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November 2, 2018

Mr Brad Corbin, Business Manager
Tully Central School District
20 State Street
Tully, NY 13159

Dear Mr Corbin –

Thank you for your time during my recent visit on November 1, 2018. During this visit I had the pleasure of meeting with you, and Mr Jerry Bishop. The purpose of this visit was to review prior claim activity and review what has been done to correct the potential for reoccurrence. At the time of this risk management survey, we had the opportunity to discuss the current capital project that is nearing the end, and we were able to review the school buildings and grounds.

In the past it was noted that there was ongoing loss issues associated with the building mechanicals, specifically the mechanicals at the high school. Work on the high school boiler room began about 4 years ago, at this time new equipment had been installed, including hot water heaters, and boilers. This resulted in functionality issues, as well as air quality concerns for this area. It was noted that there had been improper negative air flow in this high school boiler room. Since this claim was submitted, the school district has used Sack and Associates out of Syracuse to provide engineering services to this address the recurrent failures with this system. Their study resulted in the installation of new ventilation, including relief ventilations. The ongoing issues with the boilers resulted, were noted to be a combination of flow restriction, and water quality. As a result of this, the plumbing configuration, expansion tanks, and water softeners were all noted to be installed to remediate the prior system deficiencies. This project was noted to still be in the hands of the contractors, with an estimated turnover of January 2019. The high school heating system was noted to be functioning at the time of visit, and has been firing successfully since the start for the fall 2018 heating season.

As mentioned, while on site we surveyed all buildings on the property. While surveying the elementary location we also reviewed the playgrounds. A full playground inspection was not conducted at this time. Playground equipment was noted to be aging, and it was discussed that the large wooden play structure would be removed in the summer of 2019. This play structure should continue to be monitored for hazards, including but not limited to; entrapment, entanglement, surfacing, insect infestation, and cuts/ slivers. All of which are potential concerns for wooden play structures. The 2-5 year old play ground was noted to have a bridge removed, this was taken down due to concerns noted in a prior playground inspection. The entry points for the bridge have since been boarded, doing so reduced the potential for a fall from height related injury. However, the placement of the boards have created an entrapment hazard that is considered a priority one hazard. This should be remediated immediately, and the playground marked out of service until this is done. Another area of concern regarding the playground is the surfacing. Proper surfacing is critical in reducing potential injury to the playground user. Improper surfacing is a detrimental factor in reducing the severity of a fall injury. It was noted that the surfacing was low, and not likely to the proper depth that is required for the play structure. Additionally, as the temperatures are dropping, the concerns of surfacing still exist as the ground freezes and begins to act more like concrete which is not considered an adequate surface material. Impact ratings of surfacing at temperatures, including below freezing should be available through your surface material supplier. These tests, of course are conducted with surface materials to an adequate depth relative to the fall height.

When walking through both the school buildings, it was noted that housekeeping and facility maintenance throughout is generally considered good. The entrance matting, and the ongoing care and maintenance procedures for the walking surfaces, both interior and exterior were noted to be good. The exterior walkways and parking area were rehabbed and expanded during the capital project, this portion has been completed as of the date of survey. These areas were in

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excellent condition, and pedestrian walkways were noted to be identifiable through signage and painted lines identifying the pedestrian crossing. There was however a couple areas in which the housekeeping is considered to be in need of improvement. This includes the high school shop areas, it was noted that the wood shop could improve the housekeeping. The current storage of the elementary Kiln was noted to be in need of improved housekeeping, as combustible storage on and around the kiln is undesirable. Additionally, the kiln was noted to be without ventilation, due to the vapors that can result from the process, proper ventilation is critical to have in place.

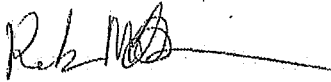
I have developed recommendations as a result of my visit. They are summarized in the enclosed attachment. Please review them and respond as to what actions you are taking. You can indicate your response in the margin and then fax or email to the recommendation mailbox listed below. These recommendations are as discussed while on the facility.

Remember, Utica National offers a variety of resources to help meet your risk management needs. Those resources include safety seminars; a Risk Management web site at www.uticanational.com containing useful safety and health links; and *Risk Management Alerts* and *Tip Sheets* addressing a wide variety of safety topics. SafeSchools is a valuable tool available through Utica as well. SafeSchools offers a large selection of school specific training topics, this program is easy to maintain on a regular basis assigning training, including in house training to employees. Also, as we discussed Utica has recently added several new training items specific to school bus fleet safety, I will be reaching out in the near future to discuss with Katie Murphy.

Please take a few moments to complete our Customer Feedback survey to help us gauge how we're helping you – and how we can be even better at it. Please fill out and return the enclosed postage-paid survey card or complete the survey online at <http://tinyurl.com/unigriskmanagementsurvey>.

Thank you for entrusting your insurance coverage to Utica National. Our goal is to provide personalized service and serve as your risk management partner. We appreciate the opportunity to help you support safety as a priority in your business. Please feel free to contact me if you have any questions about this letter or attached recommendations – (315) 708-7215.

