



## Safety/Crisis Response Team Minutes Sept 15, 2016

### I. LCCTC Crisis Response Team

Call to order by Mrs. Maryann Cwynar, School Nurse @\_\_1:40p\_\_\_\_\_.

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	<u>      </u>	Michael Milanovich	<u>  x  </u>
Vince Pavia	<u>      </u>	Pete Montini	<u>      </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	<u>      </u>
Mary Kosek	<u>      </u>		

### III. Visitors/Speakers

### IV. Review of Last Minutes

### V. Approval of Previous Minutes

Motion by   Janine Mangino                      Seconded by   Ashlee Lamenza  

Vote       8                          Abstentions       0      

### 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.
- b. Revisit security magnets-many teachers not using, some doors won't close with. Maryann Cwynar will send out an email to identify any missing magnets and replace. Encourage staff to use.



## B. Crisis Response Suggestions

## VII. Discussion of New Business—

### a. Review Roles for new school year

1. Incident Commander-Len Rich
2. Assist. Incident Commander-Michael Milanovich
3. Safety/Security-SRO Zachary Preisel
4. IT commander-PJ Shaffer
5. Counseling Coordinator-Morgan Lynch
6. First Aid-Maryann Cwynar & Vince Pavia
7. Building grounds Coordinator-George Dudich
8. Staff notification coordinator-Janine Mangino
9. Media Coordinator-Len Rich

b. 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.

c. Emergency binders have been approved and will be distributed to staff.

d. Fire drills---To be scheduled. Two with the FDNC (fall/Spring) Maryann Cwynar to call Mark Panella to schedule drill for fall and spring. We will have first drill (monthly) tomorrow Sept 16 at 1:30.

e. 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. Mr. Milanovich to call all clear.

Exits to be timed. Begin timing as soon as the fire alarm sounds. End when last person exits. All staff should hold up a green card if all their students are accounted for, if not hold up red card. When your assigned area is clear please radio, for example, “D wing clear” When all wings have radioed clear, Mr. Rich will radio “All clear” and students/staff may return.

1. Academic wings- Morgan Lynch
2. Lobby- Mrs. Cwynar



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3. D wing-Mr. Dudich
4. E wing-Mr. Pavia
5. F wing- Officer Priesel
6. G wing-Mr. Goebel

- f. Ashlee will add cell numbers of crisis team members to call list.
- g. Ashlee to speak with Ms. Gabriel and COT about revising the evacuation map (larger maps for walls).

## VIII. Report on crisis incidents:

### A. Post incident analysis-evaluate the plans effectiveness

- ♦ What was the crisis?
- ♦ 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.
- B. Assignment of suggestions for action.

## 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.

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A. October 20, 2016

XI. Adjournment. \_\_2:11\_\_ pm

Motion by \_\_Ashlee Lamenza\_\_ Seconded by \_\_Janine Mangino\_\_

Vote \_\_8\_\_ Abstentions \_\_0\_\_