

# Woodland School District Safety Committee Monthly Meeting

5/10/18

## Attendance:

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

## Meeting agenda

1. Scott Info
2. Appropriate Age for Chaperoning/Supervising High School Students
3. Review accidents/ incidents from previous month
4. Review New items
5. Review Old item
6. Complete Walk about, log new items

## Notes:

Scott said that panic alarms would be installed at WHS Office and TEAM Office that will send an alarm to the police department, like at the other schools. Drills will be posted on public media so parents can talk with their kids about them. Scott and other staff members learned about reunification at a drill in Kalama on 5/3. He volunteered to do next year's Cowlitz SAFE reunification in Woodland. It will be a small drill from WMS to WHS next spring. Scott is planning to get an ALICE training for administrators soon. The Administrators will decide how ALICE will be used in their buildings.

Scott discussed accidents with the committee. We're still seeing WPS behavioral issues as the number one cause. There was an accident on the stairs at WHS.

Jolene said that the play structure at WPS has been causing injuries. Scott said that the lights were out in the WMS Auditorium, by the stage that could cause someone to fall. Ron said several classroom doors can be opened due to handles. Laura said she'd like to get a quote for kitchen fire suppression systems. Water is pooling by the WHS dishwasher. Work orders will be submitted for all of these items.

The Grounds crew is putting in a tube for drainage at WPS for the bark chips issue.

## **New:**

SCHOOL / ISSUE	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WMS-Upper rail on top of locker sticking out next to room #430 and on top of locker #418.	5/10/18	Work order-2893	Open	Scott Landrigan	6/10/18	

<b>WMS</b> -brace corner shelf by window in Geoff Nelson's classroom. It's broken.	5/10/18	Work order-2883	Closed	Scott Landrigan	6/10/18	5/14/18
<b>WMS</b> -Yellow Gym Area AED alarm broken.	5/10/18	Work order-2886	Closed	Scott Landrigan	6/10/18	5/14/18
<b>WMS</b> - bulletin board near 316/317 in Yellow Hall has a sharp edge due to frame missing.	5/10/18	Work order-2887	Closed	Scott Landrigan	6/10/18	5/14/18
<b>WMS</b> -Auditorium lights by side doors out. Fix.	5/10/18	Work order-2882	Closed	Scott Landrigan	6/10/18	5/14/18
<b>WPS</b> -Play structure needs to be fixed so that students can't bump/cut their heads, as they climb under. Sheeting to prevent kids from getting under?	5/10/18	Work order-2881	Open	Scott Landrigan	Summer 2018	
<b>WMS</b> -door handles broken and can be jiggled open, allowing kids to get into classrooms. (450 today)	5/10/18	Work order-	Open	Scott Landrigan	Summer 2018	

**Open:**

<b>SCHOOL / ISSUE</b>	<b>ORIG. DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SCHED. COMP. DATE</b>	<b>ACT. COMP. DATE</b>
<b>WIS</b> -fix cabinet and replace fire extinguisher in cafeteria.	4/26/18	Repair and add extinguisher.	Open	Scott Landrigan	4/27/18	
<b>WIS</b> -remove rotted poles and signs and steel studs for bus sign.	4/26/18	Remove.	Open	Scott Landrigan	Summer 2018	
<b>All Schools</b> -change trophy cabinets to plexi-glass if not tempered.	2/8/18	Replace.	Small cabinets can be plexiglass.	Scott Landrigan	Summer 2018	
<b>WHS</b> -1 <sup>st</sup> floor elevator button loose.	2/8/18	Call for service.	Open	Scott Landrigan	3/8/18	
<b>WIS</b> -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	

