

District Office



March 14, 2023

Ms. Connie Wallis
The New York Schools Insurance Reciprocal
900 Stewart Ave. Suite 600
Garden City, New York 11530-4869

Dear Ms. Wallis,

Thank you for your report on the results of your underwriting survey conducted on February 21, 2023. We certainly appreciate your awareness to detail in bringing to our attention the list of recommended corrections. Your recommendations help us continue to strive to provide a safe environment for all that use and visit of facilities.

Please accept this letter as our response to your report and find enclosed a copy of list of findings noting all issues have been corrected.

If you should have any questions regarding this response or I may be of further service, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Martha Clark". The signature is written in a cursive style.

Martha Clark
Business Manager



NEW YORK SCHOOLS INSURANCE RECIPROCAL

900 Stewart Avenue, Suite 600
Garden City, NY 11530-4869
Phone: 516.227.2300 • Fax: 516.227.2352

February 22, 2023

Ms. Martha Clark
Business Manager
Elmira Heights Central SD
2083 COLLEGE AVENUE
Elmira Heights, New York 14903

Re: Recommendations for Elmira Heights Central SD

Dear Ms. Clark:

I would like to thank you and your staff for affording me the opportunity to perform an underwriting survey of your district. Since Elmira Heights Central SD is a subscribing member of the New York Schools Insurance Reciprocal, it is imperative that the proper time and attention be devoted to providing a safe environment for students, employees and others who use or visit your facilities. Careful consideration should be given to methods of preventing and minimizing losses and accidents, which could result in bodily injury and property damage.

I have attached a list of recommendations generated from the survey. These recommendations are not a substitute for the safety efforts and daily observations of your employees. This report does not imply that other hazardous conditions do not exist and we assume no responsibility for the implementation of these recommendations. NYSIR uses this report solely for underwriting purposes. Although we visited your district at this time of the year, we are available to revisit your district at any other time to check on seasonal operations or activities.

After you have had a chance to review this report, kindly provide a written response within 30 days indicating your thoughts or plan of action with regards to the recommendations. Should you have any questions, please feel free to contact me at (315) 317-2631.

Sincerely,

A handwritten signature in black ink that reads "Connie Wallis".

Connie Wallis, ARM, CPSI
Senior Risk Control Specialist

cc: Todd VanHouten, Director of Facilities



Location	Category	Rec#	Rec Severity			
JUNIOR/SENIOR HIGH SCHOOL - 2083 COLLEGE AVENUE	BOILER ROOM	2023-02-01	High			
It was noted that the Boilers in this building was past due for their annual jurisdictional inspection by Hartford Steam Boiler. An appointment had been planned for December but was postponed by HSB due to a snow storm but had not yet returned. During this inspection, Hartford Steam Boiler was contacted and the appointment rescheduled. Please submit a copy of the inspection certification when it is completed.						
<div style="text-align: right;"> <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed </div> <i>Hartford Steam Boiler is coming 3/1/2023 for inspection</i>						
NATHAN COHEN ELEMENTARY & MIDDLE SCHOOL - WEST 8TH STREET				ATHLETICS	2023-02-02	Moderate
Gymnasium 113 - The protective padding on two of the basketball backboards was missing or damaged. This cushioning should be repaired or replaced to reduce the risk of injury.						
<div style="text-align: right;"> <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Pending <input type="checkbox"/> Not Completed </div> <i>New pads will be installed</i>						

Room 211 - Access to the emergency rescue windows in this room was partially blocked by a shelving unit. This unit should be moved to provide free and clear access to the rescue window.

Completed Pending Not Completed

Todd has addressed issue with classroom teacher. Maintenance Staff will assist teacher in moving unit.



NATHAN COHEN ELEMENTARY & MIDDLE SCHOOL - WEST 8TH STREET

GENERAL SAFETY

2023-02-04

Moderate

Room 215 - An air freshener was identified in this room. These items are not permitted to be used in schools as they contain chemicals which may be harmful or irritating to individuals in the building.

Completed Pending Not Completed

Removed air fresheners and communicated with classroom teacher that air freshener are not permitted in building

NATHAN COHEN ELEMENTARY & MIDDLE SCHOOL - WEST 8TH STREET

LIFE SAFETY

2023-02-05

Moderate

Room 302 - The following conditions were observed:

- * The emergency rescue window was blocked. Free and clear access must be maintained to rescue windows at all times.
- * Decorations were observed on the rescue window in this room. No decorations should be affixed to rescue windows, or the shades on rescue windows. This will ensure the window can be easily identified in the event of an emergency.

Completed Pending Not Completed

Decorations on rescue window removed and classroom teacher informed to keep rescue windows free and clear access

NATHAN COHEN ELEMENTARY & MIDDLE SCHOOL - WEST 8TH STREET

FIRE SAFETY

2023-02-06

Moderate

Building Wide - There were combustible decorations on the door, vision panel and/or entrance alcove in several classrooms throughout the building. The New York State Building Code does not permit combustible decorations on a door, vision panel or entrance alcove a doorway. These decorations must be removed promptly to reduce the potential fire hazard.

Completed Pending Not Completed

Teachers notified. Todd has walked building and all combustible decorations removed.

NATHAN COHEN ELEMENTARY & MIDDLE
SCHOOL - WEST 8TH STREET

LIFE SAFETY

2023-02-07

Moderate

Room 223 - The emergency rescue window in this room was blocked. Free and clear access must be maintained to rescue windows at all times.

Completed Pending Not Completed

Todd removed items blocking rescue window
on day of inspection.

There was three-dimensional artwork in the Corridor across from Room 231. This type of artwork creates significant air space around the decorations and will burn rapidly in a fire situation. This artwork should be removed promptly.

Completed Pending Not Completed

Art work has been removed,



There were excessive decorations in the corridor across from Room 227. The New York State Fire Code does not permit combustibles decorations covering more than 20% of the available wall space in the corridor. The excessive decorations should be removed to reduce the potential fire hazard.

Completed Pending Not Completed

Excess decorations have been removed and building administrator informed decorations cannot cover more than 20% of available wall space.

