

EMERGENCY PREPAREDNESS/SAFETY COMMITTEE

October 23, 2018

Meeting Notes

Present: Heather McPhail Sridharan, Paul Miller, Barbara Johnson, Jenny Walsh, Lindsay Wilson, Methinee Bozeman, Maureen Moulton, Annlyn Peluso, Laurel Yrun, Renato Beltran, Lindsay Tonderys

October 18, 2018 Evacuation Drill Feedback & Debrief:

Kent: The evacuation drill went well. Walkie Talkies should be charged 24/7 and leave on channel 1. It was suggested that a parent waiting area be established for student release, supervision, and control. This would allow staff to give directions and keep people away from the control center.

Bacich: Existing staff shared team assignments with the new staff and they felt comfortable with their rolls. People seemed to know what they were doing with a 'table talk' discussion after the drill. Many of the volunteers acted out various emergency scenarios. It was suggested a Google Doc be created to be shared with the Kentfield Fire Department. It was also suggested a parent location be established for uniform messaging. A good place to go over emergency drill procedures would be at Back to School Night.

Security Measures: Single point of entry with procedures posted on a sandwich board with the 'gate team' and to show ID for the release of a student. Less chaotic to keep class together vs keeping siblings together.

Fire Department Comments: Two very successful drills. When using walkie-talkies use clear language and short precise messages. Leadership should set an example with no 'goofing' around. Keep small classroom groups together. Some school districts have formed a 'Parent Corral' for communication with a sign & return procedure for emergency evacuations.

Fire Alarm Policy: Liz Schott sent a letter to the Kentfield fire chief to discuss the removal of the fire pulls from both campuses. Paul Miller will walk the campuses to identify all the fire pulls/stations. It was discussed the possibility of leaving at least 1 fire pull/station active at each site.

Walkie-Talkie Site Inventory: It was discussed that there are a sufficient number of walkie-talkies at both Bacich and Kent. A replacement megaphone will be ordered for Bacich.

Nurse Laurel Yren: Glucose tablet have been ordered for all classrooms and added to the emergency supplies as an ongoing inventory item.

Emergency Maps: Jennifer LoPrete has worked with Jenny Walsh and Methinee Bozeman and has updated the emergency maps.

2018-19 Tentative Meeting Dates:

January 23, 2019

May 22, 2019