

EMERGENCY PREPAREDNESS/SAFETY COMMITTEE

June 6, 2019

Meeting Notes

Present: Liz Schott, Heather McPhail Sridharan, Davina Goldwasser, Paul Miller, Barbara Johnson, Jenny Walsh, Methinee Bozeman, Maureen Moulton, Laurel Yrun, Annlyn Peluso, Dave Glenn, Larry Pasero, Josie Sanguinetti, Adrienne Brown, Renato Beltran, Lindsay Wilson

District October 2019 Drill: It was discussed with the fire department and the school resource officer the District October drill is best when the drill is not formally announced in advance. A complete full evacuation simulation with a student release component would be recommended. The best practice is one you can control, and everyone knows their roles. The Great California Shakeout is scheduled for Thursday, October 17th however, the District drill will be scheduled for Tuesday, October 22nd.

Bacich Parent Release Drill: Annlyn Peluso coordinated a Bacich parent simulation release drill.

- Parents receive an emergency call to pick up their child
- A laminated card for each child is located at the school
- Parents receive their child's card
- The back of the card indicates names of people authorized to pick up the child
- Parent or authorized adult presents his/her ID
- The card is punched after verification
- A *Help Desk* is located nearby for trouble shooting
- Parent or authorized adult goes to the classroom to get the child
- The teacher verifies the card is punched
- Each child has an ID card that is worn when the emergency is announced

The drill took under 4 minutes and was a great success. A feedback survey was sent to parents and students. The release time was reduced by 2/3 from the previous procedures.

Important reasons and take away feedback from the parent release drill:

- Insure the child feels safe and secure
- Release students in a timely manner
- Educate parents on emergency procedures
- Signage both English and bilingual with bilingual help at the *Help Desk*
- Colorful vests worn to identify staff
- Indoor vs outdoor waiting period: be able to read, work on puzzles or games, or provide a movie to remain calm and eliminate stress and fear
- Provide something to eat and have water available
- Explain to students why we are doing these drills

Fire department recommendations: Verify student cards quarterly or bi-annual. Be aware there may be lights and sirens. Have a contingency plan when an actual emergency occurs and use common sense. Eyes up, remain quiet and be able to triage various situations. They recommend the next drill to 'turn sideways or mix it up'. Have sharpies available to write on student's arm in case paper is not available. Bacich and Kent will work with the fire department to schedule a Wednesday after school starts to train teachers on the drill and search and rescue protocols.

Renato Beltran suggested having evacuation maps available at the Back to School night events because there is a captive audience. Parents should understand school safety procedures and know about the new perimeter fencing restrictions.

CPR/AED Training: Lauren Yrun explained key staff will be involved with a CPR/AED training and certification on Friday, August 23rd. Laurel requested a new medical cart to replace a broken cart.

Classroom Backpacks and Emergency Containers: Classroom backpacks will need to be collected, inventoried, and restocked. The Bacich emergency container will be moved to a new location. Inventory and replacement items will be handled by Adrienne Brown (Bacich) and Lindsay Wilson (Kent). Replacement safety parents will be cross trained.

Fire Alarm Pulls: Larry Pasero confirmed the fire alarm pulls at both sites will be removed on June 29th.

Raptor Visitor Management System: Methinee Bozeman introduced a visitor badge security system to identify and screen for sex offenders, alert staff of custody issues, and to provide districtwide reporting of all visitors. The board will be given a presentation at a future date for consideration.

Brady Gun Violence: Discussion item for a future meeting.

2019-20 Meeting Dates:

October 30, 2019

January 29, 2020

May 27, 2020