



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

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District Safety Committee Meeting Minutes

Wednesday, September 18, 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	
Lane Johnson	WLEA Representative		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	

Tim started the meeting by showing the video, "Shots Fired" that he showed at the OPS Summer Safety Training. Discussion followed. There will be a safety component in the capital improvement list that is being compiled for the possibility of a capital bond. This list will come to the District Safety Committee for sponsorship.

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)
12.04	Tim and Officer Keen are going to an Active Shooter workshop at the end of the month to go along with all the lock in/lock out drills the schools are taking part in as part of our emergency preparedness around the district. 5-15-13: Tim and Officer Keen reported on the workshop they attended. Tim shared the FBI put it on and a private firm conducted the workshop. 350	<i>Tim</i>	

Item	Description	Responsible Party	Status (due by)
	<p>people attended.</p> <p>Officer Keen signed up to purchase the cd that helps schools prepare and plan with staff so they know how to react. Tim shared that he presented to the board at the May meeting regarding safety. He will share this again at the OPS Summer Safety Training in August. Lane suggested that when the training takes shape, he would ask that it not be combined with other required training but have a specific focus. We may make it available on line so staff can take it when they want throughout the year and refresh any time.</p> <p>Resources are online from this training workshop and we are able to download and use it as needed. There will be more opportunities to attend these types of workshops. The next one is later this month.</p> <p>9-16-13: Tim to update on OPS Summer Safety Training video and response.</p>		
11.02.1	<p>Slipping hazard at WLHS staff parking sidewalks – gravel on sidewalks due to people cutting through rather than walking on walkways. Pat will follow up with school staff.</p> <p>4-20-11: Pat will call TODAY.</p> <p>5-18-11: Pat met with a contractor and will receive a quote very soon. The original quote was over \$17,000 to address this issue. Pat is working with the contractor on a new solution that would reduce the cost.</p> <p>9-21-11: this work will be wrapped in with summer 2012 project.</p> <p>12-14-11: Meeting with design engineer to solve this issue is scheduled.</p> <p>2-15-12: In design by Winzler and Kelley (GHD).</p> <p>8-22-12: Maintenance is working on safety with this issue until work can be done.</p> <p>10-17-12: Maintenance kept area clear and will continue.</p> <p>12-19-12: this project will be done next summer.</p> <p>4-17-13: This project is currently out to bid and will be performed this summer.</p> <p>5-15-13: Tim is signing contracts today for this work.</p>	<i>Pat</i>	Completed
11.03.3	<p>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.</p> <p>4-20-11: Discussion about emergency preparedness. Cindy will prepare a packet that will go to each principal/school in the fall.</p> <p>11-16-11: Progress is being made.</p> <p>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.</p> <p>1-18-12: Cindy will prepare email communication for Tim's safety issues and Tim will forward them to Tara.</p> <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>	<i>Cindy/Tim</i>	Summer 2013
11.12.1	<p>Home prepared food in classrooms or classroom prepared food served to students. There are home baked goods being brought to classrooms for student consumption. Paula shared a document from the county health department supporting the school district's stand on not allowing home-baked or classroom baked goods being served to students. Tim will share the</p>	<i>Tim</i>	Completed

Item	Description	Responsible Party	Status (due by)
	<p>information at a level meeting.</p> <p>1-18-12: Cindy will prepare a packet for Tim to forward on to Tara.</p> <p>2-15-12: Tim is working on draft.</p> <p>3-20-13: This may go out at a safety moment. More discussion to follow.</p> <p>4-17-13: A memo went out to school principals, will also be pushed out as a safety moment.</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
12-09.1	<p>The high school officers have brought forward the idea of having a lockdown drill to Pat McGough. The District Safety Committee will investigate to find out if there is a rule or law around holding lockdown drills. Paula and Cindy will report back to this committee in October.</p> <p>10-17-12: Per Deputy Keen, there is no rule or law requiring lockdown drills.</p> <p>12-19-12: There is a meeting scheduled today with principals, administrators to discuss safety. Tim and Pat will attend. Lockdown will be a subject on the agenda.</p> <p>3-20-13: Most drills have been practiced at schools.</p> <p>4-17-13: Town Center is the last school to do the drill, it will be this Friday. Survey information will be taken from the schools and used for current information about each school.</p> <p>5-15-13: Lock in/lock out drills have taken place in all schools. A survey was made available to principals and results are being assessed. Out of this a capital improvement list and/or work orders will be submitted. Cost is attached to each item and equity across the district will be considered.</p> <p>9-18-13: More information is coming. Tim will send an email to principals reminding them to perform drills and notify Operations of dates.</p>	<i>Committee</i>	Oct 2013

