

Safety Meeting

Principal's Office

8:15 a.m.

December 12, 2012

In attendance: Frances Certoma, Karin Kelly, Cindy Galloway O'Connor, Andrea Gruber, Marcelle Podolsky, Lou Celentano, Marcy Murkin, Ms. Mahmood, Laura Hui

Eight fire drills completed before due date of November 30<sup>th</sup>.

Bus drills completed for the entire school.

Hard and soft lock down power point presentation will be shown to staff during faculty conferences.

We have a committee for code blue. We still have another year until we have to have another certification class.

We should not give out any information about students to anyone we do not know over the phone.

Crossing guard must be more aware of traffic outside of the school.

We are being pro-active regarding emergency response protocols. We had an assembly regarding protocols. We also had The American Red Cross "Scrubby Hands" program for grades K and 1.

#### BRT Meeting

We must schedule a soft lock-down. Mrs. Hammer will do a power point presentation during grade conferences. Schoolaides and office staff must also see presentation.