

Safety Committee Meeting Minutes

Date: March 17, 2016

Time: 2:30

Location: Staff Room

Coordinator/Recorder: Allan Chinn

I. *Old Business*

To Do	Who	When	Status
Contact Risk Management & SRO to attend next meeting	Allan	By next meeting	DONE
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	Randi said lots of districts in the state are using Remind app. District radios are good, but limited. Randi is also in communication with Prepared Response, who does emergency response for all of Washington. City of Eugene and UO are looking to use their service and 4J is checking as well. It offers 3D imaging of all the building spaces. Law enforcement can log onto it. A long range plan is for video cameras in buildings. Designated staff could also log onto the app to provide information.

Email rest of staff if they have ideas	Allan	By next meeting	DONE

II. ***New Business***

Issues to Address for the New School:

- How to secure a room that has floor to ceiling glass? – **Randi attended the ALICE train-the-trainer meeting and the main response is an active shoot situation is always to get out of the room. If you must stay in the room, the best thing is to get out of the line of sight. If both windows are a concern, set up a barricade. If someone were to shoot through glass, you should actually go out that same exit. That is the ALICE recommendation due to the confusion and chaos. That disrupts their plan and breaks their “OODA loop” (observe, orient, decide, act).**
- 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 no kick out windows. Break a window to exit if your on the first floor.**
- 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? **Fire ladder isn’t a bad idea, but it can be a very slow process to use them. For example, the two classes that survived on the second floor shooting did two things. One barricaded a door & windows and the other class jumped from the second story window. They sustained injuries from jumping, but none of them died. You’d want to direct students to hang with hands and land on their legs. That would be much faster than climbing down a ladder. But constantly communicate so you know where a shooter would be, so use all available options to make a decision.**
- How to secure doors beyond simply a lock? Would Risk Management purchase classrooms these safety items?
<https://www.facebook.com/FutureXProject/videos/810812565707429/>
The Fire Marshall wrote a draft that said with rare exceptions, they do not want any doors altered. It compromised the fire access and egress. Under the draft rules, you can barricade as long as you can remove it. Do not alter a door in advance of an emergency.
- 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? – **EMX will allow this. It just needs to be prograded this way.**

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

- How can we secure doors beyond simply a lock? **See above. Another idea would be to set up a trip wire and turn out the lights.**
- All the interior office doors in the old building should be locked from the inside. Is that how it should be?. **If someone was in the office, the doors would not prevent them from getting to the rest of the building.**
- Creating a walkie-talkie plan. **Currently we have four radios. There is going to be a district wide rollout of radios.**
- Determine a reunification point. Church for now or Emerald Park for the new building? Inside a building or inside the church? **Churches are better because they have large areas, kitchens and altruistic people to help. Our building would not be responsible for the actual reunification, so a district team would be here to connect students with families. Tech may go down in an emergency where power is lost, so it's always good to have paper copies of attendance and all enrolled students.**
- Practice reunification drill? - **We could do an excursion day and walk to the church if there were an emergency where students needed to leave the building without your teacher. You might have to evacuate the building for lots of reasons, and earthquake, a bad guy, etc. Let a neighborhood association group know so they could help in an emergency.**
- What is the communication plan with Kelly and neighboring schools if there was an emergency. **Building communicates to district office and district office communicates with others.**
- 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? **ALICE recommends against that and to use plain language. Make an announcements that clearly state what is happening (i.e. "there is a shooting the building").**

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. **Randi has a plug and plan packet, planning out who makes the call and who is communicating with the building. Randi will send the "Standard Response Procedure" packet to us.**
- 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. **This is at the district level safety committee level. ADA requires there be a way to get down. The recommendation, who is responsible for moving the student. The**

exclusion to restraint seclusion, the exception is if there is imminent danger. For now, find staff willing to do this until the safety committee makes a formal recommendations. ESS is having the conversation

III. **Tasks List**

To Do	Who	When	Status
Randi will send the Standard Response Procedure packet to us.	Randi	By Summer	
Talk with Trinity about being a reunification point.	Allan	By Summer	
Check with Facilities about fire evacuation routes.	Allan	By Summer	Done
Prep for excursion to our safety week in September and do a second one at the semester.	Allan	By Summer	

IV. **Future Meeting Dates**

- TBA

