

Woodland School District Safety Committee Monthly Meeting

2/8/18

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. Reunification kits
2. Review accidents/ incidents from previous month
3. Review New items
4. Review Old item
5. Complete Walk about, log new items

Notes:

Scott only had 4 accident reports this month; 1 staff and 3 students. Reunification kits are almost ready to be placed at WHS and WMS. Scott will attend a reunification drill in Kalama on May 3rd. He is working with the buildings on their reunification planning. Scott had all WMS exterior doors re-keyed. Primary School will be next. He is keeping a log of who has a key. WPS will get more cameras soon. Scott just added 8 more to WIS. All cameras will be placed on the Exacq Vision system.

Scott will send out an email again reminding staff not to put things on shelving 18 inches from ceiling and to secure items that could fall during earthquakes. Tegan showed group the layout for the new webpage for emergency preparedness info. Ron Schlauch said that there are emergency radios sold at any electronics stores to alert for emergencies. Scott thought we should get one. Ron had been at a meeting in the professional development portable and they weren't aware of the drill because someone turned down the volume so they couldn't hear emergency notifications. Dan said he had done that because of the announcements. Teresa requested that custodians lock the doors at 3:30pm at WPS because parents come in and surprise and corner staff. Laura asked if we could have kitchens added to walk-throughs for extra eyes on kitchen safety.

New:

SCHOOL / ISSUE	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
All Schools-change trophy cabinets to plexi-glass if not tempered.	2/8/18	Replace.	Open	Scott Landrigan	3/8/18	
WHS-1 st floor elevator button loose.	2/8/18	Call for service.	Open	Scott Landrigan	3/8/18	

WIS -Speed bumps to slow traffic in parking lot.	2/8/18	Install speed bumps.	Open	Scott Landrigan	3/8/18	
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Open:

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WMS -Are trophy box displays tempered glass?	1/11/18	Check.	Scott checked. They are, but will fix the 2 smaller ones that should be.	Scott Landrigan	2/8/18	
WMS -Sprinkler valve room door coming apart (skin).	1/11/18	Check and fix.	Ordered, but not here yet.	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 -Multiple missing escutcheons.	1/11/18	Replace	Fire code violation, Scott has looked for these, but has not found any.	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.	Brian is coming to fix this.	Scott Landrigan	2/18/18	
WPS -bathroom next to Burns' room- ceiling tiles falling	11-9-17	Fix ceiling tiles	Tiles not fixed, but reason they needed to be is.	Facilities	1-2-18	
WPS -Stage needs netting	4/20	Get netting around front of stage to prevent falls	Changed to a summer project.	Scott Landrigan	6/18	
WMS -Auditorium Stage electrical panel latches broken, material stored	1/26/17	Contract out to Christenson's	Moved to summer.	Scott Landrigan	7/18	

in front of, panel schedules missing						
WIS -Fire sprinkler escutcheons need to be replaced.	6/15/17	Replace escutcheons.	Open	Scott Landrigan	1/18/17	
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.	Scott will check.	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 -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 -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
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
WMS -Rms-429,421,417,412 missing light sensor covers or camera covers.	1/11/18	Replace covers	Can't get parts. This is cosmetic. Scott will keep looking, but will close this item.	Scott Landrigan	2/8/18	2/8/18
WMS -Rm 423 light cover loose.	1/11/18	Replace cover.	Close	Scott Landrigan	2/8/18	2/8/18

WMS -Hole in ceiling near kitchen door.	1/11/18	Check and cover.	Close	Scott Landrigan	2/18/18	2/8/18
WPS -Stuff stacked to ceiling above cubbies by sink in Burns' room and multiple classrooms.	11-9-17	Remove stuff.	Teresa will stay on top of this.	WPS	1-2-18	2/8/18
WPS -Exposed wires above door on inside of classroom 210.	11-9-17	Secure wires.	Fixed	Facilities	1-2-18	2/8/18
WMS - Coolers with icy build-up and clean fans.	10/12/17	Fix cooler and clean fan.	Close	Scott Landrigan	10/2017	2/8/18
WHS - Cabinet in WHS Conference Room not secured to wall.	10/12	Secure to wall.	Straps ordered.	Scott Landrigan	12/2017	2/8/18
WMS -Opening in ceiling next to Rm 315. Looks like old fire door.	1/11/18	Check and cover.	Scott checked this. Close.	Scott Landrigan	2/18/18	2/12/18
WHS - Michael Smith's room lights are zip tied.	10/12	Will have new circuit run.	Open	Scott Landrigan	03/18	3/2/18

The next Safety Committee meeting at 4pm on 3/08/18 at WPS Conference Room.

2017-18 meeting schedule and school walks

March 8- WPS Conference Room

April 12-WIS Conference Room

May 10- WMS- Facility Dept. Office