

Q174 Safety Meeting Agenda & Minutes

(minutes are italicized and underlined)

November 3, 2017

Mrs. K. Kelly, Principal

Mrs. K. Kobetitsch, A.P.

Members: Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Agent Shazia Iqbal, PA Rep. Bobby Valiente, Recorder/Secretary UFT Rep. Richard Niccolich, Crossing Guard Tina Inglese, Parent Coor. – Laura Hui, Teacher Reps. Ms. Roopchand and Ms. Desvigne,

Attendance: Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Agent Shazia Iqbal, Parent Coor. – Laura Hui, Recorder/Secretary UFT Rep. Richard Niccolich, Crossing Guard Tina Inglese, Parent Coor. – Laura Hui, Teacher Rep. - Karen Roopchand and Teacher Rep. Katheen Desvigne, School Aide - Josephine C

Minutes: October 13, 2017 Minutes reviewed.

I. Greetings!

a. Interim Acting Custodian

-Lou Celentano has accepted a new position in another school.

II. Drills Updates and Review :

a. Fire Drill – 2 fire drills and one lockdown complete. We are in compliance with NYC safety mandates. Our timing is good: 4 minutes.

b. