



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

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District Safety Committee Meeting Minutes

Wednesday, November 20, 2013; 1:30 PM, WLWSD District Operations Center

A. ATTENDEES:

| Name | Location | Present | Absent |
|----------------------|--|----------------|---------------|
| Pam Garza | OSEA Representative | X | |
| Paula Hall | District Nurse West Linn & WLEA Representative | X | |
| Cindy Hepting | Program Coordinator | X | |
| Officer James Keen | Wilsonville HS SRO | | X |
| Mark Law | Custodial Supervisor | X | |
| Pat McGough | Facilities Manager | X | |
| Officer Blain McKean | West Linn HS SRO | | 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/315>

C. OUTSTANDING ACTION ITEMS:

| Item | Description | Responsible Party | Status (due by) |
|-------------|---|--------------------------|------------------------|
| 11.03.3 | Earthquake preparedness district assessment for compliance. Due to the recent earthquake, there are questions around safety and earthquake preparedness. Tim will make sure the district is in compliance. 4-20-11: Discussion about emergency preparedness. Cindy will prepare a packet that will go to each principal/school in the fall. 11-16-11: Progress is being made. 12-14-11: Cindy presented the information she gathered from TVF&R regarding fire drills and earthquake drills. She shared the information with the committee. Tim will share this information at level meetings. 1-18-12: Cindy will prepare email communication for Tim's safety issues and Tim will forward them to Administration. | <i>Cindy/Tim</i> | Completed |

| Item | Description | Responsible Party | Status (due by) |
|---------|---|-------------------|-----------------|
| | <p>2-15-12: Tim is currently working on draft.</p> <p>10-17-12: ongoing.</p> <p>3-20-13: Tim is reviewing board policy to seek update to current practice on drills. We are working on protocol and communication links.</p> <p>4-17-13: Always ongoing, updates are ongoing.</p> <p>5-15-13: The OSBA emergency response guide will be updated to include sections on lock in/lock out. We will table updating our crisis management plan until these updates are made. Lane suggested we add a note in the booklet on how local emergency responders give instruction to schools in the event of a crisis. It is wrapped up in the bigger picture.</p> <p>9-18-13: We are waiting on this to see the updated emergency response guide (which would replace the crisis management plan) to see if this is addressed.</p> <p>10-16-13: Thursday is the Great Oregon Shakeout. Principals have been notified and some are participating. This preparation has confirmed our protocol.</p> | | |
| 12.9.03 | <p>Crisis Management Plan booklet updates: Crisis Management Plan – Tim reported that in every building, in every classroom, the Crisis Management Plan is posted near the phone. The District Safety Committee will review the updates from OSBA throughout this year and report back to the administrator’s team.</p> <p>9-26-12: This committee will review the crisis management plan in booklet form and distribute new ones and present these at the beginning of next school year. Cindy will order a dozen booklets to review.</p> <p>10-17-12: Paula collected crisis management plans from various area school districts.</p> <p>12-19-12: Tim reported that the crisis management booklets do not have a lock down section but they describe lockdown and it is an instruction in various emergencies. We are working on updating this plan and will have it ready for distribution in fall of 2013. We need to add a revision date. Tim talked about the role of this committee and the importance of safety throughout the district. He voiced concern about cell phone coverage throughout the district. There was discussion about a need to upgrade coverage in specific areas.</p> <p>1-16-13: Tim presented a letter from Bill Rhoades to the board regarding the updating of the Crisis Management booklet. Paula and Cindy looked at booklets from other school districts and compared it to the updated version from OSBA. The only thing the OSBA booklet did not go into detail on was lockdown procedures. The district is working on procedures. Pat shared about what he is seeing coming through as work order requests regarding safety. Pat is working with principals to resolve what he can when he has a full understanding of what they are trying to accomplish. There is cost involved in many cases. There is talk of a future bond and renovations regarding safety can be included. The new crisis management plans will be in classrooms at the start of fall 2013.</p> <p>4-17-13: The updated booklets will be published this summer and distributed.</p> <p>5-15-13: Tim and Cindy reported that the OSBA books will have another update before we can use them. They will add sections on lock in and lock out as well as intruder response.</p> | <i>Committee</i> | Fall 2014 |
| 13.03.2 | <p>District Safety and Health Plan – updated in 2006. Needs to be updated and add sections on student safety, building security, and flight teams. Kathe shared that a plan has been created around Hep B vaccinations. We will include this information in the Safety & Health Plan.</p> <p>4-17-13: Updates are ongoing, the plan is posted online.</p> <p>11-20-13: There is currently no common language and process. This is concerning. The governor is taking this seriously and plans to give consistency and prescribed action plans to all schools in Oregon. Tim is currently watching drills take place in our schools.</p> | | Summer 2014 |

