



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

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## **District Safety Committee Minutes**

**Wednesday, February 20, 2018; 7:30 AM, WLWSD @ District Operations Center**

### **A. ATTENDEES:**

<b>Name</b>	<b>Location/Title</b>	<b>Present</b>	<b>Absent</b>
Staci Ball	Teacher Representative	X	
Jeff Chambers	Maintenance Supervisor	X	
Hannah Chow	Community Services Manager	X	
Officer Jason Dolan	Wilsonville HS, SRO		X
Pam Garza	OSEA Representative		X
Officer Jeff Halverson	West Linn HS, SRO	X	
Josh Harrel	District Nurse		
Mark Law	Custodial Supervisor	X	
Pat McGough	Facilities Manager	X	
Kathe Monroe	Director of Human Resources	X	
Jeremy Nichols	OSEA Representative	X	
Doug Nimrod, VC	OSEA Representative		X
Tim Woodley, C	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. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
17.5.2B	<b>Emergency Operations Plan</b> <b>10.18.17:</b> <ul style="list-style-type: none"><li>EOP (Emergency Operations Plan) is being worked on by the District Safety Leadership Team so that it's unique and specific to the district. Compatible with FEMA's protocols and language; follows practices of 'I Love U, Guys' Foundation.</li></ul> <b>11.15.17:</b> <ul style="list-style-type: none"><li>Josh has two-week Nurses meeting today with Jennifer Spencer-Iiams with regards to the Emergency Operations Plan.</li></ul>	<i>District Safety Leadership Team</i>	<i>Ongoing</i>

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Weekly meetings are still occurring with the District Safety Leadership team to continue working on the EOP.</li> </ul> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>Continuing to have weekly meetings and about 75% of the way complete.</li> </ul> <p><b>1.17.18:</b></p> <ul style="list-style-type: none"> <li>Met recently and talked about the scheduling for implementation for the next year. First meeting will be to inform both internal and external individuals about their role in such an emergency. Training in the fall/through the summer reunification kits for each school.</li> </ul> <p><b>2.21.18:</b></p> <ul style="list-style-type: none"> <li>No new updates at this time.</li> </ul> <p><b>3.21.18:</b></p> <ul style="list-style-type: none"> <li>Special information from Kathy Ludwig, Tim Woodley, and Curtis Nelson</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>District Safety Leadership Team met last week to discuss some of the feedback that came back from Elert. Cindy and Tim have a meeting to review these suggestions in greater detail. Tomorrow will be a meeting with the local first responders and may suggest this meeting happen more frequently than bi-annually. May 23<sup>rd</sup> will bring the schools together for a meeting at Athey to assign roles at school specific sites if an emergency should occur.</li> </ul> <p><b>5.16.18:</b></p> <ul style="list-style-type: none"> <li>The EOP has been developed by DSLT, the draft of the district plan is complete and has been reviewed by various administrators and will undergo review again on Monday. Had meetings with local law enforcement, city managers, principals, reunification site partners, student transportation, each board member etc.</li> <li>Schools will work on their school specific EOP; the district EOP will support the S-EOP. On May 23<sup>rd</sup>, roles and responsibilities will be assigned BY the school for each school site location. They will also review their school to determine where they would meet in the event of an evacuation/assembly area. Assignments must be complete by end of day ON May 23<sup>rd</sup>.</li> <li>This summer, 'Go Kits' will be created for reunification, evacuation, etc.</li> <li>Tabletop exercises will start this fall.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Schools assigned people to their roles in the S-EOP and also made selections for their alternative, local evacuation location. In July each school principal will meet with someone at the administration level to get approval for their plan. Once that's done, it will be 'published' but only in hard copy.</li> <li>Need to finalize MOU for reunification sites.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Cindy finished the D-EOP. She also created 16 S-EOP reflecting the body of the D-EOP.</li> <li>Tim met with all of the principals. They have selected sites to meet, made job organization charts with names of people. Tim has files and copies of binders. Schools are to get one copy to be held in the office at each site. There will be tabletop exercises and training done 2-3 times throughout the year. A pattern will be created through time.</li> <li>Andrew Kilstrom contacted Clackamas Community College to obtain the rights to use the CCC template from the pamphlet they created.</li> <li>The DSLT to meet and draft a shortened version of the EOP to be printed in a pamphlet and then distributed to each classroom</li> </ul>		

