



**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 Meeting Minutes
Wednesday, October 16, 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	<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>	<i>Cindy/Tim</i>	Summer 2013

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
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</p>		Completed

Item	Description	Responsible Party	Status (due by)
	Committee. They are still seeking another representative to begin in July. 4-17-13: Lane Johnson is now a member taking over for Lois Ann when she leaves. 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.		
13.03.2	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. 4-17-13: Updates are ongoing, the plan is posted online. 5-15-13: Kathe reported that the Hep B and BBP post exposure plan has been posted on the website		Summer 2013
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 2013
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.		Summer 2014
13.05.1	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. 9-18-13 Officer Blain McKean has taken the place of SRO at WLHS.	<i>Tim</i>	Completed
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>	Oct 2013

NEW SAFETY COMMITTEE ISSUES:

New Safety issues:

1. Tim reported about a meeting with Clackamas County Sheriff Craig Roberts and a committee of law enforcement including FBI, Fire, and school officials regarding safety awareness in schools. The state of Oregon is initiating a task force to create new standards around school safety with active shooters. There will be a panel and it is a state-wide effort – they will create standardized state plans. There was a lot of talk about the website www.Iloveyouguys.org and how useful it has become. Tim asked the committee members to view this website and we will review at the next meeting. Once we review, we may recommend this website to the district for regular use. The first part of December, there will be a meeting of local law enforcement. There is also a need for common language. The website refers to lock out and lock down (rather than lock in lock out). Another example is using the term active shooter vs. uninvited intruder (which could be anyone). Common language is needed. The Sheriff’s office will put

together a glossary so that terms will be understood and used generally. A lot was learned through a drill that took place at Wilsonville High. Officer Keen shared about the protocol used based on www.iloveyouguys.org . It went well. There was some discussion about locks on doors.

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.
3. Officer Keen shared that each building has a knockbox 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. Tim will give a safety report to the board some time this year. Tim reported that Jennifer Spencer-Iiams reported to the board regarding safety specifically for the student services department. It was very well done.

Officer Keen will bring donuts to the next meeting.

NEXT MEETING: November 20, 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