



**WEST LINN-WILSONVILLE SCHOOL DISTRICT
DEPARTMENT OF OPERATIONS**

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District Safety Committee Agenda

Wednesday, November 16, 2016; 7:30 AM, WLWSD @ District Operations Center

| A. ATTENDEES: | Name | Location | Present | Absent |
|----------------------|----------------------|---|----------------|---------------|
| | | | | |
| | Officer Al Bunch | West Linn HS SRO | | |
| | Jeff Chambers | Maintenance Manager | | |
| | Cindy Crowder | Program Coordinator | | |
| | Officer Patrick Finn | Wilsonville HS SRO | | |
| | Pam Garza | OSEA Representative | | |
| | Paula Hall | District Nurse West Linn & WLEA Representative | | |
| | Mark Law | Custodial Supervisor | | |
| | Pat McGough | Facilities Manager | | |
| | Kathe Monroe | Director of Human Resources | | |
| | Doug Nimrod, VC | OSEA Representative | | |
| | Tim Woodley | Chair, Director of Operations | | |

B. MINUTES REVIEW:

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

C. OUTSTANDING ACTION ITEMS:

| Item | Description | Responsible Party | Status (due by) |
|-------------|--|------------------------------|----------------------------|
| 14-4.3 | 1. Classroom numbers District-wide 4-20-16: Seven schools have been completed inside. 5-18-16: Pat reported that we are almost complete with inside numbers and have begun with the outside labels. Updated floor plans will be provided for records and for emergency evacuation plans. Tim requested that we review how exit plans/maps are being done and bring consistency to this process. 6-15-16: There are some issues with architect numbers being the same in different areas as classroom names. 7-20-16: Pat reported that classroom numbers are complete for ten schools. | <i>Bond Project/Pat</i> | Ongoing |

| Item | Description | Responsible Party | Status (due by) |
|------------------------|---|---------------------------|-----------------|
| | <p>9-21-16: Doug received stickers for Wilsonville, but not put up yet. Pat getting work orders with new room numbers.</p> <p>10-19-16: Ongoing process, little left at WHS & ArtTech. Reports of tape covering the new numbers. Tape needs to be removed! District Operations to provide communication out to staff on the importance of these new numbers.</p> | | |
| 15-3.7 | <p>2. Quarterly Inspections – These are safety inspections at each site.</p> <p>5-18-16: Mark reported that the reports are being done with some challenges.</p> <p>6-15-16: Mark has completed all but the two high schools.</p> <p>7-20-16: Mark has completed all but West Linn High School.</p> <p>9-21-16: Ongoing, working on how to get information to Cindy for website.</p> <p>10-19-16: Toni and Mark reviewed how to track this, Toni to communicate with Cindy</p> | Mark/Pat | Ongoing |
| 15-4.1 | <p>3. Intercom System and communication issues in various places in the District.</p> <p>4-20-16: Curt and Tim have discussed this project. How we use this system will be included in the Emergency Management Plan. Maintenance staff, building engineers may also be trained in using this system.</p> <p>5-18-16: Tim reminded the group that we need to talk about how these systems are going to be used. We want to make sure our on site staff are trained to use these systems. When this project is complete, we need to give training and incorporate it into our emergency response plan.</p> <p>6-15-16: Tim reported that Curt is gathering information on any deficiencies in the intercom system.</p> <p>7-20-16: Pat reported that Curt has programed four separate emergency announcements. The announcements are: lockdown, lockout, environmental emergency and weather shelter in place. The same announcement is programed for every building. Mark will ask Curt to implement this in mid-August.</p> <p>9-21-16: We have them, they are all operating. Finding one or two areas that we may need to add another speaker (mostly outdoors). Accessible from any phone. Lockdown, Lockout, Environmental, Evacuate.</p> <p>10-19-16: Schools are practicing drills, still a learning process. Questions include: ‘earthquake’ vs. ‘evacuate’? Call for an Earthquake Drill and go into “Drop, Cover, and Hold” for a minute, evacuate, then take roll. Teachers organize class to follow instructions. In a real emergency, there will be no announcement. Are the buttons synced? Reunification (facilities wouldn’t be available)? Hold students on site? Custodial team get certified to check buildings for safety to quicken process?</p> <p>Also: Fire alarm activated and directly following it is a notification to ‘evacuate’. New fire code that is required to carry some voice announcement for any new system. ‘Evacuate’ automated response button should NOT be hit – need to let all secretaries and principals know</p> <p>Code Blue? What are the colors and what do they all mean?</p> | Curt/Tim | Ongoing |
| 16-3 16-4.1,2,3,4,9 | <p>4. Elert is working with the district on creating a District-wide emergency management plan.</p> <ul style="list-style-type: none"> a. HB 4075 Statewide School Safety Tip Line will be established b. Surveillance Video Cameras – Management and maintenance c. Radio Communicaiton – Meet standards for communication tools d. GAO Emergency Management – gather info and assist districts e. Special Classroom Door locks that function by faub <p>6-15-16: Elert has turned in draft format for site-specific emergency plans. The Emergency Response Management Steering Committee will be gathered together for a meeting this summer to review these</p> | District Safety Committee | Ongoing |