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	<p>throughout the district. The maintenance and custodial team will put these up.</p> <ul style="list-style-type: none"> <li>• Tim met with offsite MOU.</li> <li>• Behind the scenes work will happen to create the “Go Kits.” Each site will have their own kit.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>• District-EOP was completed last Spring 2018. Draft done in June 2018. District Safety Leadership Team spent time with S-EOP. Edits were made on reunification process and specific evacuation sites for individual S-EOP’s. Tim Woodley and Hannah Chow are meeting with principals and staff to review S-EOP’s. Emergency Safety Guide based off of CCC template was reviewed during S-EOP meetings. Andrew Kilstrom is printing ESG for each staff member. 2,000 will be printed and distributed in October 2018. Building engineers will be instructed to post ESG in every classroom. ESG book will become part of annual “Safe Schools” online training for Districtwide staff. Some ESG will be printed in Spanish. During S-EOP meetings evacuation sites are determined by current evacuation fire drill sites with a secondary site at alternate location. Hannah Chow will edit and hand deliver S-EOP’s after meeting and email Kathy Ludwig’s District safety PowerPoint presentation to review with school staff. Admin building is working on go-kits for each school and a District go-kit. Admin and school nurses will work on how meds will be removed during emergency evacuation. Designated staff member will be assigned to student roster in Schoolmaster for evacuation and reunification purposes. Curtis Nelson is working with schools on District radios to be used during drills and emergency evacuation. Admin IT can help with student records from District radios. S-EOP will not be in electronic form. One copy will be left at school office. Hannah Chow will update annually. Tim, Kathy, Curt, and Andrew will give presentation at Clackamas County Safe School Summit on 9/20/18.</li> <li>• First Responders Breakfast on 10/3/18. Workshop on large event safety management. Team will discuss crowd control, unwelcomed visitors, and custodial staff practices.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>• District EOP is complete. Tim and Hannah visited all 16 schools. Curt Nelson is working with the schools on radios. Go kits are being prepared and will be delivered at end of October 2018. Andrew Kilstrom printed 1,000 emergency safety guide to distribute to each school and will deliver in October 2018. Safety guides along with floorplans will be delivered to the DOC and then delivered to custodians and staff at each school. Safety guide will be added to annual trainings online for each employee. Substitutes will be trained on safety as well. Kathe Monroe is wondering about paper versions of safety guides for new hire training in HR department. Kathe Monroe shares difficulty with new hires on annual trainings. Mark Law will follow up with building engineers on safety guide distribution. One D-EOP will be held at DOC and one at admin building. Kathy Ludwig and Ginger Fitch will sign the D-EOP’s and Hannah Chow will add signed copies to S-EOP individual books. Hannah Chow will update S-EOP’s annually. Schools have discussed assigned responsibilities during a crisis and for a rolling set of events during the crisis, responsibilities will change. Kathy Ludwig and Tim Woodley have discussed safety signage at front entrances of each school.</li> <li>• ESD held workshop on safety. Pat McGough and Tim Woodley attended. Other districts have expressed interest in an EOP template. Hannah Chow will create a template for other districts. Tim Woodley discusses that some principals received the safety</li> </ul>		

