

## **Safety Committee**

Minutes 2/7/2011

Chairperson: Assistant Principal Steve Frank

Attendance: Ginger Bamford, Steve Frank, Katie Simkins, Cathy Stienstra

### **Agenda Items:**

#### **Feedback on AlertNow System**

- Some parents and staff think it should be for emergencies only
- You can have basic messaging or all alerts
- The alert system takes contact information from PowerSchool and extracts it easily
- Safety updates in the school bulletin have been helpful
- We can try to clarify the urgency in messages and who is targeted (if grade specific)

#### **Inventory**

- Janet Self has been working on the inventory
- The main highlighted items from the emergency drill have been purchased
- We hope to have the safety shed inventory and list of necessary items needed by the end of the year
- A site plan, including utilities, will also be completed by the end of year – it is needed for the Fire Department and Sheriff's office
- We will need to add to the map building letters and numbers and paint them on the corners and roofs of all buildings
- The courtyards need names on the site plan
- The plan needs utility shut offs, the gates should be numbered and have exits and entrances labeled
- Keys are needed for the Sheriff's office and Fire Department
- Have the Sheriff's office and Fire Department review a draft site plan
- A site plan should be in every room on campus
- Funds will be requested from the 2011-12 budget for safety supplies
- The sheds need repairs and one needs a new roof – Kermit Claytor has a friend who may do the roof repairs

#### **Adjourn**

The meeting was adjourned at 4:20 p.m.

The next meeting is scheduled for April 21<sup>st</sup> at 3:30 p.m.