

2018 SDIS
BEST PRACTICES
PROGRAM

SDIS

SPECIAL DISTRICTS
INSURANCE SERVICES



DISTRICTS WITH PROPERTY



2018 SDIS Best Practices Program

Receive up to a 10% discount on your general liability, auto liability, and property insurance contributions for your district.

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2019 general liability, auto liability, and property insurance contributions by completing requirements in the following five credit categories.

1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is **not** a comprehensive list. If you are a member of an organization that is not listed above or has qualified in prior years, please contact Jaime Keeling at jkeeling@sdao.com.

2. PROPERTY PHOTOS | CREDIT: 2%

For each covered structure listed on your Property Schedule, there must be at least two (2) current photos of the structure uploaded to the Insurance Site. Ideally, the photographs will capture all four sides/angles of each building or structure. If there are already photos for each property on the Insurance Site, please verify that there are at least two (2) photos per structure and that they meet the desired criteria. (Instructions enclosed)

3. ONLINE TRAINING | CREDIT: 2%

SDAO uses SafePersonnel to facilitate the online training program. **Trainings are not accessible through the SDAO website.** A personalized training website is created for each member district to access the training library and take online courses. If your district does not have a training website set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to SafePersonnel. If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel at 800-434-0154.

To receive credit for this category, a representative from your district must complete **one** of the following online courses:

- **Facility Emergencies**
This course gives facility and maintenance supervisors an overview of steps to take to minimize the adverse effects of predictable and unpredictable events on facility grounds. It will review preliminary design and construction, maintenance and incremental improvements, and emergency preparedness. These response and recovery actions can help to minimize costly damage and facility down-time.
- **Arson Awareness and Prevention**
This course is designed to provide employees with information that will help reduce the likelihood of arson at their workplace. Arson is extremely costly to society in general, and is a difficult crime to detect and prosecute. This course will review the best practices to eliminate arson, the main elements of arson, a basic understanding of the principals of fire, and common causes of workplace fires.

4. SDAO/SDIS TRAINING | CREDIT: 2%

To receive credit, at least one board member or district staff needs to attend one of the following: SDAO/SDIS spring, summer or fall regional training, the 2018 SDAO Annual Conference, any SDAO/SDIS on-site risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2018), or any SDIS/OFDDA or OWRC joint trainings. Current trainings being offered can be accessed via SDAO's website at www.sdao.com/events.

5. POLICY | CREDIT: 2%

Your district must have or adopt a preventative maintenance policy that also includes our property maintenance checklist to receive credit. A sample is available online at <http://ref.sdao.com/bestpractices/pmpolicy.pdf>

RECEIVING CREDIT

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey will be available online this spring and should be reviewed with the district's board of directors and submitted by a district representative. The district representative will verify completion of the credit requirements within the survey.

Please note, SDAO does not mark off any credits. Each district is responsible for completing their own survey.

If you have any questions regarding the Best Practices Program, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461, ext. 122.



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SPECIAL DISTRICTS
INSURANCE SERVICES

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Instructions for Uploading Photos to the Web

Before visiting the SDIS Insurance Site, take or find a photo of the desired structure and save it to your computer or smartphone's photo library.

From your computer or smartphone, login to the SDIS Insurance Site and find the structure to which you want to upload a photo by following these steps:

1. Log in to www.sdao.com and click the 'Insurance Site' link
2. Click the '**Insurance**' link in the left-hand menu
3. Select the '**Property**' link on the left-hand window once the summary page loads
4. Find and click on the structure for which you need to upload the photo (you can search for the Unique ID, Structure Name, or simply browse through the list to find the piece of property you want)

Once you have located the structure, follow these steps:

1. After the structure's page loads, you will find a '**Select Images**' link under the box reserved for photos. There is also an area where you can drag and drop an image from your computer's desktop or other file.
2. Once you click '**Select Images**', you will have the opportunity to browse for and find the appropriate photo or photos. You can select multiple images if you like. Once the image(s) are selected, click the '**Open**' button at the bottom of the file browser window. This window will then disappear and copies of the image(s) will appear on the structure's page on the website.
3. Click the '**Save**' button (the one with the checkmark) at the top of the structure's page.

If you have questions or are having difficulty with any step in this process, please contact Jaime Keeling at jkeeling@sdao.com or 800-285-5461 ext. 122.