

# Safety Committee Meeting Minutes

Tuesday 5.22.2018 @ 3:30 District Office Conference Room

**Attendees:** Attendees: Jim Kulseth, Cassie Bowser, Stephanie DeAdder, CeCe Green, Dan Warner, Elizabeth Bade, Tracy Closson

## Last Meeting Follow-up

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### Old Business

1. DW lockdown test completed and results. [Bridgewater Elementary blue strobe light went out at last test. We are waiting for delivery of new light for installation.](#)
2. HS prom backdrop lift completed. [The backdrop works well and will be used for other events.](#)

### New Business

1. Consistency in student injury report forms. [Community Ed./Rec is required to use the injury report form provided by MDE. School-age will use the same report.](#)
2. Door schedules changed after FL shooting. [HS main entry has been designated as Door #1. Door # 10 will be labeled as activities entrance with signage and reference to usage of main entrance.](#)
3. Classroom emergency sheets by Stephanie - review. [Suggested to add "Contact School Nurse" on both of the forms in the medical emergency sections. Addition has been completed.](#)
4. Additional AED purchased for HS. [AED arrived last week and will need to be installed. Suggestion made to have a universal "Code Blue" to be used district wide when AED assistance is needed.](#)
5. [District in the process of obtaining a contractor to begin secure entry project at high School.](#)

6. Verification of PPE items requested for LF staff who use personal wipes throughout their work day.
7. LF secretaries are requesting adjustable computer stands for their work spaces. There is a need for three stands.
8. Cassie Bowser, Environmental Health & Safety Consultant at Institute for Environmental Assessment, has shared our management plan documents to be posted on our website.
9. Fire and Safety drills are up-to-date. Records are kept at each building in the front office.

## **Next Meeting Agenda Items Fall 2018**



