

# Woodland School District Safety Committee Meeting

1/26/17

**Attendance:** Ron Schlauch, Milt Villegas, Dan Uhlenkott, Brian Peterson, Teri Retter, Teresa Young, Scott Landrigan, Tegan Steen.

**Staff/Student Accidents since last meeting**

Scott Landrigan presented the staff/student accidents report that he provides to the Board monthly; and, the group discussed this. The majority was staff incidents with angry students at WPS.

**Open Action Requests:**

DISTRICT ITEMS	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SC DATE	AC DATE
Change Evac maps to include the location of AED and fire equipment	3/24	Print new maps	Scott said these are 75% complete.	Scott	11/2016	
Contractors need to follow protocols & have training.	6/9	Scott will implement.		Scott Landrigan	12/2016	
Get probability results to schools for SRP program.	6/9	Scott will send.	WHS still to do.	Scott Landrigan	12/2016	
Gorilla racks in storage area of Tech warehouse, need to be strapped down.	6/9	Get racks strapped down, in case of earthquakes.	Still to do.	James Doty	12/2016	
Standing water at curve between WMS & WPS	10/13 /16		Summer project.	Scott Landrigan	Summer 2017	
School level meetings	1/21	Scott will pursue this with the administrators at each school	In progress	Admin	11/2016	In progress
Reunification planning	1/21	Work with outside agencies to develop reunification plan	We have MOU with promise. Need Clark Fairground and Cowlitz Expo MOUs.	Scott Landrigan	End of year.	

<b>WPS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Remove door stops at primary school, trip hazard	3/24	Remove during summer	On work Schedule	Scott	Christmas week 2016	
Buses and kids at WPS	1/21	Add fence and crosswalks. Work is weather dependent. Must be summer project.	Fences complete. Crosswalk will be done next summer.	Scott Landrigan	8/2017	
<b>WMS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Sagging sidewalks at WMS, 2 locations.	6/9	Fix- Bell tower, Facilities Office.	Scott has called to have this done.	James Doty	Summer 2017	
<b>WIS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Hand railing at WIS stairs has gap that can cause small children to catch arms in it.	11/17/16	Find a solution to fill the gap.	Open	Scott Landrigan	2/27/17	
WIS Light by parking area out.	11/17/16	This is a work order that has not been completed.	Open	Scott Landrigan	2/27/17	
WIS new playground equipment spinner could cause finger pinching issue, as it has gap.	11/17/16	Should be tightened up.	Open	Scott Landrigan	2/27/17	
WIS play shed area has deep pitted hole in concrete; tripping hazard.	11/17/16	Should be filled in.	Open	Scott Landrigan	2/27/17	
WIS ceiling tiles by music room near kids entrance from outside are loose and falling.	11/17/16	Replace tiles.	Open	Scott Landrigan	2/27/17	

#### **New Business**

<b>WMS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Fire Extinguisher door covers	1/26/17	Fix	Open	Scott Landrigan	2/27/17	

Trim above 351 poking out, could catch fingers.	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Band Room cord cover	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Auditorium Stage electrical panel latches broken, material stored in front of, panel schedules missing	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Fire extinguishers-monthly inspections	1/26/17	Schedule	Open	Scott Landrigan	2/27/17	
Gym Area exit sign gone	1/26/17	Replace	Open	Scott Landrigan	2/27/17	
Emergency light by weight room exit	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Electrical switch at top of weight room stairs	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
"Do Not Use" sign coming off on plugin in Commons west end.	1/26/17	Replace sign/tape.	Open	Scott Landrigan	2/27/17	
Loose hall outlets in Yellow hall.	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Loose ceiling tile near exits west of D.O. by double doors-hanging.	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Cap for cleanout near Yellow gym between drinking faucets, foyer.	1/26/17	Replace	Open	Scott Landrigan	2/27/17	
Time Cover in gym needs bolts tightened-east wall Yellow Gym.	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Clock upside down-north Yellow gym.	1/26/17	Fix	Open	Scott Landrigan	2/27/17	
Need safety cover over old utility box (waist high under fire alarm)	1/26/17	Replace	Open	Scott Landrigan	2/27/17	
<b>LRA ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>

LRA needs key to enter from hall.	1/26/17	Make keys.	Open	Scott Landrigan	2/27/17	
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**Closed Action Requests:**

<b>WPS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Light socket has burnt look in WPS conference room.	6/9	Have it checked and fixed.	Completed.	Teresa Young	11/2016	Winter Break 2016
<b>YALE ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Need replacement for Yale representative	3/24	Update: Scott and Tegan will start Yale Safety Committee at building.	Separate meeting at Yale, due to distance.	Ingrid	12/2016	1/30/17
<b>WHS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
WHS needs speed bumps		Speed bumps added to parking lot.	Closed	Scott Landrigan	Winter Break	1/24/17
<b>WIS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
WIS Covered play area lights are out.	11/17/16	This is a work order that has not been completed.	Closed	Scott Landrigan		Winter Break 2016
WIS-Slats on chain fencing in back of school around equipment area should be stabilized-hazard to small kids playing with them.	11/17/16	Should be stabilized and secured.	Not a significant risk. Closed.	Scott Landrigan	Winter Break	1/26/17
<b>WMS ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Cleaner left out in lunchroom.	1/26/17	Direct staff not to leave cleaner out.	Staff was notified not to leave cleaner out.	Scott Landrigan	2/27/17	1/27/17

**Notes:**

**ERP Review**- Scott Landrigan told Committee members that the Emergency Response Plan is the District-level plan that drives the school level plans, and is the template for building emergency plans. All satellite programs, like LRA, PIT, WCC, etc., will use the plan from the main campus where they are located. Once the Superintendent approves the plan, it will be distributed to buildings.

**Safety Website**- Tegan Steen showed Committee members how to access the District Safety website, and what was included on the site. There was a discussion regarding the MSDS online section, and how all new materials that contain hazardous materials are not to be used in the District until employees have been trained (on proper use, handling, labeling and disposal of the material); and that the SDS' need to be reviewed by Tegan Steen before new chemicals are purchased. Committee members said that they know that students and staff use wet wipes for cleaning that they bring into the buildings themselves. This prompted Scott to say he'll be sending an email to District staff regarding the hazardous chemicals process.

**The next Safety Committee meeting will be on February 16, 2017 at WHS Conference Room, at 4pm.**

**2016-17 meeting schedule and school walks**

<b>16 February 17</b>	<b>WHS</b>
<b>20 April 17</b>	<b>Yale</b>
<b>15 June 17</b>	<b>WPS</b>