



Date: 11/13/2023

Agenda for Safety Meeting:

Elma School District

1. **Welcome: Wendy, Heather, Tonja, Melissa, Jeff, Julie, Caleb**
2. **Safe Schools Training Reports Past Due 9 Custodial, 3 Paras, 2 Teachers, 2 Kitchen**
3. **Drills Rapid Responder All three buildings participated in the “Great Shakeout Drill”
Drills need to be logged in Rapid Responder**
4. **Communication / Input from Buildings:**
 - a) High School- **Students on Loading Dock Concern; Wendy to send out reminder**
 - b) Middle School
 - c) Elementary- **Doing “Safety Walks” this week working on travel path for students**
 - d) District Office- **Light out at front door, trip hazard at front door**
 - e) Transportation-
 - f) Food Service-
 - g) Maintenance/Custodial-
 - h) East Grays Harbor Fire and Rescue- **Building Audits will be performed annually**
 - i) Elma Police Department-

3. FollowUps

We will be using the National Incident Management System (NIMS) during any event that takes place. Therefore we will need to have training. It will be expected that at a minimum principals, Chris, Jeff, and Caleb complete the following training.

- [ICS-100: Introduction to the Incident Command System](#)
- [ICS-200: ICS for Single Resources and Initial Action Incidents](#)