

## Safety Committee Meeting March 17, 2015

The meeting was led by Superintendent Mark Andrews from ETSD. The topic of the Safety Meeting was to have a conversation regarding School Evacuation planning. Principals from the community attended and shared policies, practices, procedures and experiences. Handouts were passed out to the attendees which consisted of Emergency Phone Numbers and Classroom Crisis Commands.

There was discussion regarding Relocation Centers #1, 2, 3, 4 and how this is different for each school. There should be contact info for the locations decided upon. The Essex Police Department should be contacted in an actual emergency and can help facilitate in a drill, especially for traffic.

The EMS Principal talked about an emergency that happened in his school upon arrival at 6:30 a.m. with a boiler not functioning and putting out a very strong oil smell. The students were all sent to the gym, and then relocated to FMS where the students were all sent home. A ONE CALL NOW phone blast was used to communicate to the parents and guardians to pick up their kids. Students were all picked up by 9:00 a.m. A message went back out through ONE CALL NOW to the parents letting them know that everything was now fine at the school. The emergency response was very good, although it was believed that the message should have gone out a little bit sooner. ETSD received numerous emails about doing a good job on how the situation was handled, and a hand full that were not happy; for example, a follow up email should've been faster. The host site (FMS) was very accommodating and it was "all hands on deck" from the staff.

CCSU along with ETSD also uses the One Call Now system. It was discussed that the responsible communications people at the school should have a template ready to go and in the queue to save time. This system was used by CCSD for the recent train derailment.

The group talked about the importance of having a computer available in an emergency situation. Hard copies of the protocol documents should be taken with the evacuation emergency or if it is only a drill. Keep the evacuees away from the physical structure where the emergency is. Also never forget to account for Faculty and Staff.

The back of the CCSU staff ID badges has the crisis commands on it to refer to in the event an emergency arises. The schools in the Union also have student ID cards for each teacher on a ring to keep at their desk and/or take with them, so that they can have a quick count to see if any students are missing. Any emotional or physical disabilities or special care/special needs children or any kind of high risk child needs to have a staff member assigned to them in the event of an emergency. Two evacuation drills per year are required.

CCSU has a protocol if a bomb threat is sent to the school. There are 13 -15 bomb threat security/search teams, each consisting of five or six people. Each person is provided a brief training on what to do in the area that they are assigned to. It is also very important to get an accurate emergency message out.

The team talked about the three classroom crisis commands. Proper training procedure is to not send notes home regarding upcoming drills. After the drill, the ETSD Safety Team debriefs the situation. The EPD likes to be at the drills/debriefs. It was recommended there be more training regarding social media.