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	<p>messaging better than others. Patrick Minor at Willamette has already trained his staff on the S-EOP and volunteered his school to be used as a practice ground for safety workshops. Tim Woodley says CREST, student services, nurses, IT department, and maintenance staff will receive safety training too.</p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Hannah Chow confirmed go-kits are received. Jeremy and Joe delivered go-kits in November 2018. D-EOP and S-EOP template has been created for other districts to use. Tim Woodley and Curt Nelson trained CREST in Nov. 2018 on EOP. Curt N. helped train them on radios. CREST will practice fire drills if kids are on campus. EOP meetings are scheduled with nurses and with DOC staff on separate occasions. Meetings are scheduled in December. Principals want to designate safety officer for annual trainings.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>EOP meeting with maintenance staff, DOC employees, and nurses in November 2018.</li> <li>Principals have been instructed to train their staff on emergency operating plans. Some expressed feeling unprepared to train staff DSLT has been informed.</li> <li>Flame resistant curtains will be installed during next bond.</li> <li>Tim and Jason Dolan discuss tabletop exercises quarterly with the next one focusing on lockdown drills. Jason wants to know how the district trains all staff, not just those attending quarterly tabletop exercises. Jason says teachers need to start considering safety measures and implementing classroom plan based on district emergency operation plan. Tim says the DSLT takes training district staff and school principals seriously.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>		
17.12.2	<p><b>Video Monitoring/Cameras/Building Security</b></p> <p><b>12.20.17:</b></p> <ul style="list-style-type: none"> <li>The district has done some research to learn that IT has four prospect vendors that we can go through. Reece is interested and they are local. Tim, Curt, Pat, Jeff, Remo, and Reece would benefit from having a meeting to ensure that communication is going through the right person, find out what state contracts they have, and determine whether to give them the award as a district vendor not.</li> <li>Meeting with Reece Security today and district wide security systems to understand what they can provide. Receive pricing to review and learn from them. They could be the vendor for security and monitoring. Received quote for Art Tech.</li> <li>Sonitrol has a feature that is based around building security, and maybe we don't have a service like this but we thought we did. It's based around the number of individual IDs the district has over time (not one year, it's per employee that's ever worked for the district). We have over 10,000 now as opposed to 9,999 which is a big difference as far as amount of numbers go.</li> <li>When we made the conversion from six units to seven units, we learned we lost some combinations due to us not reusing number combinations (Sunset, Meridian, Bolton). Not resolved yet.</li> </ul> <p><b>4.18.18:</b></p> <ul style="list-style-type: none"> <li>April 9<sup>th</sup> they went into West Linn High School and videos at Wilsonville High School were upgraded. We don't know when they will be updated consistently.</li> </ul> <p><b>5.16.18:</b></p>	<p><i>Curt Nelson</i> <i>Pat McGough</i></p>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Curt, Jeff, Pat had a meeting with Reece and have a \$\$\$ amount and possible plan for each school. Tim to help support this; starter system must be complete.</li> <li>We have a board policy which supports cameras, but we have ARs that has been reviewed by DSLT and attorneys; it's now complete and supports the use of cameras.</li> </ul> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>All contracts are signed and construction schedule has been set with Curt for installation. Updates will come; systematically – one school per week.</li> </ul> <p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>In progress.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>In progress.</li> <li>Notes from Tim: AR section about bus cameras. First student has started adding cameras in every bus. Audio will not be recorded but film footage will be kept with First Student for 30 days. Contract with First Student will say that a camera needs to be on every bus. Jeff Heaton will manage.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Board policy from last year has an AR section about bus cameras. Cameras are still being installed. Side note: Andrew Kilstrom belongs to a school communication group and discovered that among other districts, WLWV is more conservative than other districts. First student will not allow parents to see videos. Videos will not be saved and used as permanent documentation. Curt Nelson send out protocol to principals about cameras on buses and what the footage is supposed to be used for. WLWV is very conservation about the privacy of students on buses. Contract work is almost done. Curt Nelson is still working on it. Pat McGough said the contract will be closed. Sunset bell fell. There was a video to prove that kids were playing on it and bell will be rebuilt.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Cameras will be installed at admin office and DOC week of 11/19/18.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Pat McGough says installation is complete.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball inquires if all schools have cameras installed and where they are installed. Tim says installation is complete and cameras are identifiable to public.</li> <li>Tim Woodley testing building security at DOC on Friday 1.4.19 by darting into building to retrieve phone and waving at camera as he runs to his car. Pat says later on 1.4.19, the police showed up to grill DOC employees. Tim did not get away. Pat handled it. Pat says the security system is faster than Tim's speed of light phone retrieval. Tim is pleased he didn't have to set the alarm. Pat recalls teacher in school at 2:30am and does not advise them to show up during all hours.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report. Closed.</li> </ul>		
18.1.2	<p><b>Parking lot at Boeckman Creek Primary School</b></p> <p><b>6.20.18:</b></p> <ul style="list-style-type: none"> <li>Parking at Boeckman Creek Primary is unavailable in the afternoons for parent pickup due to (assumption) high school students parking at Boeckman to walk to the high school.</li> </ul> <p>Tim is going to check the building permit to see how many spaces are required at Boeckman. It seems that it's high school events that are driving the full lots (sporting events, etc.)</p>	<p><i>Cindy Lindsley</i> <i>Tim Woodley</i></p>	