Sincerely,



Reba M. McIntosh

Attachment

cc: Haylor, Freyer & Coon / U3759

PLEASE RETURN PROMPTLY TO:
Recommendation.Response@uticanational.com
Or Fax to: (315) 235-6629

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There is no intended implication that all conditions or operations
Were observed or under control at the time of our visit.

RECOMMENDATION CONFIRMATION

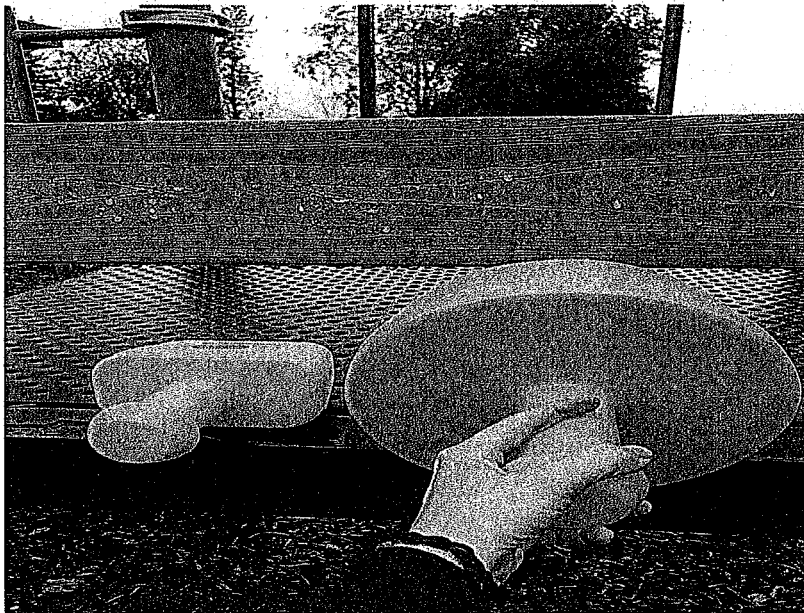
Insured: Tully CSD

Account #: 300031250

REC # RECOMMENDATIONS

ACTION TAKEN

11-18-01
Critical The elementary playground designed for the 2-5 age range was noted to have an entrapment hazard. All manufactured, site-built, and community-built playground equipment should meet Consumer Product Safety Commission guidelines for head and finger entrapment and clothing entanglement. Equipment that does not should be retrofitted or removed from service. With such hazard it is recommended to discontinue playground activity on this equipment until the hazard has been remedied as it is a priority 1 hazard.



11-18-02
Critical The surface under and around playground equipment can be a major factor in determining the injury-causing potential of a fall. Hard surfacing materials, such as asphalt or concrete, are unsuitable for use under and around playground equipment. Earth surfaces such as soils and hard packed dirt, grass and turf are not recommended because wear and environmental conditions can reduce their effectiveness in absorbing shock from a fall. Two basic types of surfacing materials are recommended by the Consumer Product Safety Commission, unitary or loose-fill. Refer to the Consumer Product Safety Commission publication "Handbook for Public Playground Safety" for specific information on the types and required depth of recommended materials. Additionally, as the temperatures begin freezing it is important the material used has been tested and is safe to be using during inclement weather, and continuous observation and judgment is used at the time of play, as frozen surfaces could increase the potential for injury.

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11-18-03 To help minimize the potential for fire or injuries, housekeeping in the chemistry lab prep & chemical storage room should be improved. The quantity of stored chemicals and combustible items should be kept to the minimum needed for the chemistry curriculum. Unneeded chemicals and other material should be properly disposed of in accordance with applicable regulations. The chemistry lab prep & chemical storage room should never become congested with stored material.

11-18-04 To help minimize the potential for fire or injuries, housekeeping in the chemistry lab prep & chemical storage room should be improved. Storage should be neat and orderly. The quantity of stored chemicals and combustible items should be kept to the minimum needed for the chemistry curriculum. Unneeded chemicals and other material should be properly disposed of in accordance with applicable regulations. The chemistry lab prep & chemical storage room should never become congested with stored material.

11-18-05 To help minimize the potential for fire or injuries, housekeeping in the art classroom should be improved. Storage should be neat and orderly, and the quantity of combustible items should be kept to a minimum. The art classroom storage area should never become congested with stored material

11-18-06 The kiln should be provided with a hood and vent to remove contaminated air from the building. The air exchange rate and other specifications should meet the requirements of the authority having jurisdiction.

11-18-07 Remove Unauthorized Cooking/Heating Appliances

The building should be inspected for the presence of unauthorized coffeemakers and other heat producing small appliances (e.g. - microwave ovens, toasters, toaster ovens, space heaters, etc.). Unauthorized devices should be permanently removed from the building wherever they are found. These heat producing appliances should only be present where authorized, and where they do not create fire or burn injury hazards. The small appliance could be left on and/or overload the electrical system which could result in property damage due to smoke, heat and fire.

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There is no intended implication that all conditions or operations
Were observed or under control at the time of our visit.