

# RISK MANAGEMENT NEWS—\*\*SPECIAL ISSUE\*\*

Lubbock ISD— Risk Management Newsletter

## 2022 Open Enrollment is Here!

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Open enrollment began October 1 and continues through October 31. If you have elected benefits in 2021 and would like to continue benefits in 2022, you must re-enroll through this new program. New employees must also re-enroll for 2022 benefits. We encourage you to take time to meet with First Financial representatives to either elect or decline coverage. You can choose to enroll on-site with an agent, online via First Financial's platform, *FFenroll*, or by phone (1-855-765-4473).

*To self-enroll through the online portal: Go to Lubbock ISD webpage and login as an employee, then go to Lubbock ISD Links shortcut, click on the Staff folder, and then click on Benefits Enrollment (FFenroll) link. Follow the instructions thereafter.*

## **How Does Lubbock ISD Benefits Compare in 2022 (locally)?**

*Have you ever wondered how Lubbock ISD's benefits plan(s) compare to other plans locally? Do you want to know more? For more information, please visit the Risk Management webpage via the following link below (click on the link below):*

[Risk Management Webpage—Information](#)

### **Risk Management Department:**

- Lisa Thompson, Executive Director—extension 0235
- Vaun Murphrey, Benefits Specialist—extension 0283
- Lucinda Lucero, Clerk—extension 0280
- Clerk—extension 0282

*Call us—we are happy to help!*

## Fire Safety in the Classroom

Protect your students, your school, and you from fire by doing the following:

- ⇒ Store supplies safely—pay particular attention to combustible materials such as wood, paper, etc.
- ⇒ Ceiling tiles—do not decorate, remove, or damage ceiling tiles—items should not be hung from or through ceiling tiles or tile grids—that includes electrical wiring and extension cords.
- ⇒ Keep entries and exits clear of debris—routes in and out must be clear for evacuation in the event of a fire.
- ⇒ Practice electrical safety basics—multi-plug adapters and electrical power strips should not be connected or used as a substitute for permanent wiring; extension cords should not be run through holes in walls or the ceiling, connected to each other—use permanent wiring; and, portable electric space heaters cannot be used within three feet in all directions of combustible materials.
- ⇒ Decorate, but do it safely—do not block entrances/exits, do not cover sprinkler heads, etc.
- ⇒ Prepare for emergencies—exit doors should never be chained, locked, or blocked; pay attention to emergency notifications and announcements and follow directions accordingly; emergency exits should be designated and signage should be illuminated; everyone must participate in fire drills; and, know your evacuation procedures, route, and map.

## **Claims Processing Reminder:**

Dental Claims go to: [Lucinda.Lucero@LubbockISD.org](mailto:Lucinda.Lucero@LubbockISD.org)

Living Better Diabetes & Bronze Maternity Reimbursement Claims go to: [Vaun.Murphrey@LubbockISD.org](mailto:Vaun.Murphrey@LubbockISD.org)

Gym Reimbursement Claims & Hospital Income Plan Claims go to: [Vaun.Murphrey@LubbockISD.org](mailto:Vaun.Murphrey@LubbockISD.org)

*All claims processed within 30-days (for completed requests/forms)*