Item	Description	Responsible Party	Status (due by)
	<p><b>7.18.18:</b></p> <ul style="list-style-type: none"> <li>Working on getting parking spaces identified at Boeckman Creek.</li> </ul> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Tim, Pat and Jeff met at BCPS on 11.21.18 to discuss.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim said they brought a bus out to practice creating lines and avoiding exiting from classrooms at front plaza. Teachers are now bringing students from gym during release.</li> <li>4<sup>th</sup> and 5<sup>th</sup> graders sit at back of bus, 3<sup>rd</sup> in the middle and youngest students in front. Dismissal activity improved.</li> <li>Accidents have occurred in parking lot.</li> <li>Portable classrooms will be added next summer at BCPS.</li> <li>Tim will get permit from city to address parking. Fall 2019 high school students will not be able to park at BCPS.</li> <li>Jason Dolan said BCPS parents are complaining about high school students parking at BCPS. Tim says community development code says BCPS can give away parking.</li> <li>Tim says an auditorium at WVHS will be included in next bond. This will increase the capacity at WVHS and an opportunity for more parking.</li> <li>Jason Dolan says assigned parking has helped.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Simmering</li> <li>Pat is complaining about kids at Boeckman taking parking spaces.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Pat and Jeff conducted parking count for ADA review on 2/13/19. 109 parking spaces for Boeckman Primary. 379 parking spaces for Wilsonville High School. WVHS marked parking lot to claim spaces. Pat has consulted Kelly Schmidt about parking.</li> </ul>		
18.6.1	<p><b>Safe Routes to Schools</b></p> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>City has money to put in sidewalks and lights for safer routes to schools. Identify public improvements to help make routes safe.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>City of West Linn and WLWV school district are using DKS to update and identify safe routes to schools. Open house for SRTS in West Linn will be held at Rosemont Ridge on January 15, 18 at 6:30pm. They will display maps and proposed improvements for SRTS on 1/25/18.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim has been working with the City of West Linn and a list has been sorted and prioritized for SRTS projects to start improving walking routes.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>SRTS open house scheduled 1.29.19 at Trillium Creek for City of West Linn. Morgan Palmer with City of West Linn is helping facilitate. Public comment and input will be received at open house on 1.29.19. District will advertise through listserv.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Open house on 1.29.19 went well. Hannah is working with Morgan Palmer at the City of West Linn to develop an action plan for SRTS in West Linn. A work session with City Council is planned for March 4<sup>th</sup>, 2019 at West Linn City Hall to discuss action plan.</li> </ul>	<p><i>Tim Woodley</i> <i>Pat McGough</i></p>	Ongoing

