



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

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**District Safety Committee Minutes**

**Wednesday, July 17, 2013; 8:00 AM, WLWSD District Operations Center**

**A. ATTENDEES:**

Name	Location	Present	Absent
Paula Hall	District Nurse West Linn & WLEA Representative		
Pam Garza	OSEA Representative		
Cindy Hepting	Program Coordinator	X	
Pat McGough	Facilities Manager	X	
Kathe Monroe	Director of Human Resources		
Doug Nimrod, VC	OSEA Representative		
Lane Johnson	WLEA Representative		
Lois Ann Sharpe	WLEA Representative		
James Keen	Wilsonville SRO		
Tim Woodley	Chair, Director of Operations	X	

**B. MINUTES REVIEW:**

The minutes from the June meeting are available on the website:  
<http://www.wlww.k12.or.us/Page/315>

**C. OUTSTANDING ACTION ITEMS:**

Item	Description	Responsible Party	Status (due by)
11.02.1	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. 4-20-11: Pat will call TODAY. 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. 9-21-11: this work will be wrapped in with summer 2012 project. 12-14-11: Meeting with design engineer to solve this issue is scheduled. 2-15-12: In design by Winzler and Kelley (GHD). 8-22-12: Maintenance is working on safety with this issue until work can be	<i>Pat</i>	Summer 2013

Item	Description	Responsible Party	Status (due by)
	<p>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>		
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&amp;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>	<i>Cindy/Tim</i>	Summer 2013
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>	Summer 2013

Item	Description	Responsible Party	Status (due by)
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. 6-19-13: Tim is reviewing all district safety policies and connecting them with OSBA’s current policies. Any district policies that need updating will be brought to the board. These policies will then be reviewed with the safety and health plan. Cindy will get the OSBA model plan and some examples from other districts to review. We want our plan to be current according to law. Crisis Management Plans will be reviewed with this in mind.		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.		Ongoing
13.05.1	Community – 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.	<i>Tim</i>	Ongoing
13.05.2	In schools, specifically the science department, the topic of chemical storage should be discussed.	<i>Lane</i>	Sept 2013
13.05.3	Accident investigation. We will check into who should be conducting these investigations following accidents or near misses.	<i>Cindy</i>	Sept 2013
13.06.2	Construction Safety – Work is being done this summer at Willamette and West Linn High and safety is coordinated with the general contractors on site.	<i>Tim</i>	Ongoing

**NEW SAFETY COMMITTEE ISSUES:**

New Safety issues:

1. Special Districts is in the District today doing the quarterly safety inspections for the DOC, the Administration Building, and CREST. District staff is accompanying them. A report will follow.

**NEXT MEETING: August 5-6, 2013 – Athey Creek, OPS Summer Safety Training.**

*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](mailto:heptingc@wlwv.k12.or.us)