

# Woodland School District Safety Committee Meeting

4/20/17

**Attendance:** Teresa Young, Lan Ha, Tegan Steen, Brandy Jackson, Brian Peterson, Teri Retter, Scott Landrigan.

**Notes:** Scott installed an internal and external camera system at WPS. After testing the system for a while, he plans to add and replace cameras at WMS. If these work well, he may add cameras to the WIS location.

Scott installed carbon monoxide detectors at WPS in the front wing, and at WMS. WIS is all hot water system and this is not an issue. He recently had the WPS exhaust stacks replaced with taller ones because if the exhaust is too close to the intake, it sucks in the gas.

The new keycard system will be implemented at WPS Monday. LRA may start tomorrow. After all cards are issued and there are no issues, the external doors will be rekeyed.

Scott is working on MOU's for reunification with the Promise Church, Cowlitz Expo Center and the Lutheran Church across from WHS.

**Staff/Student Accidents since last meeting:** Scott said that there were 14 injuries in March. WPS had a lot of student to IA injuries, which continues to be a problem. Student injuries were: as student fell playing soccer and hit their head; a student at Yale spilled hot soup on themselves; a student at WIS ran into a wall; a student at WIS fell from the play structure, a student at WPS fell from a swing; a student's fingers were pinched by accident by an IA who knelt on them; a student at WPS pinched their fingers in a door jam. The custodians replaced the chain on the swing that the student fell from. Scott has created a monthly preventive maintenance schedule for day custodians to check playground equipment. The WPS door that the student pinched their fingers in, was taking off altogether, as it was not fire-rated and served no purpose. Scott noted that the ESD's online employee accident report creates an email to the supervisor to do the investigation of the accident.

## 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	2 are done, 3 are not.	Scott	11/2016	
Contractors need to follow protocols & have training.	6/9	Scott will implement.	Has not been developed yet.	Scott Landrigan	12/2016	

Get probability results to schools for SRP program.	6/9	Scott will send.	Dan has it, but still not done.	Scott Landrigan	12/2016	
Standing water at curve between WMS & WPS	10/13/16		Summer project.	Scott Landrigan	Summer 2017	
Reunification planning	1/21	Work with outside agencies to develop reunification plan	In progress	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	Summer	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. There's a good chance we'll pave the road.	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>
Auditorium Stage electrical panel latches broken, material stored in front of, panel schedules missing	1/26/17	Fix	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	
"Do Not Use" sign coming off on plugin in Commons west end.	1/26/17	Replace sign/tape.	Open	Scott Landrigan	2/27/17	

### New Business

<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>
Items in hallways-safety hazard	4/20	Clear hallways for easy egress.	Open	Teresa Young	4/21/17	

Above closets by restrooms in K wing-remove items	4/20	There must be an 18 inch space from ceiling to top of closet or shelving.	Open	Teresa Young	4/21/17	
Non-skid taping needed for staircase in gym to mezzanine	4/20	Add non-skid tape to these stairs	Open	Scott	5/17	
Stage needs netting	4/20	Get netting around front of stage to prevent falls	Open	Scott	5/17	
Step to lunchroom is missing edge corner on stairs.	4/20	Fix step	Open	Scott	5/17	
Lighting near scoreboard missing cover	4/20	Replace cover	Open	Scott	5/17	
Green uncovered outlet on north wall in gym.	4/20	Cover outlet.	Open	Scott	5/17	
<b>BUSINESS OFFICE ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Ramp hazard. Clip at bottom not even with ground.	4/20	Fix properly.	Open	Scott	5/17	

**Closed Action Requests:**

<b>DISTRICT ITEMS</b>	<b>ORIG DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SC DATE</b>	<b>AC DATE</b>
Gorilla racks in storage area of Tech warehouse, need to be strapped down.	6/9	Get racks strapped down, in case of earthquakes.	Completed.	James Doty	12/2016	3/17
<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>
Sagging sidewalks at WMS, 2 locations.	6/9	Fix- Bell tower, Facilities Office.	Completed.	James Doty	Spring Break 2017	4/17
Fire Extinguisher door covers	1/26/17	Fix	Complete	Scott Landrigan	2/27/17	4/17
Electrical switch at top of weight room stairs	1/26/17	Fix	complete	Scott Landrigan	2/27/17	4/17

Loose ceiling tile near exits west of D.O. by double doors-hanging.	1/26/17	Fix	complete	Scott Landrigan	2/27/17	4/17
Cap for cleanout near Yellow gym between drinking faucets, foyer.	1/26/17	Replace	complete	Scott Landrigan	2/27/17	3/17
Time Cover in gym needs bolts tightened-east wall Yellow Gym.	1/26/17	Fix	complete	Scott Landrigan	2/27/17	3/17
Clock upside down-north Yellow gym.	1/26/17	Fix	complete	Scott Landrigan	2/27/17	3/17
Need safety cover over old utility box (waist high under fire alarm)	1/26/17	Replace	complete	Scott Landrigan	2/27/17	3/17
<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.	Completed.	Scott Landrigan	2/27/17	4/17

**The next Safety Committee meeting will be on June 15, 2017 at WIS Conference Room, at 4pm.**

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

**15 June 17**

**WIS**