Agenda Items

10am - 10:15am  
In lieu of the recent event on an HISD campus, safety campus-wide is a top priority for each school. Petersen’s safety committee will compose a key-point safety guide for any HISD associate that is NOT a Petersen employee.  

10:15am-10:30am  
A request has been submitted to make sure each class’s intercom and PA system is working. Comprised a campus-wide extension list for every staff member to have posted  

10:30am-10:45am  
Ensure that each class has the room phone hooked up properly. Reset the gate codes with new sensors and communicate the new codes with staff.  

10:45am-11am  
Consistent drills (shelter in-place and active shooter/evacuation) alongside the fire drills. Major Focus on open areas i.e. Cafeteria, playground, Spark park.  

Additional information  
A fire drill and active shooter drill will be conducted today.
Date: 1/31/20  
Time: 10am  
Facilitator: Danitra Arredondo- Principal

In Attendance
Dania Arredondo- Principal  
Veronica Lopez- Asst. Principal  
Josefa Sanchez- Counselor  
LyNethia Koontz- Plant Operator  
Gemma Asteriou – Nurse  
Karen Taylor- Administrative Assistant  
Rachel King- Wraparound Specialist

Approval of Minutes
The Minutes were captured and approved by the committee.

Board
The meeting commenced and the committee was introduced.

Safety Committee
The facilitator gave a summary as to the purpose of the Safety Committee. In lieu of the recent event on an HISD campus, safety campus-wide is a top priority for each school. Petersen’s safety committee will compose a key-point safety guide for any HISD associate that is NOT a Petersen employee.
New Business

- A request has been submitted to make sure each class’s intercom and PA system is working
- Comprised a campus-wide extension list for every staff member to have posted
- Comprised a staff wide messaging system via personal phones
- Ensure that each class has the room phone hooked up properly
- Reset the gate codes with the new sensors and communicate the new codes with staff
- Consistent drills (shelter-in place and active shooter/evacuation) alongside the fire drills
- Major focus on open areas i.e. Cafeteria, playground, Spark park

Announcements

A fire drill and active shooter drill will be conducted today.

Next Meeting

2/21, Admin Office

Motion to adjourn at 11am. Next meeting will finalize the campus safety plans and follow-up on new business key points.
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<tr>
<td>Gemma Astecia</td>
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<td>Marcus Ming</td>
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