

Woodland School District Safety Committee Monthly Meeting

1/11/18

Attendance:

Dan Uhlenkott	✓	Teri Ritter	✓	Scott Landrigan	✓	Ron Schlauch	✓	
James Doty	✓	Laura Perry		Brian Peterson		Tegan Steen	✓	
Mary Burnett		Paul Huddleston		Teresa Young	✓	Shannon Barnett		

Meeting agenda

1. Emergency Plan & Process
2. Review accidents/ incidents from previous month
3. Review New items
4. Review Old item
5. Complete Walk about, log new items

Notes:

Scott explained the Emergency Plan update and the process. WMS has completed their plan and will train with staff soon.

Scott reviewed incidents and accidents.

WMS will be the first building to have staff return keys and use their keycard to access from the exterior of the building complex.

The group discussed emergency preparedness supplies for home and vehicle. Tegan thought that this group could commit to gathering their own and letting staff and parents know, as a good example. This information could be added to the website as a public service. Scott said we should review classroom rations and supplies.

New:

SCHOOL / ISSUE	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WMS-Rms-429,421,417,412 missing light sensor covers or camera covers.	1/11/18	Replace covers	Open	Scott Landrigan	2/8/18	
WMS-Rm 423 light cover loose.	1/11/18	Replace cover.	Open	Scott Landrigan	2/8/18	
WMS-Are trophy box displays tempered glass?	1/11/18	Check	Scott checked. They are.	Scott Landrigan	2/8/18	1/12/18
WMS-Opening in ceiling next to Rm 315. Looks like old fire door.	1/11/18	Check and cover.	Open	Scott Landrigan	2/18/18	

WMS -Sprinkler valve room door coming apart (skin).	1/11/18	Check and fix.	Open	Scott Landrigan	2/18/18	
WMS -Leaking drain water fountain across from student restrooms by Library.	1/11/18	Fix.	Open	Scott Landrigan	2/18/18	
WMS -Hole in ceiling near kitchen door.	1/11/18	Check and cover.	Open	Scott Landrigan	2/18/18	
WMS -Multiple missing escutcheons.	1/11/18	Replace	Open	Scott Landrigan	2/18/18	
WMS -Loose panel below outlet in cafeteria. This is the south wall on the east side. Metal panel kicked in below windows where conduit runs.	1/11/18	Fix	Open	Scott Landrigan	2/18/18	
WMS -Permanent install of extension cord by D.O.	1/11/18	Remove cord and put plug in at floor level.	Open	Scott Landrigan	2/18/18	

Open:

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WPS -bathroom next to Burns' room- ceiling tiles falling	11-9-17	Fix ceiling tiles	Open	Facilities	1-2-18	
WPS -Stuff stacked to ceiling above cubbies by sink in Burns' room and multiple classrooms.	11-9-17	Remove stuff.	Open	WPS	1-2-18	
WPS -Exposed wires above door on inside of classroom 210.	11-9-17	Secure wires.	Open	Facilities	1-2-18	
WPS -Stage needs netting	4/20	Get netting around front of stage to prevent falls	Open	Scott Landrigan	12/17	
WMS -Auditorium Stage electrical panel latches broken, material stored in front of, panel schedules missing	1/26/17	Contract out to Christenson's	Open	Scott Landrigan	7/18	
WMS - Coolers with icy build-up and clean fans.	10/12/17	Fix cooler and clean fan.	Open	Scott Landrigan	10/2017	

WIS -Fire sprinkler escutcheons need to be replaced.	6/15/17	Replace escutcheons.	Open	Scott Landrigan	1/18/17	
WHS - Cabinet in WHS Conference Room not secured to wall.	10/12	Secure to wall.	Straps ordered.	Scott Landrigan	12/2017	
WHS - Michael Smith's room lights are zip tied.	10/12	Will have new circuit ran.	Open	Scott Landrigan	02/18	
WHS -Some WHS classroom blinds cords too long, touching floor. At least a hook to tie them up.	10/12	Tie up or make the appropriate length. Or, add a hook.	Open	Scott Landrigan	01/18	
District - Change Evac maps to include the location of AED and fire equipment	3/24	Print new maps	2 are done, 3 are not. No Update	Scott Landrigan	12/17	
District -Contractors need to follow protocols & have training.	6/9	Scott will implement.	No policy in place yet, but they are following the rules.	Scott Landrigan	03/18	

CLOSED: Remain on minutes for two meetings

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WPS - Need plug covers for receptacles	11-9-17	Purchase and install covers	Ordered 11-13-17	Facilities	12-9-17	12/2017
WPS - Many receptacles are broken and need to be replaced	11-9-17	Many broken receptacles in gym area	Ordered 11-13-17	Facilities	1-30-18	12/2017
WPS - Exit signs in west end of gym broken (2)	11-9-17	Replace broken signs	Ordered 11-13-17	Facilities	12-22-17	12/2017
WPS -Need window added to custodial closet by front door	11-9-17	Install window	Ordered 11-13-17	Facilities	12-22-17	12/2017
WPS -TV cord in Ingrid's office needs to be more secure against wall.	11-9-17	Secure cord	Open	Facilities	1-2-18	1/11/18
WPS -Library railing loose (outside Kleinschmidt's room)	11-9-17	Fix.	Open	Facilities	1-2-18	12/2017
WPS -computer room ramp, railing loose at top.	11-9-17	Fix railing.	Open	Facilities	1-2-18	12/2017

WPS -Hangers on brick wall very loose between 103 & CBL.	11-9-17	Fix hangers.	Open	Facilities	1-2-18	1/2018
WPS -Ceiling tiles missing piece near rooms 209/210.	11-9-17	Replace ceiling tile.	Open	Facilities	1-2-18	1/2018
WPS -Standing water at curve between WMS & WPS	10/13/16	2 dry wells and grade the road down. Met with Contractor 11/6	Contractor preparing quote	Scott Landrigan	12/17	12/2017
WPS -Remove door stops at primary school, trip hazard	3/24	Remove during summer	Scheduled for 11/13	Scott	11/17	12/2017
WPS -Buses and kids at WPS	1/21	Add fence and crosswalks. Work is weather dependent. Must be summer project.	Partially complete. Still need to add crosswalk.	Scott Landrigan	07/18	12/2017
WPS - Step to lunchroom is missing edge corner on stairs.	4/20	Fix step	Scott said this was not a hazard.	Scott	7/18	12/2017
WHS -Get probability results to schools for SRP program.	6/9	Scott will send.	Met with Dan, Scheduled probability exercise	Scott Landrigan	12/17	1/2018

The next Safety Committee meeting at 4pm on 2/08/18 at WHS Conference Room.

2017-18 meeting schedule and school walks

February 8-WHS Conference Room

March 8- WPS Conference Room

April 12-WIS Conference Room

May 10- WMS- Facility Dept. Office