THREAT ASSESSMENT SEMINAR

Award Winning Forensic Psychologist to Present for New Mexico Schools

Date: July 31, 2018  
Time: 8:30-5:00 pm  
Venue: Hyatt Regency Albuquerque

Threat assessment is a major topic of discussion among New Mexico’s educators, who will have the opportunity to attend a full day seminar by internationally renowned Forensic Psychologist Dr. J. Reid Meloy, Ph.D on July 31st, 2018. Dr. Meloy has been conducting research on personality disorders, psychopathy, stalking, narcissism, criminality, mental disorders, and targeted violence for the past twenty-five years. He has also authored or co-authored over two hundred twenty papers published in peer-reviewed psychiatric and psychological journals, and has authored, co-authored or edited eleven books.

This seminar will focus on the issues most concerning to schools, with topics such as

• The warning behaviors for predatory violence  
• Campus attack and active shooter research  
• Case studies involving threat assessment and management  
• And more!

Attendees will gain insight and awareness of pre-violence behaviors, giving them greater ability to identify, assess, and manage individuals who might pose a risk of violence and initiate a coordinated intervention before an attack can occur.

This FREE seminar is sponsored by Poms & Associates and will provide invaluable information to New Mexico Educators such as Superintendents, Administrators, Counselors, Teachers, School Resource Officers, and Security staff. Seating is limited, so register your staff members today!
Hero Highlight: Mark Benavidez of Socorro Consolidated Schools

Many of us go through First Aid training, but few of us ever imagine a scenario in which we would actually have to save a life using what we learned in the classroom. For Mark Benavidez, a former custodian and current maintenance worker for Socorro Consolidated Schools who is certified in First Aid, that scenario became reality in last school year.

“I’d go watch the kids for lunch, and there was a group of kids sitting at a table. They were eating pozole for lunch that day. [I saw] a kid getting up at the table and at first I thought he was joking, but then I realized he wasn’t messing around because his face was all in a panic. He picked up a Powerade bottle to take a drink, and I noticed that it just poured back out of his mouth. I could see his face was turning red and he looked real panicked, so I ran over and told one of the students to go call somebody and I got behind him and did the Heimlich maneuver. It popped out and he started breathing again.”

Mark Benavidez says he and others at Socorro Consolidated Schools have been taking a First Aid and CPR class through Poms & Associates and NMPSIA for the past two years, and that training allowed him to spring into action as soon as he realized something was wrong.

“I’d never had to apply anything I learned in [Poms and Associates’] class before. I was thinking that if it didn’t work you guys showed us another version using a chair so I could try that.”

Mark says his training saved a life that day, and he’s grateful that the school district decided to put him in the classes so he could be prepared for just such an emergency.

“I’m glad that our district has given us the classes for that, because if it had happened just a few years ago I wouldn’t have known what to do. I wonder if we would have been able to get him the help he needed in time.”

Mark’s quick thinking and ability to fall back on his First Aid training enabled him to save a student’s life, and we salute him as a true hero.

If you would like to schedule First Aid/CPR/AED training for your staff, please contact us at pomsconnects@pomassoc.com.
Ah, the quiet relaxing summer months bringing with them a well-needed and well-deserved break for hardworking school facilities managers, janitorial staff, and custodians. It is a good idea to take a little break, but then to take advantage of the empty buildings to perform preventive maintenance and capitol improvements, which can go a long way in helping reduce the workload during the busy school year. Plus, using these summer months also allows you to take care of time-consuming, disruptive, and messy tasks without having to work overtime or on weekends! Use the below checklist to catch up on deferred and preventive maintenance:

**HVAC Systems**
Heating, ventilation, and cooling systems in your building ensure that its occupants are comfortable and safe. Have your cooling units ready for hot weather, but don’t forget to keep heating systems in top shape for the winter months.