<b>WMS</b> -Multiple missing escutcheons.	1/11/18	Replace	Scott has ordered for all buildings.	Scott Landrigan	4/18/18	
<b>WPS</b> -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	
<b>WPS</b> -Stage needs netting	4/20	Get netting around front of stage to prevent falls	Changed to a summer project.	Scott Landrigan	6/18	
<b>WMS</b> -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	
<b>WIS</b> -Fire sprinkler escutcheons need to be replaced.	6/15/17	Replace escutcheons.	Ordered	Scott Landrigan	4/18/18	
<b>WHS</b> -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 and discuss with staff at next training on 5/17/18.	Scott Landrigan	04/18	
<b>District</b> - 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	
<b>District</b> -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	
<b>WPS</b> -Handrail for loading dock area.	3/8/18	Install.	Open	Scott Landrigan	Summer/2018	
<b>WPS</b> -open aluminum door and put a lock on it, so James can get in.	3/8/18	Fix	Open-wo 2690	Scott Landrigan	4/12/18	
<b>WPS</b> -stairs or path installed through bark	3/8/18	Install	Open	Scott Landrigan	Summer/2018	

area, where parents drop their kids for WCC.						
<b>WPS</b> -James noted a lot of paper around doors and walls.	3/8/18	Scott will talk with Fire Marshall about.	Open. Scott will send an email before school starts.	Scott Landrigan	4/12/18	

**CLOSED: Remain on minutes for two meetings**

<b>SCHOOL / ISSUE</b>	<b>ORIG. DATE</b>	<b>ACTION REQUIRED</b>	<b>STATUS</b>	<b>OWNER</b>	<b>SCHED. COMP. DATE</b>	<b>ACT. COMP. DATE</b>
<b>WPS</b> -Plugs around gym, cafeteria, & hallways missing plugs for electrical sockets.	3/8/18	Replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -Pipes sticking out of walls between gym & cafeteria hallway.	3/8/18	Check.	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -Rear cafeteria door doesn't latch.	3/8/18	Fix	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -broken plastic ground on outlet in 111.	3/8/18	Fix or replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -Fish tank over an outlet.	3/8/18	Scott will check.	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -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	Close 4/26/18
<b>WPS</b> -Electrical cover plate by computer needs replacement.	3/8/18	Replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -Plastic bags above windows. Need to have permanent blinds/shades installed.	3/8/18	Install blinds/shades.	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WPS</b> -Rear outside door does not latch.	3/8/18	Fix or replace door.	Open	Scott Landrigan	4/12/18	Close 4/26/18
<b>WMS</b> -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	Close 4/26/18
<b>WMS</b> -Sprinkler valve room door coming apart (skin).	1/11/18	Check and fix.	Came Friday. Will be installed tomorrow.	Scott Landrigan	3/9/18	Close 4/26/18

<b>WMS</b> -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	Close 4/26/18
<b>WMS</b> -Tech Office has conduit with missing punch outs.	4/26/18	Scott will get some and replace.	Open	Scott Landrigan	4/30/18	Closed 5/10/18
<b>WHS</b> -AED cabinet near WHS main gym/aux gym needs alarm batteries replaced.	4/26/18	Work order to replace batteries	Open	Scott Landrigan	4/27/18	Closed 4/27/18
<b>WIS</b> -Several loose outlet plate covers loose around gym/cafeteria and hallways.	4/26/18	Fix	Open	Scott Landrigan	4/27/18	Closed 4/30/18
<b>WIS</b> -speaker wires exposed and low enough for kids to reach.	4/26/18	Repair	Open	Scott Landrigan	4/27/18	Closed 5/3/18
<b>WIS</b> - items on storage cabinets (halls 213-214, 204-205, 106-107).	4/26/18	Remove items.	Scott had Lucy email staff again.	Scott Landrigan	4/27/18	Closed 5/10/18

**The next Safety Committee meeting at 4pm on 10/11/18 at WHS Conference Room.**

**2018-19 meeting schedule and school walks**

Oct 11- WHS Conference Room

Nov 8- WPS Conference Room

Dec 13- WIS Conference Room

Jan 10-WMS Facilities & Safety Office

Feb 14- WHS Conference Room

Mar 14-WPS Conference Room

Apr 11-WIS Conference Room

May 9-WMS Facility & Safety Office