

Woodland School District Safety Committee Monthly Meeting

3/8/18

Attendance:

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|---------------|---|-----------------|---|-----------------|---|-----------------|---|--|
| 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. Scott Info
2. Review accidents/ incidents from previous month
3. Review New items
4. Review Old item
5. Complete Walk about, log new items

Notes:

Scott discussed all the changes made to our safety protocols after the Florida shooting incident. The Woodland PD has access to our cameras. Scott discussed his research on school shootings, which he said averaged out to 1 person killed per year since 1764. He said this information should show how safe school is. In recent years he said it has averaged 25 killed per year; so, it's becoming more regular. From what was learned about the Florida shooting, we are making sure that custodians are keeping doors locked until opening and release. He is having alarm pulls removed and adding smoke and heat detectors instead, so that alarms can't be used to release students by others. Scott said the real focus should be on suicide prevention, as those numbers each year are enormous. He tested each buildings' office panic buttons. Only one was working. He's getting the others fixed. They are adding cameras to office entryways, and tv's to monitor people coming into the buildings. Reunification kits are almost complete. One will be at WHS and the other at WMS in the facility office. He added a report on reunification to the District Safety site, along with a great video, so parents know what to do if we ever have a need to reunify. Scott will be attending the Cowlitz Superintendents' meeting for a discussion about sheriff's resource officers.

Scott discussed incidents and accidents. There were 4 student accidents and 16 adult incidents, mostly due to behavioral issues at WPS. One maintenance worker received an eye injury while adjusting a door. Teresa Young said that they had a student injure their head because they were under the play structure. She asked if Scott could find a way to block students from climbing under it. He said he would take a look at it.

Teri Retter said they continue to have people come to the LRA door to get into the building. Sometimes it's for meetings with Jake Hall. Scott will have an intercom installed, so they don't have to open the door to communicate with them. Also, he will make sure Jake knows that his guests have to enter the building through the District Office to be badged and entered on the visitors list.

New:

| SCHOOL / ISSUE | ORIG DATE | ACTION REQUIRED | STATUS | OWNER | SCHED. COMP. DATE | ACT. COMP. DATE |
|--|------------------|--|--|-----------------|--------------------------|------------------------|
| WPS -Plugs around gym, cafeteria, & hallways missing plugs for electrical sockets. | 3/8/18 | Replace | Open | Scott Landrigan | 4/12/18 | |
| WPS -Pipes sticking out of walls between gym & cafeteria hallway. | 3/8/18 | Check. | Open | Scott Landrigan | 4/12/18 | |
| WPS -Rear cafeteria door doesn't latch. | 3/8/18 | Fix | Open | Scott Landrigan | 4/12/18 | |
| WPS -Handrail for loading dock area. | 3/8/18 | Install. | Open | Scott Landrigan | 4/12/18 | |
| WPS -open aluminum door and put a lock on it, so James can get in. | 3/8/18 | Fix | Open | Scott Landrigan | 4/12/18 | |
| WPS -stairs or path installed through bark area, where parents drop their kids for WCC. | 3/8/18 | Install | Open | Scott Landrigan | 4/12/18 | |
| WPS -broken plastic ground on outlet in 111. | 3/8/18 | Fix or replace | Open | Scott Landrigan | 4/12/18 | |
| WPS -Fish tank over an outlet. | 3/8/18 | Scott will check. | Open | Scott Landrigan | 4/12/18 | |
| WPS -metal bowl on shelf in room 106, shelf loose. | 3/8/18 | Scott took bowl down and will have shelf secured. | Open | Scott Landrigan | 4/12/18 | |
| WPS -James noted a lot of paper around doors and walls. | 3/8/18 | Scott will talk with Fire Marshall about. | Open | Scott Landrigan | 4/12/18 | |
| WPS -Electrical cover plate by computer needs replacement. | 3/8/18 | Replace | Open | Scott Landrigan | 4/12/18 | |
| WPS -Extension cord by exhaust hood??? | 3/8/18 | Find out what it's for and hard wire if necessary. | Tegan called Judy to find out what it was for. It's for her disco lights. Scott said to close this item. | Scott Landrigan | 4/12/18 | 3/12/18 |

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| WPS -Plastic bags above windows. Need to have permanent blinds/shades installed. | 3/8/18 | Install blinds/shades. | Open | Scott Landrigan | 4/12/18 | |
| WPS -Rear outside door does not latch. | 3/8/18 | Fix or replace door. | Open | Scott Landrigan | 4/12/18 | |

Open:

| 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. | Small cabinets can be plexiglass. | 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. | Purchased 8, but not installed yet. | Scott Landrigan | 4/8/18 | |
| 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 | 4/8/18 | |
| WMS -Sprinkler valve room door coming apart (skin). | 1/11/18 | Check and fix. | Came Friday. Will be installed tomorrow. | Scott Landrigan | 3/9/18 | |
| WMS -Leaking drain water fountain across from student restrooms by Library. | 1/11/18 | Fix. | Got the fountains, but not installed yet. | Scott Landrigan | 4/18/18 | |
| WMS -Multiple missing escutcheons. | 1/11/18 | Replace | Fire code violation, Scott has looked for these, but has not found any. | Scott Landrigan | 4/18/18 | |
| WPS -bathroom next to Burns' room- ceiling tiles falling | 11-9-17 | Fix ceiling tiles | Will redo ceiling. They were falling because of leak, which was fixed. | Facilities | Summer/2018 | |

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| 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 in front of, panel schedules missing | 1/26/17 | Will replace panel schedules, covers and lock panel. Will have arc flash/thermal imaging done. | Moved to summer. | Scott Landrigan | 7/18 | |
| WIS -Fire sprinkler escutcheons need to be replaced. | 6/15/17 | Replace escutcheons. | Open | Scott Landrigan | 4/18/18 | |
| 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. | Scott will check. | Scott Landrigan | 04/18 | |
| 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 | Summer/2018 | |
| 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 | Summer/2018 | |

CLOSED: Remain on minutes for two meetings

| 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 | 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 | 11-9-17 | Remove stuff. | Teresa will stay on top of this. | WPS | 1-2-18 | 2/8/18 |

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| sink in Burns' room and multiple classrooms. | | | | | | |
| 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 |
| 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 | 3/8/18 |
| 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 | 3/8/18 |

The next Safety Committee meeting at 4pm on 4/12/18 at WIS Conference Room.

2017-18 meeting schedule and school walks

April 12-WIS Conference Room

May 10- WMS- Facility Dept. Office