Item	Description	Responsible Party	Status (due by)
12-09.6	<p>A request has come forward to add another WLEA member to this committee. The roster that we have currently has an open position. We need to send a written outreach to WLEA about this opening and ask Arden to forward to us any interested names.</p> <p>10-17-12: Cindy will email a letter to Arden and cc Lois Anne.</p> <p>12-19-12: Kathe and Lois Ann will work with Arden to find certified staff to serve on the District Safety Committee. We would like WLEA to forward at least two names to the committee.</p> <p>3-20-13: WLEA has appointed Mary Renne to serve on the District Safety Committee. They are still seeking another representative to begin in July.</p> <p>4-17-13: Lane Johnson is now a member taking over for Lois Ann when she leaves.</p> <p>5-15-13: Mary has declined to serve on this committee. We will move forward with Lane and Paula until another representative is appointed by WLEA.</p>		April 2013
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>5-15-13: Kathe reported that the Hep B and BBP post exposure plan has been posted on the website.</p>		Summer 2013
13.03.3	<p>Review safety related board policies. Recommend updates when applicable (refer to letter dated 1/14/13 from Bill Rhoades)</p> <p>4-17-13: Board policies are pushed out from Salem and reviewed on a regular basis.</p>		Summer 2013
13.03.4	<p>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.</p> <p>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.</p> <p>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.</p>		Completed
13.05.1	<p>Communication – it is critical that ALL incidents are immediately reported to the DOC. Officer Keen shared that any incidents he knows about are communicated to the office of the principal. Tim shared that the principals need to then communicate to him. District wide any incidents in buildings can and do impact the rest of the district.</p> <p>9-18-13 Officer Blain McKean has taken the place of SRO at WLHS.</p>	<i>Tim</i>	Ongoing
13.05.2	<p>In schools, specifically the science department, the topic of chemical storage should be discussed.</p> <p>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.</p>	<i>Lane</i>	Oct 2013
13.05.3	<p>Accident investigation. We will check into who should be conducting these investigations following accidents or near misses.</p>	<i>Cindy</i>	Completed

NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. Lock-in/Lock-out procedures – consistency in response between schools. (Officer Keen)
<http://iloveyouguys.org>

2. New School radar speed sign program (Clackamas County Traffic Engineer)

<http://www.youtube.com/watch?v=KIJ7yPo5mSo>

I wanted to let you know that Clackamas County has a new school area radar speed sign program. We have had a very successful radar speed sign program for the past several years for all County roads, but thought we should dedicate some special resources to speed control on County roads specifically around schools.

At the end of this month, we'll have two radar speed signs dedicated to schools during the school year. For an idea of what the signs look like and what they do, please see this video (<http://www.youtube.com/watch?v=KIJ7yPo5mSo>). These signs are available to you free of charge. We handle everything, you just need to tell us where and what you'd like (we may just install one sign however).

We would install the signs for approximately two months at a time and then rotate to another location.

If you're interested in having these in a particular location, please let me know and we'll get the school added to the list.

Please forward this to anyone that may be interested. Thanks!

Rick Nys, P.E., PTOE

9-18-13: Rosemont and Lowrie should have these speed signs installed.

3. Safety Procedures – (teachers propping doors open, reporting accidents)

4. Safety Moment ideas (Cindy)

NEXT MEETING: October 16, 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