Item	Description	Responsible Party	Status (due by)
18.9.1	<p><b>Parking and Bus Delays</b></p> <p><b>9.19.18:</b></p> <ul style="list-style-type: none"> <li>Trillium Creek had parking issues during curriculum night.</li> <li>Buses are late from West Linn High School due to traffic and parking issues. Staff has been hired to control traffic at Wilsonville and West Linn High School. IAs are being used as crossing guards at primary schools. Middle schools do not have IAs available. In progress.</li> </ul> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Acknowledgement. Working on solution.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>No comment from Tim. Ongoing. Doug N. says parents are abandoning their cars during pick up and not allowing first responders to get in if there's an emergency.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>First student has app for parents to sign up for showing time that students will be picked up and dropped off. App will show real time drop-offs and pickups. This will improve safety of students standing to wait for bus. Communication is from dispatcher who sends bus delays to secretary. The app will send updates in real time from First Student dispatcher. Parents complain about communication gaps not knowing the bus is late. The app will send communications to parents directly.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Simmering.</li> <li>Bus accident on 1.15.19. First Student responded quickly with new bus to take kids home. Administrator needs to be present according to First Student protocol. New bus barn is in Sherwood.</li> <li>First Student contract is up for renewal in Spring 2019. Tim says First Student has done a great job improving bus delays and communications.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	Tim Woodley	Ongoing
18.9.2	<p><b>Latex in Buildings/Allergy Concerns</b></p> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Josh receives questions every year during allergy training. Parents are bringing in latex balloons. Balloons are being used for birthdays. No latex should be used.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Staci Ball brought topic to schools and Tim W. confirmed we are a no balloon district. Some teachers confirmed they received an email that the latex ban was lifted. Tim W. recommends this is a question for the nurses. Tim W. says the balloons are banned because of fire hazard. We don't want to trigger fire alarms with loose balloons. Mark Law says student allergies were once a concern and that prompted the latex ban. Tim W. says the facility use form and rental agreement says no latex balloons in our facilities. Staci Ball recommends for art, science and PE maybe we send out a generalized statement to confirm no latex.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim confirms that latex and mylar balloons are not allowed. School staff has been informed that balloons are not allowed for safety reasons. Community use agreement has statement saying no balloons. Tim does not want to be balloon police.</li> <li>Staci Ball says confirms that teachers can still use balloons in their activities. Pat says no helium is fine. Fire hazard.</li> </ul> <p><b>1.16.19:</b></p>	Tim Woodley Josh Harrel	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Josh H. confirms blanket exclusion on balloons in schools for safety concerns. Hannah and Pat will send out letter to secretaries about balloon policy.</li> <li>Josh H. says parents report allergies on health information form during student registration process. Tim W. asks how allergy information is logged.</li> </ul> <p><b>2.20.19</b></p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>		
18.10.1	<p><b>Drills</b></p> <p><b>10.17.18:</b></p> <ul style="list-style-type: none"> <li>Doug Nimrod, "In the event of a lockdown and/or lockout." Will we be notified through our cell phones to avoid the facility?" Pat McGough responded on 10.11.18, "You will hear it on the radio."</li> <li>Staci said Bolton's shelter lock system has created questions around fire drills and how students will enter and exit if certain doors are locked. Pat said some doors are created for exit but not re-entry.</li> <li>Mark Law said RRMS had lockout on 10.16.18 and students were waiting outside for 20 minutes to complete class period. Pat McGough said to stay put.</li> <li>Pat McGough says CPPS needs to practice their lockdown drill. Gym was not secure and CPPS needs a solution for hiding in the gym. Pat McGough and Tim Woodley discussed getting a contractor to secure gym door and flip the panic device.</li> </ul> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>CPPS practiced second drill. Pat confirms it was a big improvement. Door needs to be prepped for lockset. <b>Lockdown protocol – Can music be played over the intercom during the lockdown?</b> Safety committee says no. Tim says principals need to communicate with special needs teachers and masking the sound with music is not a solution. Tim W. suggests students use noise cancelling headphones. Jeff Chambers says in a real emergency we don't have time to put headphones on and teachers need to train keeping students calm during a real emergency.</li> <li>Staci Ball says teachers liked having drill without notice. What do we do when kids are in bathroom or hallways? Principal suggested students start knocking on doors if they are locked out. Pat says, "No." Students need to find a hiding spot and not knock on door in clear sight. Get out of sight. Find a safe hiding place. Jeff Chambers says principals determine when drills happen and if they are prompted or a surprise. Staci Ball says the voice on the intercom is unsettling for special needs students.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Tim suggests that students with sensory and noise concerns wear headphones to prevent dramatic reactions during drills.</li> <li>Mark Law said school staff is not improving on lockout/lockdown drills. Trillium Creek gym is visible from the outside and TCPS principal shared concern with keeping students in the gym during a lockout.</li> <li>Staci Ball says classroom training is needed for lockout/lockdown procedures. Jeff Chambers says debriefing after drills counts as training.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Jeremy says announcements on radio are helpful.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball recommends ongoing training for school staff about the difference between lockdown and lockout. Pat says we adopted the lockout/lockdown language from I Love You Guys and making sure we are keeping language consistent across the district. Jeff Chambers says he speaks to school staff during debrief after each</li> </ul>	Tim Woodley	Ongoing



