



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

750 Phelps Way, New Castle, PA 16101-5099 ♦ 724-658-3583 Fax 724-658-4753 ♦ www.lcvt.tec.pa.us

Safety/Crisis Response Team Minutes November 17, 2016

I. LCCTC Crisis Response Team

Call to order by Mrs. Maryann Cwynar, School Nurse @__13:38_____.

Call to order by Leonard Rich, LCCTC Admin. Director @_____.

II. Roll Call of Members

Mary Ann Cwynar	<u> x </u>	Ashlee Lamenza	<u> x </u>
Leonard Rich	_____	Michael Milanovich	<u> x </u>
Vince Pavia	<u> x </u>	Pete Montini	<u> x </u>
George Dudich	<u> x </u>	PJ Shaffer	<u> x </u>
Morgan Lynch	<u> x </u>	Janine Mangino	<u> x </u>
Resource Officer	<u> x </u>	Bob Seminara	_____
Mary Kosek	_____		

III. Visitors/Speakers

IV. Review of Last Minutes

V. Approval of Previous Minutes

Motion by Ashlee Lamenza Seconded by Janine Mangino

Vote all in favor Abstentions none

VI. Discussion of Unfinished Business

A. Reports on Matters Held Over from Last Meeting

- a. Safety walk through to be scheduled-George Dudich will schedule day and notify adm.
 - i. They will begin after Thanksgiving break.
- b. Revisit security magnets-many teachers not using, some doors won't close with. Maryann Cwynar sent out an email to identify any missing magnets and replace. Encourage staff to use. Many voiced that doors are not closing when in use.
 - i. George will begin to work on fixing the doors. List provided by Maryann Cwynar
- c. Emergency binders have been approved and were distributed to staff.



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- d. Ashlee will add cell numbers of crisis team members to call list
 - i. Complete and distributed
- e. Ashlee to speak with Ms. Gabriel and COT about revising the evacuation map (larger maps for walls).
 - i. Completed. Maps will need to be laminated, copied, and hung.
- f. Green cards and red cards-the teachers will hold up the green card if all students are accounted for and red if students are missing from their roster. Some teachers not using. Email sent to staff.

B. Crisis Response Suggestions

VII. Discussion of New Business—

- a. ALICE Training-Review? In-service? New hires? Mr. Milanovich will discuss with Mr. Rich to train all staff at an inservice. Mr. Milanovich is a trainer.
- b. Fire drills---December to be scheduled.
- c. Treadmills-move away from wall
- d. Bus drills are completed by the home districts as LCCTC does not supply transportation.
- e. Safe Schools- Requires fire drill report by July 31st. Karen Sipe is LCCTC's reporter. Log maintained by Maryann Cwynar.
- f. Raptor-security check system. State issued ID (driver's license, military, etc) will be scanned for all visitors entering the building. Sex offenders will be identified. Visitor passes will be printed via this system. Form letters and a robo call will be sent to parents alerting them of the new system. Panic buttons will also be installed which will send text/email alerts. They lobby will be roped off to guide visitors to attendance window.

VIII. Report on crisis incidents:

A. Post incident analysis-evaluate the plans effectiveness

- ♦ What was the crisis?

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♦ What conditions contributed to the crisis?

Why did the conditions exist?

♦ What can be done to mitigate another such incident Committee reports:

A. Subcommittee formation/Roles

IX. Suggestion box:

A. Discussion of submitted suggestions.

a. PJ Shaffer requested number each external window with the classroom number so that EMS can easily identify each room

B. Assignment of suggestions for action-PJ will contact Ken Cole CA instructor to make numbers.

X. Miscellaneous: Drills-Need to plan. Look at each type of drill and discuss plan of team/when to meet in SAR

A. Weather related

B. Fire- - Mark Panella said that the NCFD typically come to schools for 2 drills, one in the fall and spring. The schools do practice drills monthly around that.

C. Intruder-lock down

D. Medical/Mental emergency

Announcement of next meeting date.

A. December 15, 2016

XI. Adjournment. _1422_____pm

Motion by __Ashlee Lamenza____ Seconded by __Janine Mangino_____

Vote ___all in favor_____ Abstentions ___none_____