

# Safety Committee Meeting

November 26, 2019

3:30 p.m.

Board room

## NOTES

### Committee members

Tenneal Wetherell  
Cynthia Barthuly  
Mike Baumer  
Terry Plotz  
Shelby Parks  
Kathy Metzger  
Sharon Rebeschke  
Lisa Wendel  
Bobby Wheaton  
Tammy Yeager

Chairperson  
Administration  
Safety Officer  
Licensed representative  
Licensed representative  
Confidential representative  
Gold Beach representative  
Behavior Team representative  
Classified representative  
Classified representative

Absent: Cynthia Barthuly, Terry Plotz, Sharon Rebeschke

### I.CIP Goals

Develop and implement organizational safety goals.

- i. Identify safety marketing campaign needs monthly based on data.
- ii. Develop an action plan based on check point data review on safety hazard identification/remediation monthly.
- iii. Pinpoint trainings based on injury data by August 30, 2020.
- iv. Develop and implement OSHA safety team goals based on data needs
- v. Given that SCESD is in the high cost risk pool, the safety team will monitor the rate of 801s monthly, determine if organization wide interventions are necessary and intervene as needed by June 30, 2020.
- vi. Given the variety of catastrophes that could transpire at any organization (i.e. earthquake, environmental disaster, intrusion etc.) SCESD will have detailed plans and staff training for identified catastrophes by June 30, 2020.
- vii. Given the introduction of students to the Coos Bay and Gold Beach Office sites, conduct a review of necessary emergency practices and develop systems to adhere to best practices in this new context by June 30, 2020.

### II. Action Items to review

ACTION – Kathy to add a column to the data set indicating the number of years the staff have worked for the ESD by October meeting.

**KATHY TO WORK WITH LAURA SHIVERS AND HAVE COMPLETED BY 1/28.**

ACTION – Brandie to have Mike investigate the last reported incident. Due 11/26.

**COMPLETED**

ACTION – Kathy to follow up and find out who conducted and what the results of prior investigations and bring them to the October meeting. No investigations were initiated or completed as of 10/22/19. **COMPLETED**

ACTION - Program Administrators will have Secretaries forward all incident reports to HR. **COMPLETED**

ACTION – After reporting the CB building inspection Tenneal will work with the Business Office, Mike dealt with the Nursing issue, Tammy took care of the Wellness

room issue, Tenneal will work with the IT department on their issues, the Regional issues have been given 90 days to clean up, and Maintenance is working on the loft issues. All to report back at 10/22 meeting. **COMPLETED**

**ACTION** - Kathy will schedule/follow up with IT, Cynthia offered to help.

**IT HAS MADE SIGNIFICANT PROCESS – TO BE COMPLETED BY 6/30**

- Cynthia will follow up with Mike regarding the Regional issues. **COMPLETED**

**ACTION** – Lisa W at IEP meeting so Behavior report will be reviewed on 11/26.

**ACTION** – Tenneal to ask PACE to schedule a training for the ESD next year by 6/2020.

**COMPLETED – SCHEDULED FOR AUGUST.**

**ACTION** – Tenneal to follow up on pick up/drop off/speed issues in the lower lot by 10/29.

The issue went to the Leadership team who agreed Program Admin will talk to staff upon first report and will refer to HR for second report. **COMPLETED**

The team discussed parents going the wrong way in the parking lot and ideas to help address the problem. **COMPLETED**

**ACTION** – Cynthia will bring to the November Leadership meeting for assistance providing information to parents. **COMPLETED**

**ACTION** – Tenneal and Dave will develop a drive slowly/safely campaign for the Coos Bay campus by 10/29. **COMPLETED**

- The vests have been purchased. **COMPLETED**

**ACTION** – Cynthia will work with Allyson for class schedule information and provide a volunteer signup sheet by 10/25. **COMPLETED**

**ACTION** – Tammy will ask for volunteers from EI/ECSE, Kathy will ask for volunteers from the safety committee by 10/31. **COMPLETED**

**FEEDBACK FROM VOLUNTEERS IS TO DO AGAIN AFTER SCHOOL BREAKS. BOBBY WILL BRING STUDENTS TO VOLUNTEER, HAVE A POLICE PRESENCE IN JANUARY.**

**ACTION** – Kathy to send the link to the OSHA trainings to Terry and Mike by 9/27.

**COMPLETED**

**ACTION** – Tenneal to talk to Tara about scheduling the earthquake drill by 9/30.

**COMPLETED**

**ACTION** – Tenneal to provide to earthquake information to Leadership for input by 9/30. **COMPLETED**

**ACTION** - Terry to work with Kathy to set up a presentation to SCESD staff on Cascadia. **MOVE TO FUTURE**

**ACTION ITEMS FROM OCT. MEETING**

**ACTION** – The team requested to add time frames for submission, where the forms should go and who is informed of the investigation to the white paper by 11/26.

