

BUSD Safety Committee – Minutes

Monday, August 26, 2019 @ 3:30

District Office – Teachers Resource Room

1. **In Attendance:** Sally Chew, Stacy Cashman, Lori Larson, Stephanie Fields, Nick Lundy, M’Lisa MacLaren, Steve Frintner, Debbie Kukta, Joan Becker, Monica Coughlin, Yvonne Seta, Amy Wawrychuk, Robin Hatch, Robyn Anders, Rebecca Rodriguez, Erin Konstantine, Tony Leite, Lisa Harvey
2. **New Concerns:** Joan Becker and Amy Wawrychuk both mentioned mosquitoes at their schools – Miller and Jordan. There are ants at Miller too. Debbie Kukta said she would look into the pest abatement practices with Facilities and they were encouraged to submit work orders. Joan expressed her gratitude for the new stop signs around the school.
3. **Safety Bulletin Boards** – all schools should have a board in the staff or workroom where safety guidelines, procedures and methods of reporting can be easily accessed. Please be sure your site has one and info will be provided to post.
4. **Heat Illness Prevention** – All principals, PE teachers and coaches receive training and must sign off that they understanding how to prevent and recognize signs of heat distress. The district office tracks heat and air quality and sends email notifications to personnel as needed.
5. **New Drill Procedures (AR 3516.1)** – Below is an abbreviated version of the new policy:
 - a. **Fire – Secondary - Twice each semester (exception – Monterey/Mag Park drills once per month); Elementary – Once per month**
 - i. Prior to evacuation, staff (or students, if no staff are present) shall take a moment to conduct a brief (<30 seconds) safety assessment.
 1. Listen for threatening noises to determine if it is safe to evacuate.
 2. Touch the door. A hot door could indicate that there is fire on the other side of the door.
 3. Look and smell for smoke or other indicators of fire.
 4. In the absence of the above contrary indicators, proceed swiftly and silently with evacuation, bringing emergency bucket and backpack, including class roster.
 5. Classroom door should be closed and unlocked.
 - ii. Assemble in pre-determined evacuation location and account for all students, staff and visitors.
 - b. **Disaster/Earthquake (no changes) – Twice each year**
 - i. Drop, cover, hold on
 - ii. Evacuate with emergency bucket and backpack, including class roster
 - iii. Account for all students/staff/visitors
 - iv. Set up command post, medical, search & rescue and reunification and run exercises

- c. **Shelter in Place – for environmental threat - Once per year**
 - i. Start with most students outside (lunch, recess, etc.)
 - ii. Activate with a PA announcement or radio communication (no bell)
 - iii. Everyone gets inside to a closeable space
 - iv. Doors and windows closed
 - v. In a real event, may need to adjust thermostats to shut off air conditioner

- d. **Lockdown – for police activity or medical emergency - Once per semester**
 - i. Activate with **lockdown button**/announcement, PA announcement, radio communication
 - ii. Everyone inside and silent
 - iii. Lock doors, cover windows, turn out lights (if possible)
 - iv. Take cover within the room
 - v. Silence cell phones

- 6. **Traffic around schools** – All schools are encouraged to implement parent education and drop off/pick up procedures to reduce the traffic risks for their students. Washington Elementary has produced an entertaining and informative video that could be used to educate parents. Please consult with the City of Burbank, George Ortega gortega@burbankca.gov or 818-238-3967, if you may need rezoning of the curb.

- 7. **Hazard Mitigation Plan** – confirmed committee members, reviewed responsibilities and approved a questionnaire that will be pushed out on Survey Monkey for the public to express opinions about natural hazard risks in our community.

- 8. **Next meeting** – Thursday, **September 26**, 3:30, District Office
 - a. Great ShakeOut, Oct 17; Red Ribbon Week, Oct 23-31; medical emergencies on campus; after school emergency procedures.