

Safety Meeting January 16, 2013 8:05 a.m.

In attendance: Karin Kelly, Cindy Galloway-O'Connor, Fran Certoma, Shazia Mahmood, Susan Hammer, Marcelle Podolsky, Andrea Gruber, Laura Hui

The Director of School Safety of Queens, Alvis Brown, will be visiting our school in early February. It will be during our Faculty Conferences. He will come earlier to speak to our school aides.

Lock Downs- When a lock down occurs, all children in the auditorium must get down on the floor. All children in the lunchroom should hide under the tables.

We are not permitted to hang any paper over the glass on the doors. We will find out if we are permitted to use bungee cords to lock public area doors.

Everyone must enter building on Dieterle Crescent.

Anything that is untoward, must be noted in OORS.

If anyone is absent, they must specify when they call in, that they need coverage for all their programs.

#### Questions for Alvis Brown:

Can locks be put on doors in lunchroom and auditorium?

Can paper be used to cover doors of classrooms?

#### BRT Meeting

Check famis numbers for walkie-talkies.

We always meet before big events to be prepared.

Officer will be outside today to check perimeter of school.

An email will be sent out to remind parents that they must use a one way method to pick-up and drop-off their children. (65<sup>th</sup> Drive to Dieterle Crescent).