

Metropolitan Education District
Safety Committee Meeting
December 3, 2021

Ricky Carrillo	-	Chair	Lisa Ketchum	-	Communications Representative
Thomas Kaiser	-	IT Representative	Kim Timoteo	-	Secretary
Stephanie Martinez	-	SO Representative	Alexis Agustin	-	SVAE Representative (Alternate)
Drew Foerder	-	SVAE Representative	Elizabeth Belaski	-	SVCTE Teacher Representative
Nick Laskowski	-	SVCTE Representative	Robert McTaggart-		SVCTE Teacher Representative
Juan Cadavid Munera	-	Student Representative			

Meeting commenced at 10:05 AM.

1. Safety Committee Membership

The search for a Parent representative and SJPD representative is still ongoing.

2. Approval of [Agenda](#)

Committee members approved the agenda.

3. Approve Meeting [Minutes](#) from November 5, 2021

Committee members approved the November 5 meeting minutes.

4. Discuss Comprehensive School Safety Plan Annual Update

Ricky said it is that time of year for our annual review of the [Comprehensive School Safety Plan](#) (CSSP) which is available in the link provided in the agenda.

- Everyone should review the CSSP and submit feedback and changes to Ricky and Kim.
- Sites can send in information pertaining to their site. We need to determine and discuss roles for required inspections.
- Lisa said Sandy will work on updating Board Policies and Ed Codes and send those to Kim.

5. Discuss December 2, 2021 Lockdown Drill

Lockdown Drills were held on December 2 and the committee brings feedback to take to the Emergency Response Team for discussion.

Drew said that for the first time silent communications were practiced and he saw lots of improvements in the PM drill from the morning drill. He looks forward to future improvements.

Drew thanked Nick and everyone for their work and efforts.

Lisa said there is always room for improvement in all safety plans especially in communications, and given the recent news with the latest school shooting she was happy to see everyone did lockdown in their buildings quickly.

Juan said a female student reported that she went into the exterior restroom and hid but asked what they should do because the exterior restroom doors are not lockable.

- Ricky said that they should just hold up in the restroom and hide. Public restrooms at high schools cannot be lockable from the inside due to legal and safety purposes. He added that any students outside on campus or in the parking lot should run and hide in the parking lot or off campus because all buildings will be locked.
- Drew and Nick both reiterated that we all need to Run, Hide and Defend. There is no perfect script for what to do. Run when you can, get indoors if possible; hide where you can, defend if you have to.
 - Juan will relay this information to the student who asked the question.

6. Update on Safety Inspections

A lot of the safety inspection items have been corrected as needed and Ricky put in work orders for the remaining items. We are still working on resolving those issues.

7. Training New Faculty & Staff on Safety Procedures

Bob said that in the past they used to extensively practice on lockdown and other safety procedures, and he expressed interest in having training on all safety procedures provided and/or reviewed with all teachers in all classrooms because there are so many new people on campus. He said teachers who have been here longer have their systems and know where to go but newer teachers and office staff have never gone through this and could benefit from training. In building 500, they lock down in the upstairs restroom where there is a double barrier; other teachers and buildings don't have that and need their own system. He said yesterday's lockdown drill was a good start.

- Nick stated that some of the training he is asking for is happening and was done in a new teacher orientation in August. He said there is a time and space dedicated to this and maybe it's not enough, and some trainings are out of date and require updating.
- Ricky reported that he and Lisa had two days of ICS training this week. They will try to compress the information and get it out to everyone else.
- Lisa echoed what Ricky said and wants to educate everyone campus-wide on this eventually. She reached out to SJPD for training and was told they are not offering it at this time but we are on a long and growing list for when they get back to providing it.
- Lisa added that we can take this back to new hire orientations.
- Kim added that in the past we discussed going over these trainings at faculty and department meetings.

8. Developing a plan for Sharps Waste

Lisa said that the sharps used on campus do get serviced but we need to get an official Sharps plan together. She will be working on this and will bring it to the committee for approval when available.

9. Incident Reports received for October & November

Ricky reported that incident reports he recalled seeing over the last two months included tagging in restrooms, a finger injury on an engine block, a head injury, and a robbery of the Grounds shed. He sent pictures of the tagging to Nick and a police report including surveillance footage and a list of stolen equipment was given to the police.

- Nick thanked Ricky for always sending him the graffiti pictures and requested that the time of discovery be included in the email as well.

10. StopIT Anonymous Reports received for October & November

One report was received about students parking facing the wrong way and driving the wrong way when leaving.

- Nick reported that SVCTE Admins exchanged communication with the reporter and identified that said issue was of students from the morning class parking and leaving from the west of buildings 100 and 300.

Another report was received a concern about people exiting Gate 3 turning right from the left lane.

- Nick said they've watched the exit traffic and witnessed about a 10% violation rate on people exiting turning right from the left lane. He said about 1 of every 10 people turn right from the left lane and about 1 of every 20 from the right lane turn left. He suggests considering an engineering solution like painting arrows on the pavement.

- There are existing arrows but they're faded. Ricky agrees arrows are needed on both lanes. Ricky said the distribution list for StopIT reports should be reviewed. The sites do handle their site specific issues but it helps for Facilities and others to also be aware of what is going on around campus as well in case issues also need to be addressed from others (i.e. the report on the exit traffic issue).

11. Open Business

Lisa said people working the bus loop assisting with student and bus traffic should wear safety vests for visibility and so they can be quickly identified as someone who can help during emergencies.

- Nick said they can consider it with Leadership up front. They usually just manage it and don't always have time to grab and suit up with the vest.
- Running short on remaining time, Lisa and Ricky said we can discuss this again later.

Follow-up on action items from October & November meetings:

- Was the earthquake drill reminder sent out prior to the October drill?
 - Lisa said yes, a drill reminder was sent out in October but not for yesterday's drill.
 - Drew said he notified his site of yesterday's drill but not of specific times.
 - Nick said the drill calendar is sent out at the beginning of the year and sites should address the schedule with their staff as they see fit. District-wide reminders should not be necessary.
- Does Amanda have access to Infinite Campus, ASAP and Canvas programs?
 - No, and Lisa will be taking this to Cabinet on Monday.
- Mass Emergency Communications topic was to go to Cabinet for discussion.
 - This has not happened yet but Lisa will take this to Cabinet on Monday.

Bob asked if we have any information on water fountains since the school isn't providing bottled water anymore.

- Lisa said we're not reopening water fountains at this time. The District is looking into upgrading them with bottle refill dispensers on them. They have identified monies to do this down the line.
 - Ricky said we will have to flush the lines for a while to get rid of all the metals, etc.

12. Next Meeting

Our next meeting is scheduled for Friday, January 7, 2022.

13. Adjourn

The meeting was adjourned by Ricky at 10:45 AM.

Notes from Chat

- Nick shared this link to chat and encourages anyone with key roles in emergency preparedness to take this 2-hour online course on their own time at some point to understand best practices: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
 - Lisa added that there are a few good ICS and other trainings available in Keenan as well.