



# NOVATO UNIFIED SCHOOL DISTRICT

1015 SEVENTH ST. • NOVATO, CALIFORNIA 94945 • TEL: (415) 897-4211 • FAX: (415) 897-4221

## Achievement for All – Our Call to Action

### District Safety and Emergency Preparedness Committee Meeting

May 16, 2016

3:30 – 4:30 pm

Room 1, Hill Education Center

#### Attendees:

Stefanie Parnell – Hamilton (Via phone)

Brenda Pfeifer – Loma Verde

Madeline Martin – Lu Sutton

Andy Cline - Lynwood

Irene Howard - Rancho

Darrell Cox – San Ramon

Mike Casper – San Marin High

Cathy Rucker – San Marin High

Mark Silva – MOT

Judge Taylor – District Office

Leslie Benjamin – District Office

Gladys Batz – District Office

John Wyek, Community Member

#### Notes from the Meeting:

##### Site Safety Issues:

- AEDs on buildings need to have signage as to where they are located. No one knows where they are located.
- Hamilton's front office windows and gym need to have tinted windows – Kyle Manford, Supervisor, Maintenance & Operations is working on it.

##### Drills: Feedback/Lessons Learned

- Student Release: Lanyards with student name and name of person for the pick-up
  - Person picking the student up must show identification
  - Lanyards that are not picked up, easily identify which students have not been picked up, or were not in the classroom.
- Use of half-sheet paper for student identification is too cumbersome
- Needed clarity:
  - How to identify and use site assessment team, search team and rescue team
  - How many people to a team – 3 works
  - When to lock or keep doors unlocked – unlocked for earthquake, locked for fire or no one in the room
  - How to keep track of who is or is not on campus: substitute teachers, volunteers, etc.
  - Assigning of keys to the right people: key to a shed or a room so as to not use bolt cutters
  - Use of secure boxes for sites with keys – is it possible?
  - May a child walk home from school if it is on the release form – is it legal?
- Teachers are not being utilized, and they are the ones who know which students are left behind, or what has happened in their classroom
- Use of simple checklists
- Incident Command Organization chart – needs to be simplified
  - Bill Welch and Lonnie Karste are working on it

##### Proposed Safety Items in potential General Obligation Bond

- AEDs
- Pathways – resurfacing all playgrounds
- Electrical outlets
- Structural plans and improvements

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BOARD OF TRUSTEES: Maria Aguila, Debbie Butler, Thomas Cooper, Derek Knell, Greg Mack, Ross Millerick, Shelly Scott

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## **Red Binder Review:**

(To be reviewed in the fall)

### **Personal Preparedness**

- Emergency backpack in vehicle and at home
- Fill out release form for disaster worker
  - Add if spouse is a disaster worker as well
  - Send out at the beginning of the year
  - Form in English/Spanish

### **EOC Training Update**

- District Office needs more training
- October 18 – Great Shake Out Day – activate half of the EOC before the training and assimilate it as an emergency
- More training needed and cross training for those who move around in their section
- More sharing out at meetings and visit other school districts to learn how they operate their EOCs
- School Office Managers need to learn how to use the Sprint phones

### **Comments, Suggestions, Needs**

- California Office of Emergency Services is a great resource and could be used and compare their information with the “Red Binder” information
- NIMS 100 & 700 online training is free for everyone, and all NUSD Administrators should be trained
- Bill Welch will be offering First Aid and CPR with AED training to School Office Managers, Office Technicians and Yard Duty Supervisors before school starts.
- Sandy Wargo, Novato Fire Department, will be giving one First Aid/CPR training which will be open to the district
- All high schools and middle schools have AED units, and new California law has removed the requirement for having a trained person on site, because of the simplicity of the AED operations.
- Hands on only CPR as a high school requirement. Mannequins were donated to Julia Kempkey for use in teaching CPR.

**Future Meetings:** TBD