| Item | Description | Responsible Party | Status (due by) |
|---------|--|-------------------|-----------------|
| | <p>plans. The final draft plan will be sent for review to the District Safety Committee and the Steering Committee.</p> <p>9-21-16: Tim discussed training with Kathy Ludwig. Reunification plans and emergency evacuation plans. Will model plan after the "I Love U, Guys" Foundation Plan. Focus on District wide plans vs. individual school plans for now. On August 16th (2) new OARs were instituted:</p> <ul style="list-style-type: none"> a) Facilities, Safety, and Emergency Planning (581-024-0275) b) Oregon Healthy & Safe Schools (581-022-2223) – draft due 10/1/16 (submitting this week and posting to website, bring to next meeting), final submitted by 1/1/17 <p>Mandatory training by SafeSchools.com – banner offers additional training on emergency management. Goal to implement this training to new administrators (principals for example). GOAL: align Elert, "I Love U, Guys" Foundation, SafeSchools.com, and WLWV to one master document. Finish developing plan. Implement updates to website as "District Safety" with itemized plans/reports/inspections/etc.</p> <p>10-19-16: FEMA published a sample/template for Emergency Management Plans for schools, ours is similar (Homeland Security Management Plan). State level recommends using standardized plan that is crafted with specifications for school/district. Tim and Cindy have Word document to make necessary revisions which will be followed with training/workshop for staff from Elert. Create new Crisis Management Plan packets for classrooms?</p> | | |
| 16-5.2 | <p>5. Communication – Pat reported that schools are not consistent in what they use for on-site communication. There are companies that can supply radios for on-site or district wide communication. Tim recommends this discussion take place at a district level.</p> <p>10-19-16: Pat had a meeting with Day Communication on how we can be ADA Compliant that can be used for district wide communication to within a single school. This project/coordination requires communication with Curt (and training sessions)</p> | Pat McGough | Ongoing |
| 16-6.2 | <p>6. Radon Testing will be done by 2021 in every space that can be occupied.</p> <p>7-20-16: Pat reported that Radon Testing plans and protocols have been developed and approved by Oregon Health Authority (OHA).</p> <p>9-21-16: Plan completed and used as model by other districts.</p> <p>10-19-16: Compliant in time, we have until 2021 to test the entire district and scheduling needs to be completed (testing Oct-March)</p> | Pat McGough | Ongoing |
| 16-7.1 | <p>7. Bond Construction at West Linn and Wilsonville High Schools - what do we have in place to keep the sites secure once school starts in the fall?</p> <p>7-20-16: Officer Finn brought this question forward. Pat reported that he will check in with Bob Teters, Project Manager. A meeting will be held one week before school starts.</p> <p>9-21-16: Lots of work particularly at Sunset...added two additional IAs to help with crosswalk, playground duty, bus schedules, new exit/evacuation plans. Two cues of busses at WHS. Both high school sites are safe and secure. SROs to check on gates and keep eye on work. Railing to be added on handicap ramps where chain link fencing is.</p> <p>10-19-16: Continue to monitor and bring resources in when necessary (physical or people). Bond devoted additional 21 hours weekly for IA assistance at Sunset.</p> | Pat McGough | Fall 2016 |
| 16-10.1 | <p>8. Would it be efficient to have emergency kits for each classroom in the event that the school went into an emergency lockdown/lockout situation? How do we weave this into our protocols?</p> | | |

NEW SAFETY COMMITTEE ISSUES:

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| District-Wide Emergency Management |
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- Reports –
 - Crisis Management Plan updates.
 - Safety & Health Plan (OSHA) updates.
 - Emergency Response Plan
- Site Visits –
 - Elert & Associates Site Visits – reports will be provided with recommendations for improvements in the area of safety for each school.
 - 1-20-16: Michael presented the findings to the administration team and a board member. The District-wide assessment has been reviewed. This project has been completed.
- Emergency Site Plans (Crisis Management Plan) will be created for each school. Remo created a proposal to assign this work to Elert.
 - An initial Tabletop exercise was completed with Elert & Associates.

NEXT MEETING: December 21, 2016 – DOC Conference Room, 7:30 AM

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| <p><i>Minutes were prepared by Cindy Crowder. Please submit in writing any corrections to West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise the minutes will stand as reported.</i></p> <p style="text-align: right;">crowderc@wlwy.k12.or.us</p> |
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