?
- Do not document third-party statements, unsubstantiated rumors or information that cannot be verified.
- Consult with site administrator and local fire department liaison. Verify "WeTip" or other crime reporting posters are displayed.

4. Follow-up procedures:

- Cooperate with any police/fire department investigation
- Identify suspects if incendiary
- Discipline
 - ✓ Clear and consistent
 - ✓ Measured response to incident

5. Document handling procedures:

- Keep confidential
- Keep locked files
- Limited access
 - ✓ Police / Fire department investigators
 - ✓ Involved management personnel
 - ✓ Local legal council
 - ✓ Organization's insurance company claims personnel
 - ✓ Defense attorneys

6. "WeTip" (anonymous crime reporting hotline) Commitment:

- Posting in high visibility areas
- Check and re-post review process
- Annual awareness training for staff
- Annual awareness training for student body

7. Implementation:

- Annual staff training, first quarter of year
- Quarterly audit of incident reports
- Full program audit, last quarter of each year

Program Activities Calendar:

- Annual training first quarter of fiscal year or school year
- Student body assembly/orientation at beginning of school year

Web Site Links:

- U.S. Fire Administration
<http://www.usfa.fema.gov/index.html>

Trident Insurance Services provides the above program information in order to reduce the risk of insurance loss and claims. The information provided is not intended to include all potential controls or address any insured specifically. Trident also does not warrant that all loss and/or claims will be avoided if the program information is followed. By providing this information, Trident in no way intends to relieve the insured of its own duties and obligations, nor is Trident undertaking, on behalf of or for the benefit of the insured or others, that the insured's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Insureds remain responsible for their own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.