

SAFETY COMMITTEE MEETING MINUTES

September 29, 2016

3:00 p.m.



PRESENT: Eric Confer, Lori Stover, Karen Myers, Pauline Nicosia, Robert Miller, Joy Leitch

MINUTES: Minutes from the June 2, 2016, meeting were reviewed and approved.

OLD BUSINESS:

- Review of Safety Committee Training – Safety training must be completed by any new or current members of the 2016-17 Safety Committee who did not participate in the spring training.
- A meeting was held on June 7, 2016, to review safety protocols and procedures with all building secretaries and executive assistants. As a result of this discussion, a flip chart will be developed to provide a quick reference to basic protocols for all employees in key positions.
- The administrators are developing radio protocols for situations such as when a student is in crisis and additional help is needed.
- New breakaway lanyards have been purchased and distributed and additional lanyards ordered for new badge distribution.

NEW BUSINESS:

- Committee Planning – New committee members for 2016-17 will be Eric Confer and Krissy Derugen. Safety committee meetings will be held the third Thursday of each month beginning at 3:00 p.m. Calendar invites will be extended for all committee members.
- The Right to Know Quiz process for 2016-17 is almost complete. The deadline for faculty/staff completion is September 30. Reminder emails have been sent.
- Bob shared that he had attended a SCMRTF (South Central Mountain Regional Task Force) "Information Sharing Exercise" on August 4, 2016. Participants in this event included top flight emergency responders from school district personnel to members of the FBI and representatives from Homeland Security. This table-top exercise involved five scenarios and enabled the participants to determine and develop the tools needed for their would-be roles in each scenario. Bob felt that it experience was very worthwhile and would be interested in participating in the future.

- Lori shared that the elementary building office personnel were unsure if they were to take their emergency kits along each time a fire drill was conducted. The consensus of the group was that the kits would only be needed in the event of an actual evacuation such as a bomb threat or other building emergency. Bob will make an effort to get to all four buildings and inventory the contents of their emergency kits.

WORK PLACE SAFETY CONCERNS: None Reported

ACCIDENT REVIEW: None Reported

Next Meeting – Thursday, October 20, 3:00 p.m.