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	lockdown/lockout drill to help them explain the difference. Kathe Monroe will put emergency drills handout in each new hire packet. Jeremy says he noticed many staff members at the first responders breakfast who did not know the difference.		
18.10.4	<p><b>Environmental Safety and Related Communications on Website</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Will be added to compliance meeting agenda. Ongoing.</li> </ul> <p><b>12.19.18</b></p> <ul style="list-style-type: none"> <li>Tim confirms that compliance log has been created to remind facilities and maintenance staff when they need to inspect, report, or schedule testing around environmental safety and compliance communications.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Ongoing. Pat inquires to Tim if it's necessary to put asbestos letter on website. Tim confirms it's a public record and letter should be added to website. Pat confirms letters are hanging on the walls at schools but there's no electronic record of it. If paper copy is lost, there's no evidence. He will investigate. Tim says date was changed on when buildings need to be tested. Tim encourages Pat to investigate and if he goes to jail, have fun. It is confirmed we should post on website.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball inquires about asbestos. Two teachers at Bolton say there's open asbestos in their classrooms. Pat McGough doubts there's open asbestos and defining that phrase is difficult. When it's harmful is when it's ingested or inhaled. Pat does not believe students are at risk. There is zero risk at those classroom locations. He says it was tested, sealed and covered. All safety measures have been taken at those locations. Staci asks if we are only monitoring areas that are remodeled. Pat says we identify all areas, not just the remodeled spaces. He confirms the teacher is aware how to identify asbestos. Staci will report back to Bolton. Tim and Pat confirm 3<sup>rd</sup> party environmental safety consultant is hired to handle these concerns. Teacher at Bolton is aware and informed of the work that's already been done.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Jeremy says we completed first two schools, Boeckman Creek and Wilsonville High School, for radon testing. All locations were below the action threshold of 4.0 picocuries per liter. Testing will start on 2/25/19 at Bolton Primary and West Linn High School.</li> </ul>	<p>Pat McGough Jeff Chambers Mark Law</p>	Ongoing
	<p><b>Keys</b></p> <p><b>11.21.18:</b></p> <ul style="list-style-type: none"> <li>Staci Ball asks Pat about keys and locked doors at Bolton. Pat confirms doors are keyed not for convenient entry but to remain locked and used only during emergency. These doors were built to fire code. Tim W. confirms all exterior doors should be locked. Pat says BCPS preschool teacher should have a key for re-entry so they are not knocking on doors to get in. Pat says Stafford is the only building left that has not received all new keys.</li> </ul> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>When do exterior doors remain locked or unlocked. Primary schools need to have front doors locked and unlocked on a schedule. Secure perimeter before school and after school. Building engineers are in charge of schedule to keep doors locked. Pat says childcare start at 6:30am and the doors need to remain open. Morning arrival has site based protocol on how many doors should stay open or closed. Timed locks might be a solution. Mark Law says high schools have improved on keeping their doors locked. Jeff says students have been informed not to keep doors open.</li> </ul> <p><b>1.16.19:</b></p>	<p>Pat McGough</p>	Ongoing