- **Boiler**
  - Implement daily, weekly, monthly, and yearly maintenance schedules for this system
  - Conduct visual inspections for leaks, rust, corrosion, water pressure inaccuracies, and alarm system functionality
  - Schedule a yearly inspection from a manufacturer or contractor

- **Exhaust Fans and Vents**
  - Conduct visual inspections for loose belts, nuts, bolts, and bearings
  - Listen for any abnormal sounds that could come from loose parts
  - Clean shafts to make sure airflow is not restricted
  - Schedule a yearly inspection from a manufacturer or contractor

- **Air Conditioners**
  - Conduct visual inspection for damage and debris near vents or condenser fans
  - Clean or replace filters, coils, or fins
  - Schedule a yearly inspection to check refrigerant levels and motor function

**Safety and Alarm Systems**
Having a proper safety system in place is integral to a safe and happy school facility. While safety assets should be maintained for proper functionality every year, it’s important to put an actual safety plan in place in case something unexpected happens.

- **Fire Alarm System**
  - Test and calibrate flame and smoke sensors
  - Replace batteries or bulbs if applicable

- **Fire Extinguishers**
  - Inventory of types of fire extinguishers
  - Properly tag each fire extinguisher
  - Contact a contractor for visual and physical inspections
Exit lights, Signage, and Egress Plans
- Test each light and signage asset for defects
- Replace batteries or bulbs if applicable

Plumbing Fixtures and Systems
Assets that have been sitting for a few months without being used by dozens of staff and students run the risk of developing problems. It is important to dust off the cobwebs, so to speak, before your plumbing system gets kicked back into high gear.

- **Water Heaters**
  - Conduct a visual inspection for leaks, proper readings on gauges, and correct water temperatures
  - Schedule a yearly inspection with the manufacturer or contractor

- **Sinks, Showers (if applicable), and Toilets**
  - Check for leaks and proper drainage
  - Test water pressure
  - Ensure assets are tightened, caulked, sealed, and properly tiled
  - All surfaces are clean and free of graffiti

Kitchen Assets
Have you inspected your food storage units lately? Fridges and freezers provide safe storage for large amounts of fresh food. Malfunctioning food storage units could cost schools thousands of dollars if food were to go bad due to leaks, lack of security, or temperature gauge failure.

- **Fridges and Freezers**
  - Inspect doors, hinges, and seals for leaks
  - Check drains for blockages
  - Test Temperature and alarm systems if applicable
  - Schedule a yearly inspection from the manufacturer or a contractor

- **Ovens (if applicable)**
  - Steam-cleaning of kitchen exhaust hoods
  - Schedule a yearly inspection from the manufacturer or a contractor

Roof Inspections
Roofs can be an easy thing for a maintenance team to forget but can quickly become a costly problem if left out of a preventative maintenance plan. While warm weather is here, take time to analyze your buildings’ roofs and mechanical assets. This can also give you an early heads-up to any major damage or structural issues that may need to be addressed.

School-year Preparation
School safety and security plans also get overlooked, but school safety is the responsibility of everyone—staff, students, parents, and the community. By performing a physical safety audit, you can ensure that the school’s buildings and parameters are ready for the students return in the fall.

- Check parameter fencing (if applicable) for holes or areas of compromise
- Ensure shrubs and foliage are trimmed to allow for a good line of sight
- Inspect outdoor lights and change batteries and/or bulbs if needed
- Ensure security of any outdoor storage sheds
- Inspect all signage to ensure outdoor loading/drop off areas are clearly defined, as well as any restricted areas
- Review and/or update school safety and security plans
- Inspect the playground for any needed repairs/updates
- Test the PA system to ensure it is functioning at full capacity
How to Develop a Successful Water Conservation Program

With the current drought more and more people are educating themselves on better ways to conserve water and reduce the amount of water waste that is happening in our State. The Water Use and Conservation Bureau of the New Mexico State Engineers office has put together a Water Conservation Guide to help commercial, institutional and Industrial users.

According to the guide, school and educational facilities typically use water in 5 major areas: Restrooms (45%); Landscaping (25%); Cooling & Heating (20%); Kitchens (10%); and Swimming Pools (<1%).