| Item | Description | Responsible Party | Status (due by) |
|---------|---|-------------------|-----------------|
| 13.03.3 | Review safety related board policies. Recommend updates when applicable (refer to letter dated 1/14/13 from Bill Rhoades) 4-17-13: Board policies are pushed out from Salem and reviewed on a regular basis. | | Summer 2014 |
| 13.03.4 | Cell Towers: We have a policy on cell towers, but we have found areas in our District where we have no or low cell reception – which is a safety issue for the District. 4-17-13: We are moving toward wanting to repeal the board policy on cell towers. Research is being done around cell towers in and around the district now. 5-15-13: Cell towers relate to safety since they are a strong part of our ability to communicate from building to building. We currently do not have full coverage. Curt has commissioned an audit of every building by a contractor. This report will inform us on where we have coverage challenges. Law and policies are being review. 10-16-13: Curt is working on this issue. | <i>IT Dept.</i> | Summer 2014 |
| 13.05.2 | In schools, specifically the science department, the topic of chemical storage should be discussed. 9-18-13: This is a site-based safety issue regarding proper storage. Pat and Doug will talk to Jim O’Connell about training and protocol. | <i>Lane</i> | Dec. 2013 |
| 13.11.1 | There was discussion about changing locks on doors to accommodate lock down situations. 11-20-13: It has been determined there is no benefit or solution for changing locks on doors regarding safety. | <i>Committee</i> | Completed |
| 13.11.2 | Pat brought forward a concern about four classrooms in the two new schools where there appears to be no hiding place. They are the two behind the kitchen server areas both upstairs and downstairs. Pat wondered if blackout shades should be installed that could be pulled down when needed. Tim shared concern that when kids are in porches they could be seen from anywhere. Tim said we would solve this issue at both locations for these eight unique classrooms. Pat will install blinds. As we hear of unsafe situations, we will address them. | <i>Pat</i> | Jan 2014 |
| 13.11.3 | Officer Keen shared that each building has a knoxbox on the outside where the local fire department keeps building keys. In some cases, the fire departments share access to these boxes. TVF&R has not shared access yet. They also discussed some way of identifying classrooms and exterior doors from the outside of a building so the area could be quickly identified. | <i>Pat</i> | Summer 2014 |

NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. Tim sent out a white paper on safety with a message that our emergency response plan will not and should not be on display. Communication that we have a plan is important, but we cannot share the details of the plan. We can assure parents that we have a plan and work with local safety authorities.
2. Pat shared that there are some schools still not wearing their District ID Badges. They are wearing school ID badges instead. Tim will send out an email to principals regarding this safety issue. Staff are required to wear these in all buildings.
3. Parking lot, streets, and driveway conflicts with parents at school sites. A narrow window of time a building is open to the time school starts – if minimal – can cause issues with too many arriving at the same time causing a huge safety issue. Parents are complaining about crosswalks (not being heeded). There was talk of having a crossing guard at WLHS to ensure that cars stop when someone is either waiting or in the crosswalk. Crossing guards

at high schools is rare because students learn to take responsibility for their own safety as they grow older. Tim will be solving this safety issue.

4. Tim shared that he, Curt Nelson, and Jennifer Spencer-Iiams presented a safety report to the board in November. Curt talked about Internet safety. Tim talked about getting to and from school safely.

NEXT MEETING: December 18, 2013 – District Operations Center, 7:30 AM

Minutes were prepared by Cindy Hepting. 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. heptingc@wlwv.k12.or.us