**SEE BUSINESS ITEM BELOW**

**ACTION** – The team suggested placing the Incident Form in the Forms Library.

**SEE BUSINESS ITEM BELOW**

A note in suggestion box from 10/23/19 asking for 5 mph sign to be posted in a more visible place. **FUTURE – PURCHASE A SOLAR SIGN**

**ACTION** – Request Kathy Loper plug into the closest outlet available and not to have the cord in the middle of the hallway if at all possible. **COMPLETED**

- Tammy brought a plastic door lock that the ECC would like to use so students can't open the door. The team discussed problems with being unable to unlock in an emergency and other ways to discourage students from opening the doors.

**COMPLETED**

**ACTION** – Plastic door locks will be discussed with Tenneal. **COMPLETED**

**ACTION** – Cynthia will work with Tammy on alternative barriers. **COMPLETED**

**ACTION** – Work with Maintenance to resolve sound quality in the ECC.

**MIKE WILL COMPLETE OVER WINTER BREAK BY 1/3.**

**ACTION** – Ask staff to read their email more thoroughly. **COMPLETED**

**ACTION** – Lisa was at an IEP so will report on 11/26. **COMPLETED**

**ACTION** – Cynthia to check on Reedsport with Kathleen and report back at the November meeting. **COMPLETED**

ACTION – Cynthia will work with Kathleen and Allyson to provide a continuity of ECSE services, how do they currently work, how to help them work better and will bring a draft to the Leadership team for input on 4/2020.

The team discussed a paperwork transition form, handoff meetings and the use of data tools.

**ACTION – SEND TO THE BEHAVIOR TEAM.**

### **III. Minutes**

- A. Review/approve minutes from 10/19. **APPROVED.**

### **IV. Reports**

- A. Review of 801's / Accidents – Lisa reported that the students in question are/have moved out, discussion of a sensory space on a stage, using a temporary barrier.

The team reviewed the white paper, had another discussion of what the definitions of an incident, accident and 801 are at SCESD, how much time before a report needs to be filed, should the form be in the forms library and the creation of a short incident form.

**ACTION – THE TEAM AGREED 24 HRS TO REPORT – ADD TO FORM BY 12/17 MEETING.**

**ACTION – TENNAL & KATHY TO RE-DO THE INCIDENT FORM AND BRING BACK TO THE TEAM FOR APPROVAL BY 12/17 MEETING.**

**ACTION - ADD DIRECTIONS AND 24 HR REPORT TIMELINE. BY 12/17 MEETING.**

- B. Review of Accident Investigations – No new investigations reported.

- C. Safety Concerns –

The small dumpster rolled into the street and Mike moved it back to it's location.

Fire Drill/Classroom Drills

CB office – Earthquake drill in October and fire drill in November completed.

**ACTION – MIKE REQUESTED ECC TO PARTICPATE IN THE JAN FIRE DRILL. TAMMY WILL FOLLOW UP WITH ALLYSON BY 12/17 MEETING.**

GB office – November fire drill completed.

- D. Facility Inspections – the team reviewed the reports that failed.

**ACTION – KATHY TO NOTIFY ROOMS TO FIX PROBLEMS BY 12/17.**

- E. Behavior Team – Lisa's report in the meeting notes.

- F. SAIF report – the team reviewed the current SAIF report.

### **V. Old Business**

- A. Repack/waterproof emergency kits – Kathy & Mike – not yet completed.

**ACTION – STILL NOT COMPLETED – DUE 1/31.**

- B. Parking lot slow down – get volunteers. See discussion/action items above  
**COMPLETED.**

- C. Review parking lot slow down. **COMPLETED** – see feedback and action item above.

- D. Safety investigation process. See discussion/action items above.

- E. Driving kids safety process – Cynthia proposed a draft update to the Vehicle Use Agreement that will cover staff who transport students in their cars.

The team approved the draft.

**ACTION - CYNTHIA WORKING ON SECOND DRAFT – PRESENT AT 12/17 MEETING.**

- F. Addition to the agenda:

- The team requested the weather communication start going out in the Bulletin Board. **COMPLETED**

- The Emergency Preparedness subcommittee is setting meetings and inviting district participation. COMPLETED

## **VI. New Business**

- A. Parking lot speed signs.- See information above.
- B. Active Shooter discussion
  - Review of training – Mike and Bobby shared information about the training.
  - Review of next steps –  
ACTION - I LOVE YOU GUYS COMING IN AUGUST FOR TRAINING.  
ACTION - MIKE WORKING ON TRAINING FOR THE COMMUNITY AND SCESD.  
ACTION – MIKE AND BOBBY TO ROLL OUT TRAINING THIS YEAR BY 2/14.
- C. Review current emergency plans and determine next steps. The team discussed Lockdown/out as next steps, should that be integrated with the ALICE and EOP trainings?  
ACTION – ADD LOCKDOWN/OUT WITH ALICE AND EOP TRAINING THEN REVIEW CURRENT EMERGENCY PLANS.
- D. Intercom needed in the IA workroom – See information above.
- E. ACTION – create a barrier during the Dec/Jan fire drill.

## **VI. Future**

Next meeting – Tuesday, December 17<sup>th</sup> at 3:30 pm in the board room.