The guide suggests there are 8 keys to a successful water management program:

1. Water management plans must be part of an integral approach that examines how changes in water use will impact all other areas of operation.
2. Water conservation involves two distinct areas: technical and human.
3. A water conservation plan depends on accurate data.
4. A successful water conservation plan follows a logical sequence of events.
5. An effective plan examines not just how much water is being used, but how it is used and by whom.
6. The quality of water needed should be matched with the application.
7. The true cost of water must be considered when conducting a cost analysis.
8. Life-cycling costing is the key to evaluating water conservation options.

There are 3 significant areas of water savings: 1) Reducing losses by fixing leaking faucets and pipes; 2) Reducing use by installing low-flush toilets and automatic shut-off faucets or by eliminating once-through cooling systems; and 3) by Reusing water that is currently being discarded, to irrigate landscaping.

It’s best to start by conducting an initial water audit of your campus(s); once you have determined potential areas of reduction and savings, prepare a plan of action. Once you put together your plan of action you will then educate staff and promote participation.

By implementing low water use practices such as repairing leaks, installing automatic shut-offs, xeriscaping, irrigation system timers, etc. you can make a difference in your community and create cost savings for your school.
Preventing Heat Related Illness

Here are a few tips to prevent extreme heat illness like heat exhaustion and heat stroke. One of the important things is to stay hydrated. NIOSH recommends drinking 1 cup of water every 15-20 minutes for moderate activity in moderate conditions. Don’t wait until you are thirsty. It is a good idea to post a urine color chart near restrooms so employees can monitor their hydration levels, the darker the urine, the more likely your body is dehydrated.

Some of the risk factors that may influence heat illness include high air temperatures and humidity, direct sun exposure, indoor radiant heat sources, limited air movement, physical exertion, not drinking enough fluids, PPE or protective clothing, certain medications, physical condition, lack of acclimation, and age. Breaks should be taken in shaded or air conditioned areas. Employers and Supervisors should monitor weather reports and schedule projects with potential high heat exposure, to cooler times of the day.

Sign & Symptoms Related to Heat Illness

<table>
<thead>
<tr>
<th>Heat Stroke</th>
<th>Heat Exhaustion</th>
<th>Heat Cramps</th>
<th>Heat Rash</th>
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</thead>
<tbody>
<tr>
<td><strong>MAY RESULT IN DEATH</strong></td>
<td>Headache</td>
<td>Usually caused by physical labor in a hot work environment</td>
<td><em>Most Common</em></td>
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<tr>
<td>Confusion</td>
<td>Nausea &amp; Dizziness</td>
<td></td>
<td>Caused by sweating &amp; looks like red cluster of pimples or small blisters</td>
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<tr>
<td>Loss of Consciousness</td>
<td>Weakness</td>
<td></td>
<td></td>
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<tr>
<td>Seizures</td>
<td>Irritability</td>
<td></td>
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<tr>
<td>Very High Body Temp</td>
<td>Elevated Body Temp</td>
<td>Caused by the loss of body salts and fluid during sweating.</td>
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<tr>
<td>Hot, Dry Skin or Profuse Sweating</td>
<td>Thirsty/Heavy Sweating</td>
<td></td>
<td>Usually appears on the neck, upper chest, in the groin area, under the breasts and in elbow creases</td>
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<tr>
<td></td>
<td>Decreased Urine Output</td>
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How to Treat Each Heat Illness:

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<tr>
<td>While first aid measures are being implemented, call 911</td>
<td>Employee should be taken to a clinic or emergency room, or call 911</td>
<td>Seek medical help if the worker has heart problems, is on a low sodium diet or if cramps do not subside within an hour</td>
<td>Provide a cooler, less humid work environment</td>
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<tr>
<td>Move the worker to a shaded, cool area</td>
<td>Worker should be removed from the hot area and given fluids to drink (sips)</td>
<td></td>
<td>Rash area should be kept dry, employee can apply powder to increase comfort</td>
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<tr>
<td>Remove outer clothing</td>
<td>Remove unnecessary clothing including shoes &amp; socks</td>
<td></td>
<td>Replace fluid loss by drinking water &amp; having a snack, or electrolyte replacement</td>
</tr>
<tr>
<td>Wet the worker with cool water &amp; circulate the air to speed cooling</td>
<td>Cool the worker with cold compresses to the head, neck, and face or have the worker wash their head, face &amp; neck with cold water</td>
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<tr>
<td>Place cold wet cloths or ice all over the body or soak their clothing in cold water</td>
<td>Encourage worker to take frequent sips of cool water, if they are unable to, seek medical attention</td>
<td>Worker should avoid salt tablets</td>
<td>Ointments &amp; creams should not be used on heat rash</td>
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How do the summer months factor in when calculating FMLA leave for school employees?

