

**Safety Meeting**

Principal's Office

8:15 a.m.

November 14, 2012

In Attendance:

Karin Kelly, Fran Certoma, Laura Hui, Agent Mahmood, Marcelle Podolsky, Susan Hammer, Lou Celentano, Andrea Gruber, Marcy Mirkin

We will have a fire drill today.

We will have a soft lock down next week. We will make announcement from office. Someone from office must inform anyone in the gym, auditorium and lunchroom.

Hard lock down- we do not do sweeps. Main door cannot be locked so that police, etc. can enter if necessary.

We will review lock downs at faculty conferences.

In the future, we will give lanyards to all substitutes so they can wear their ID's around their neck so that everyone in building knows who they are.

**BRT Meeting**

**Fire drill was discussed concerning alternate evacuations because of tree down on sidewalk. BRT will help direct students and they will wear orange vests.**