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Pat says Bolton automatic lock training has been completed. False activations have occurred multiple times and notifications through the intercom is not an option.</li> <li>Josh H. requests keys from Jeff C.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball says teachers at Bolton have trouble with their keys at back doors for access to garden boxes. Pat says the principals have authority for staff members to gain access.</li> <li>Staci Ball says her classroom is a no shelter room. Pat confirms we are not able to put locks on those doors. Might revisit later. Pat says we will not put shelter locks on those doors.</li> <li>Pat says they are trying a prototype card reader system at West Linn High baseball restrooms. Jeff says they are hopeful for this new system will address community use access to restrooms. The issue is providing keys to community sports groups and they are not returning them. Pat and Jeff are looking into company to make the cards and purchasing tracking software for 30,000 entries. \$8,000 investment for the first door. Jeff says each door after is less.</li> </ul>		
18.11.3	<p><b>In case of earthquake, what is the protocol for wheel chair bound students?</b></p> <p><b>12.19.18:</b> Hannah Chow will research and report back to Tim.</p> <p><b>1.16.19</b> <b>Before an earthquake:</b></p> <ul style="list-style-type: none"> <li>Write down any specific needs, limitations, and capabilities that you have, and any medications you take. Make a copy of the list and put it in your purse or wallet.</li> <li>Find someone (a spouse, roommate, friend, neighbor, relative, or co-worker) to help you in case of an emergency. Give them the list. You may wish to provide a spare key to your home, or let them know where they can find one in an emergency.</li> </ul> <p><b>During an earthquake:</b></p> <ul style="list-style-type: none"> <li>If you are confined to a wheelchair, try to get under a doorway or into an inside corner, lock the wheels, and cover your head with your arms. Remove any items that are not securely attached to the wheelchair.</li> <li>If you are able, seek shelter under a sturdy table or desk. Stay away from outer walls, windows, fireplaces, and hanging objects.</li> <li>If unable to move from a bed or chair, protect yourself from falling objects by covering up with blankets and pillows.</li> <li>If you are outside, go to an open area away from trees, telephone poles, and buildings, and stay there.</li> </ul> <p><b>After an earthquake:</b></p> <ul style="list-style-type: none"> <li>If you are trapped, try to attract attention to your location.</li> <li>Turn on your battery-operated TV or radio to receive emergency information and instructions.</li> <li>If you can, help others in need.</li> </ul> <p><a href="https://www.cdc.gov/disasters/earthquakes/disabilities.html">https://www.cdc.gov/disasters/earthquakes/disabilities.html</a></p>		

Item	Description	Responsible Party	Status (due by)
	<ul style="list-style-type: none"> <li>Pat says we should send this information to schools. Hannah Chow will send memo email to secretaries. Instructions and request to forward to staff being called to assistance during an event.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Pat says area of refuge signs have been posted. Jeff and Zac are finalizing sign placement and maps, districtwide.</li> </ul>		
18.11.4	<p><b>Do we have the “Area of Refuge” identified on our building maps that are distributed to first responders?</b></p> <p><b>12.19.18:</b> Jeff will coordinate with Doug to identify areas of refuge, creating signage, and sending maps to Hannah.</p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Doug says areas of refuge are identified and signs have been ordered. Ordered 1.14.19. Closed.</li> </ul>	<p><i>Tim Woodley</i> <i>Hannah Chow</i></p>	
18.11.5	<p><b>Cleaning and disinfecting.</b></p> <p><b>12.19.18:</b></p> <ul style="list-style-type: none"> <li>Staci Ball says a student is spreading feces that needs to be cleaned up and disinfected. Pat says building engineer will determine if they will clean up or if the district needs to bring cleaning equipment in.</li> </ul> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Closed.</li> </ul>	<p><i>Staci Ball</i></p>	
18.11.6	<p><b>Environmental Safety Concerns</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Staci Ball inquires about asbestos. Two teachers at Bolton say there’s open asbestos in their classrooms. Pat McGough doubts there’s open asbestos and defining that phrase is difficult. When it’s harmful is when it’s ingested or inhaled. Pat does not believe students are at risk. There is zero risk at those classroom locations. He says it was tested, sealed and covered. All safety measures have been taken at those locations. Staci asks if we are only monitoring areas that are remodeled. Pat says we identify all areas, not just the remodeled spaces. He confirms the teacher is aware how to identify asbestos. Staci will report back to Bolton. Tim and Pat confirm 3<sup>rd</sup> party environmental safety consultant is hired to handle these concerns. Teacher at Bolton is aware and informed of the work that’s already been done. Tim says it’s important not to argue with teacher’s concern around environmental safety, specifically asbestos testing and removal in buildings.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Rosemont Ridge had a gas leak on 2/15/19 at 10:00am. Students were evacuated and reunited with parents. TVF&amp;R, West Linn Police, and NW Natural Gas responded. Principal took care of staff and students while maintenance investigated. TVF&amp;R confirmed there was no continued leak at 12:00pm. Custodial help was sent to church where students were waiting to be reunited with parents. NW Natural tested for leaks and after the testing was clear they confirmed it was safe to re-enter building. General Parts Group tested kitchen equipment and no leaks were found. Report shows the pressure regulator was the cause and it has since been replaced. Friday evening events inside were canceled. Weekend events continued, inside and on fields. Pat confirms the reunification process went smoothly and the radios were very helpful. Staci Ball says Debi and Greg were watching the kids inside and outside of the church working on communicating the same information to parents. Staci confirms that communication with parents worked well. It was a learning experience for the district. Willamette Christian Church was very helpful during and</li> </ul>	<p><i>Pat McGough</i></p>	