According to the federal Family and Medical Leave Act regulations 29 CFR 825.601, time tracking for the employee will only be for the periods in which the employee would be scheduled to work. School vacation periods do NOT count against FMLA 12 weeks, however this applies only to instruction employees, if the employee is considered year-round school vacation periods DO count.

Instruction employees can include:
- Teachers
- Athletic coaches
- Driving instructors
- Special education teachers and assistants

Non-instruction employees, or year-round employees, can include:
- Counselors
- Curriculum specialists
- Cafeteria workers
- Maintenance workers
- Bus drivers

If an employee needs intermittent leave, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, schools may require him/her to either:

1. Take leave for a period of periods of a particular duration, not greater than the duration of the treatment; or
2. Transfer temporarily to an available alternative position for which s/he is qualified, with equivalent pay and benefits, which better accommodates recurring periods of leave.

If you have any questions about FMLA and school employees, please email pomsconnects@pomsassoc.com.
We all realize the important role that facilities management plays in our schools—our students need a safe, healthy, comfortable environment. We are also aware how facility costs can negatively impact our budgets when we least expect it, but we know that those costs can be decreased with good maintenance practices. Just as NMASBO strives to lead the New Mexico school business profession, the New Mexico Public Facilities Management Association (NMPFMA) aspires to do the same for our facilities professionals.

Following quite a few years of work and planning, the NMPFMA was officially organized in October 2017. Membership consists of school district and charter school Operations and Maintenance professionals and is also open to city and county facility managers. NMPFMA is governed by a seventeen-member board with four officers, eight regional representatives and five ex-officio members.

NMPFMA has prepared a strategic plan with goals in place to:

- assist facilities management personnel in effecting the best possible programs for construction, operations, maintenance of physical property and equipment at facilities and public buildings;
- develop and implement training programs designed to improve the management, supervisory and technical knowledge, skills and abilities of public facilities professionals both statewide and regionally;
- provide an Operations Staff Certificate Program with access to seven training modules for new custodial, maintenance, and operations staff;
- advocate for plant and facilities management by providing positive, professional relationships with Superintendents, Business Officials, legislative representatives and other community leaders; and
- provide statewide networking for facilities professionals for the exchange of ideas and best practices.

In order to become successful, the NMPFMA needs the support of Business Officials and Superintendents. In June, districts will see an invitation via an invoice from CES for membership dues for the NMPFMA. Dues are structured according to enrollment size, much like NMASBO. Please consider joining this organization to help our facilities staff grow professionally.

For more information, contact David@ces.org.
PSFA REQUIRING SITE SECURITY ASSESSMENTS FOR PROJECTS GRANT

In a letter sent on May 8, 2018, the New Mexico Public School Facilities Authority outlined an important prerequisite for Districts and Charters who plan on applying for a Grant from the Security Projects Program: a site security assessment.

According to the letter, “School districts will be required to have a completed school site security assessment for each applicant school campus as a prerequisite to seeking state funding participation in a security project pursuant to Section 22-24-4.7 NMSA 1978.”

PSFA also suggests that the site security assessments will impact the scoring and ranking of applicants.

While exact dates have yet to be specified, the applications will likely become available in June and be due by the end of July. As such, if your district or charter plans on applying for a grant from the Security Projects Program it is critical to schedule a site security assessment as soon as possible by contacting Poms & Associates Risk Services by calling us at 505-797-1354 or emailing pomsconnects@pomsassoc.com.

As always, we will keep you updated as more information regarding the grants becomes available.