

PETERSEN CAMPUS SAFETY AGENDA

Location: Admin Office
Date: 1/31/20
Time: 10am
Facilitator: Danitra Arredondo

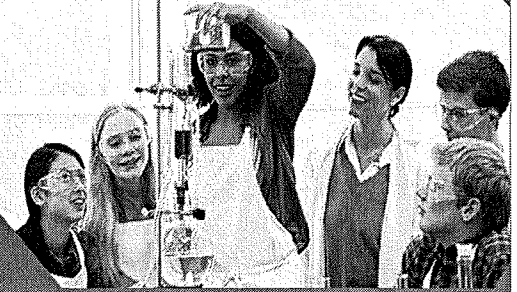
Agenda Items

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.	Admin Office
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	Admin Office
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.	Admin Office
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.	Admin Office

Additional information

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

PETERSEN CAMPUS SAFETY MINUTES



Date: 1/31/20

Time: 10am

Facilitator: Danitra Arredondo- Principal

In Attendance

Danitra 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.

Petersen Elementary School
Safety Meeting Sign-In Sheet
Friday, January 31, 2020

Name	Signature
Emma Astorion	E. Astorion
Rachel King	R. King
Artis Wheaton	Artis Wheaton
K. Taylor	K. Taylor
Veronica Lopez-Leah	Veronica Lopez-Leah
Josefa Sanchez	Josefa Sanchez
Dandra E. Arredondo	Dandra E. Arredondo
L. Knight	L. Knight