Janowski Elementary
Safety and Security Council Meeting
January 28, 2019

- Identify safety captain and alternate captain
  - Roles and duties for the council

- Drills
  - Fire drills – expectations
    - Unobstructed and obstructed
  - Intruder in the Building
    - Expectations and procedures for support staff
  - Emergency Drills
    - Expectations and procedures for support staff
    - Disaster drill (Hurricane, tornado, floods)
    - Shelter in Place (hazardous materials, explosions, etc.)

- Social and Emotional procedures
  - Process for handling students with SE

- Medical Emergencies
  - Procedures

- See Something/Say something
  - Counselor and wraparound specialist will visit classrooms
    - One voice one message

- Questions or concerns related to safety and security for Janowski
Janowski Elementary

Through rigorous and engaging instruction provided within a safe and structured environment Janowski Elementary prepares PreKinder thru 5th grade students for higher education and beyond.

Safety and Security Meeting
Minutes (1/28/19)

- Identified the safety captain and alternate for the council
  - Leticia Hernandez (secretary) safety captain
  - Michelle Vasquez (AP) alternate

- The council discussed the different meetings and the expectations for the drills.
  - Principal will send out expectations of each drill to all teachers on campus
  - Discussed Code Stay call out for intruder in the building
  - Discussed Code Red to inform the teacher there is a real fire on campus
  - Discussed the difference between shelter in place and disaster drills
  - Identified places to locate the students during the different drills

- Social Emotional procedures
  - Teachers will e-mail Mendez(counselor), Johnston(nurse) and Tritico(wrap-around specialist with any student concerns. The team will then set up a plan for the student.
  - Mendez (counselor) and Tritico (wraparound specialist) will visit all classrooms in the month of February to discuss "See Something/Say Something"; Expectation is One Voice One Message for all students to alert us of anything they hear or see at home or at school.

- Medical Procedures
  - Nurse Johnston will be alerted of any accidents or health concerns on campus.
  - Nurse Johnston will keep principal informed of any medical concerns
  - Backup personnel for the nurse
    - Stop the Bleeding staff – Mendez and Camarillo
    - Administering medication – Acuña

- New Safety measures for parents visiting the cafeteria
  - Parents will be issued aJanowski Parent ID to enter the cafeteria
  - Parents and/or guardians will designate who they will want to obtain an ID to eat with their child
  - Due to limited space only 2 family members per student

- Dismissal Procedures
  - Delineators in the circle drive will be set up with ropes and crosswalk sign to assist the parents with safety precautions when picking up students.
  - Parent letter will be sent home once all the procedures are in place
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Sherman (School Nurse)</td>
<td></td>
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<tr>
<td>Dana Trizio</td>
<td>Wraparound</td>
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<tr>
<td>Maty Mendez</td>
<td>Counselor</td>
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<td>Michelle Vasquez</td>
<td>Asst. Principal</td>
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<tr>
<td>Maria Brune</td>
<td>Secretary</td>
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<tr>
<td>Elizabeth Espinoza</td>
<td>Clerk III</td>
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<tr>
<td>Eckert, Joseph</td>
<td>Teacher spec.</td>
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<tr>
<td>Norma Acuña</td>
<td>IT CSR</td>
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<td>Nina B.</td>
<td>SIR</td>
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<td>Principal</td>
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