Item	Description	Responsible Party	Status (due by)
	<p>after the reunification. Pat says our reunification protocol is deliberate and well organized but it takes time. Rosemont was cleared for activities on Friday evening.</p> <ul style="list-style-type: none"> <li>Staci Ball spoke to rep from Bolton asbestos in the classrooms who did not know term friable but wonders if the cracks in the ceiling tiles will be a problem. Pat reassures Staci Ball that the cracks are not a problem but if it's damaged we can create a work order. Pat recommends reading AHERA manuals for staff members who have additional questions.</li> </ul>		
18.11.7	<p><b>Joint First Responders WLWV Safety Meeting</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li>Athey Creek Church on 2.13.19 at 7:30am. Lockout, Lockdown and Reunification. Hannah will send invitation to safety committee.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li>Meeting was well attended. Jeff confirms positive feedback from office staff.</li> <li>Maintenance is centralizing all material necessary for an off-site reunification. Maintenance will assume responsibility from Curt Nelson to relocate IT equipment from the administration building. Jeremy says tables, water, safety vests, and stop signs will be added to DOC go-kit.</li> </ul>	Tim Woodley	
18.11.8	<p><b>Long Range Planning</b></p> <p><b>1.16.19:</b></p> <ul style="list-style-type: none"> <li><b>Board meeting held on January 14<sup>th</sup>, 2019</b> and long range plan discussed. Tim W. highlights long range plan book and projects that are not prioritized but documented in book for funding and future changes such as, Athey Creek High School, creating safe and welcoming schools, increasing access to the arts, addressing growth at the primary level.</li> <li><b>Bond Summit will be held on February 23<sup>rd</sup> at Meridian Creek Middle School</b> so the community can communicate on each of these projects. The community will prioritize each project by placing stickers on project boards to highlight which might take importance. Tim W. discusses how the district retires debt of schools built 20+ years ago so we can continue to process a renewal of our capital bond program. Capital bond work needs to be completed without changing the tax rate. June 2019 resolution will pass to put capital bond out for work in 2020. Campaign committee will develop to discuss projects listed.</li> </ul> <p><b>2.20.19:</b></p> <ul style="list-style-type: none"> <li><b>Nothing to report.</b></li> </ul>	Tim Woodley	

#### NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

1. How was the Bond Summit?
2. Did Kathe Monroe speak with Andrew about emergency safety guides in new hire packets?

**NEXT MEETING: March 20, 2019 – DOC Conference Room, 7:30 AM**

*Minutes were prepared by Hannah Chow. 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.*  
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