

Pittsford Central School District

Agenda – Safety Council

January 30, 2020
3:30 – 5:00 PM
BRMS – Room 2

Facilitator: Pat Brogan

Minute Taker: Tricia Koehn

Attendees: ~~Richard Albano~~, Jeff Beardsley, Ann Binstock, ~~Elizabeth Carpenter~~, Kelly Cline, Melanie Ernst, Michael Falzoi, Laura Hefner, Kathy Herrick, Teresa Lattuca, Emily Natoli-Burns, Amanda Moon, Laura Penkitis, ~~Gina Platts~~, Joan Reynolds, Caitlin Ullock, Pat Vaughan-Brogan, ~~Kelly Wasson~~, Nancy Wayman, ~~Elizabeth Willis~~, ~~Karen Wilson~~

Agenda Items:

1. Minutes from December 5, 2019 - approved
2. Matt Kwiatkowski gave an update on Emergency Systems
 - Alert buttons are installed in every building, once the cover is lifted off the communication with 911 starts, they can hear everything being said
 - If that button is triggered a lockdown warning will come up on your district computer screens (if turned on and unlocked) and there will also be an announcement over the PA and through phones
 - There will also be a text and email alert that will go out to the District Incident Management Team (IMT) and building (IMT) members
 - Alerts are building specific
 - Testing was finished a couple of weeks ago
 - In April there will be a live test with staff on Superintendents Conference Day
 - Technology will ask for feedback after the test
 - Once it has been tested with the staff, the District will look at doing it with students in the building
 - Matt is assuming the system will be up and running over the summer
 - New staff can watch the power point that Matt sent out to the district to familiar themselves with the system
3. Follow Up to Evacuation at MHS
 - Overall the kids were amazing
 - Students and Staff (over 1000) were evacuated to another building in less than 7 minutes
 - Transfiguration was ready within 2 minutes for the students and staff that were evacuated
 - The students/staff were evacuated wing by wing
 - When the students came back to school they went back to the same period as to when they left
 - The kids said the evacuation was organized and they felt safe

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4. Health & Safety Form

- The safety concern at ACE was addressed in the Kindergarten classroom

5. Shelter in Place Language

- Visitors should stay in the location where they are, if not in a designated classroom report to the main office
- These are guidelines, we are to also use common sense

6. Lockdown language

- When we have a lockdown drill it should be announced as a drill

7. NYSIR Review

- The inspection went very well
 - Kiln room – there was a distance concern
 - Kitchens – anti slip on floor
- We have 9 buildings and only 5 citations
- Fire doors can't be propped open,
 - if it is a loading dock door and there is a delivery the door can be propped open
 - if the floors are being waxed and someone is in the area the door can be propped open

8. Goal Development

- We will continue to work on goals from last year
- 2018-19 Goals
 - To complete an analysis of current safety, security and SEL practices, referencing SHP and other recognized programs and practices.
 - To develop and implement training based upon the summer training and the above findings.
 - To develop and implement a revised threat assessment process.
 - To review and respond to the questions/comments provided by PTSA

9. Share Outs

- Update emergency notification system
- Reviewed lockdown language
- MHS evacuation ran smoothly
- We will continue to work on goals from last year
- Will work on Lockdown and Shelter in place language
- NYSIR inspection went very well

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- Emergency system Updates discussed

10. Other

- Discussion about Narcon training

Safety Council Norms:

1. Starting and ending on time
2. Stay within allotted time frame
3. Work to make decisions in a timely fashions
4. Responsibility to participate- each person represents a group-everyone participates
5. Providing feedback in timely fashion, commit to follow through-put timelines on tasks
6. Identify key take aways to share with groups