



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

2755 SW Borland Rd
Tualatin, OR 97062
Phone: 503/673-7995
Fax: 503/638-9143

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		X
	Jeff Chambers	Maintenance Supervisor	X	
	Cindy Crowder	Program Coordinator	X	
	Officer Patrick Finn	Wilsonville HS SRO		X
	Pam Garza	OSEA Representative		X
	Paula Hall	District Nurse West Linn & WLEA Representative	X	
	Mark Law	Custodial Supervisor	X	
	Pat McGough	Facilities Manager	X	
	Kathe Monroe	Director of Human Resources		X
	Doug Nimrod, VC	OSEA Representative	X	
	Tim Woodley	Chair, Director of Operations	X	

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>	CLOSED

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> <p>11-16-16: Cindy sent out 'Safety Moment' email in October to ask people to leave these alone</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> <p>11-16-16: Continuing forward, folders are getting put together (by school)</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> <p>11-16-16: Getting used and learning as they go. Nearly every school has practiced a lockdown/lockout. Will be communicating with remaining two schools to have completed by end of 2016</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> <p>a. HB 4075 Statewide School Safety Tip Line will be established</p>	District Safety Committee	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> 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 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>Mantadory 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> <p>11-16-16: Working on District WIDE plan</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 FCC 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> <p>11-16-16: Testing in all district buildings required (starting 2017). Testing must occur from October – March, Monday – Thursday so the school is in full occupancy. Will conduct about 5 locations annually including two new schools for 2017 so they pass prior to opening.</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>	Pat McGough	Fall 2016

Item	Description	Responsible Party	Status (due by)
	<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> <p>11-16-16: Continuing to monitor safe practices</p>		
16-10.1	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?		Ongoing

NEW SAFETY COMMITTEE ISSUES:

1. Bond funding – the board moved \$1.5 million into District Safety Bond category. Bond Committee will be coordinating proposals for funding as well as managing it. ‘Threat Assessment Task Force Team’ will come together to work on what may take priority at each school. Worthy eligible project work proposed by the Safety Committee include:
 - a. Video/Radio surveillance
 - b. Mobile communication devices
 - c. Site fencing
 - d. Controlled public Entries
 - e. Best ‘Shelter’ classroom locks
 - f. Hardened glass
 - g. Site lighting
 - h. Vehicle deterrence/entry/barricades
 - i. Seismic
 - j. HVAC filters
 - k. Cyber safety/technology protection
2. Oregon Safe and Healthy Schools plan needs to be adopted on January 1st. Pat to bring final plan to Safety Committee in December. Need to proof to ensure that Board does not need to adopt this prior to implementing it.
3. Surveillance cameras – meeting scheduled in December with Tim, Curt, Pat, and administrators. Discussion on risk, legal, who can view, how long do you save, etc... Both new schools have video surveillance info structure built in to support software.
4. Health Room Door @ WHS, does not currently have a window/view into the health room. Do we add a glass window and pleated shade to all health room doors?
 - a. Yes, facilities team to take care of this.
5. Today is Paula’s last meeting before retirement. Lindsey or Nancy to come to future Safety Committee Meetings – Paula to assist in this transition.

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

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.

crowderc@wlwv.k12.or.us