

School Safety Meeting Summary

School DBN: 28Q174 **Date:** October 11, 2019 **Time:** 8:00am

Building and Room: PS 174 – Principal’s Office

Committee Members in Attendance

Karin Kelly (Principal), Kerstin Kobetitsch (Assistant Principal), Panya Rios (Co-PA President), Dave Menoscal (Custodian), Denise Frango (School Aide), Karen Roopchand (Teacher), Tina Inglese (Crossing Guard), Gloria Sosa (School Safety Agent), Richard Niccolich (Recording Secretary – Teacher)

Additional Attendees (if applicable)

Was this meeting open to parents and other community members? No

Agenda Item #1: Safety Committee Monthly Meeting Dates (update)

a. Discussion, b. Decisions, c. Next Steps:

a. We need to set the monthly dates.

b. The dates are 9/13, 10/11, 11/8, **12/6**, 1/10, **2/14**, 3/13, 4/3 Town Hall, 5/8, and **6/5**.

c. We will follow this schedule.

Agenda Item #2: Emergency Readiness (Drills)

a. Discussion, b. Decisions, c. Next Steps:

a. In the 19-20 school year there will be a total of 12 Emergency Drills: 4 Lockdown Drills & 8 Evacuation Drills. 1 Lockdown must be completed by October 31st & another between February 1st & March 14th. The remaining 2 can be scheduled anytime. 8 Emergency Drills must be completed by December 31st.

b. The school will comply with the mandates.

c. There are 6 more Emergency Drills that must be completed by Dec. 31st.

Agenda Item #3: Feedback on 10/10's Emergency Drill

a. Discussion, b. Decisions, c. Next Steps:

a. -The majority of the drill went well. There were a few items that need to be adjusted.

-Younger students do not know what a drill is. When they speak to their parents, they do not distinguish between a true lockdown (or emergency evacuation) and a drill.

-This training drill was run without the usual alarm to acclimate new students (K & Pre-K) to what a drill is without creating a noisy, fearful environment for them.

-Some walkies were not working properly. Some sweepers were not heard.

-Two doors on the 2nd floor were not closed.

-Staff in the Speech room did not hear the announcements.

-Sue Gotard sweeps the 1st floor.

-Kerstin Kobetitsch sweeps the 2nd floor.

- School Nurse Olga sweeps the basement.

b. -Younger students will be taught what the meaning of a drill is.

-Walkies will be checked to make sure they work.

-Staff members need to be aware of open doors during an Emergency Drill.

-Staff members near the Speech Room should check on the Speech Teacher to see if she heard emergency messages.

-The gym and auditorium needs a sweeper.

-Stop signs are needed for the front of the building.

- c. -Walkies that do not work have been retired.
 - Antonio (custodian) will be given a walkie.
 - Staff members will be told to close open doors during an Emergency Drill.
 - The custodian will order speakers for the Chute Room, B Section Corridor, and the Nurse's Office.
 - Staff members near the Speech Room will be told to check on the Speech Teacher after emergency announcements.
 - A sweeper for the gym and auditorium will be identified.
 - Stop signs for the front of the building will be purchased.

Agenda Item #4: CPR/AED Training

a. Discussion, b. Decisions, c. Next Steps:

- a. -Ten staff members were trained in the use of CPR/AED on 9/23/19.
 - Our school has passed our most recent Code Blue Drill & AED Inspection.
- b. The staff will be retrained by 9/23/21.
- c. In the spring/summer of 2021 arrangements will be made to have the next training class at our school.

Agenda Item #5:

a. Discussion, b. Decisions, Next Steps:

- a. Dogs should not be on school grounds. It creates fear in some students and parents.
- b. Signs have been posted at the big and little yard entrances prohibiting dogs.
- c. Said areas will be monitored for compliance.

Agenda Item #6: Safety Plan

a. Discussion, b. Decisions, c. Next Steps:

- a. The Safety Plan must be updated for the 19-20 school year.
- b. We will comply with the mandate.
- c. Updates will be completed by 9/23.

Agenda Item #7: Building Response Team

a. Discussion, b. Decisions, Next Steps:

- a. Our last emergency drill shows that it can be helpful if there were extra staff members to assist.
- b. Unassigned BRT members should come to assist in the office during a drill.
- c. The members of the team will be given assignments.

Date of Next Meeting: November 8, 2019