

Safety Committee Meeting Minutes

Date: Oct. 21, 2015

Time: 2:30

Location: Staff Room

Coordinator/Recorder: Allan Chinn

I. *Old Business*

| To Do | Who | When | Status |
|-------|-----|------|--------|
| | | | |
| | | | |
| | | | |

II. *New Business*

Issues to Address for the New School:

- How to secure a room that has floor to ceiling glass?
- How to evacuate if an intruder is inside and there is no exterior door? Is there a kick-out window like at Holt and Chavez? **–No there are not kick out windows.**
- How would you evacuate the second floor if an intruder is inside and there is no exterior window or door? Would throw ladders be useful? A fire escape ladder from the balcony? Going to another wing and down their stairs?
- How to secure doors beyond simply a lock? Would Risk Management purchase classrooms these safety items?
<https://www.facebook.com/FutureXProject/videos/810812565707429/>
- Is there a way to secure the stairwell in a lockdown if an intruder were already in a wing? **–No door or other security measures were installed for stairwells.**
- Can classes only call the office or can they make an announcement to the entire school?

Issues to Address for the Old School (or both):

- How to secure doors beyond simply a lock?
- All the interior office doors should be locked from the inside.
- Create a walkie-talkie plan.
- Determine a reunification point. Church for now or Emerald Park for the new building? Inside a building or inside the church?
- Is there a way to do a mass text to all staff? Remind App for everyone to be able to use.

- Will Risk Management and Facilities let us install the eyebolt secondary lock? –**They are currently assessing whether what EPD suggested is allowable or a fire code/safety hazard.**
- Communication plan with Kelly and neighboring schools if there was an emergency.
- If someone in the office hit the panic button, should there be an alarm goes off? Should we designate a particular alarm bell for lockdowns involving an armed intruder?

Other items:

- Is there going to be an extra buzzer installed in the office. One in the secretary's office and one by the reception desk. –**Yes, two will be installed.**
- We will ask our SRO, Renee Tobler, to work with the office staff on procedures on how to coordinate in an active shooter situation.
- How do we safely get students in wheelchairs down from the second floor during a fire drill or real fire or lockdown situation? The elevator is not operational without a fire key.

III. ***Tasks List***

| To Do | Who | When | Status |
|--|------------|-----------------|-----------------------------|
| Contact Risk Management & SRO to attend next meeting | Allan | By next meeting | |
| Do the blinds drop when the lockdown goes? | Allan | By next meeting | DONE – Yes, they will drop. |
| Ask the project manager if one of the windows a kick-out window like Holt & Chavez? | Allan | By next meeting | DONE – No kickout windows |
| Is there a way to do a mass text to all staff? Remind App for everyone to be able to use. Check with Kealey and 2 nd grade. | Allan | By next meeting | |
| Email rest of staff if they have ideas | Allan | By next meeting | DONE |

IV. ***Future Meeting Dates***

- Date is TBA and will be done around working with Risk Management and our SRO

