

Agenda	Jan. 27, 2019 Time: 10:00a Macario Garcia Elementary School Room: Conference Room
	Meeting called by: Linda Bellard
Type of meeting:	Safety Meeting
Conducted by:	Linda Bellard
Topics	Notes
1- Safety protocols and procedures	<p>Meeting was called to order by Ms. Bellard.</p> <p>Staff were directed to the Risk Management website for clarification of any concerns.</p> <p>The importance of having a debriefing was addressed. Ms. Bellard reviewed key areas related to fire drills such as making sure every teacher carries their emergency procedure flip chart. Teachers are to take attendance and identify if their class is clear. Staff are to treat every drill as if it is an actual crisis.</p> <p>Review safety rule with team members.</p> <p>Shelter in place during a storm. We need to look for better alternatives than our hallways because all of our halls have some form of glass. Alternative locations would be the stage in the gym, bookrooms, main office, and restrooms as a last resort.</p> <p>Lock down all students are to be quite and away from the doors with lights off. As if the room is empty.</p> <p>In both cases an announcement will be make for either occurrence.</p> <p>Make sure students receive a blue Garcia pass when exiting the class and returning in a timely manner with the pass. Make sure the person they went to see signed and time the students' departure. The passes are a tracking system of our students.</p> <p>Student conversation is one of our greatest signals for controversy among peers. Listen while students are talking. Believe students when they report something. Keep your eyes out for items that students may use as a weapon such as pencils, paper clips, and thumbtacks. Be mindful of that toys are not allowed in school. A student might bring a play gun or knife to school, the other person does not know it's a toy, and it could lead to other problems. Reinforce with our students "See something, Say Something"</p> <p>If a student is injured call the nurse immediately. If the nurse is not on campus we will call our partnered school nurse.</p> <p>Everyone entering the building must check-in in the main office. All parents are to remain in the main office until their child arrives from class. When picking them up early. No parents are to be in the foyer waiting.</p> <p>Ms. Bellard stated we need to look into teachers being trained in CPI to assist in student crisis.</p> <p>Coach Besselman is trained in CPI, CPR and AED procedures.</p> <p>Always be aware of your surroundings.</p> <p>We will have meetings every 2nd Wednesday of the month, 3:30p – 4:30p</p>

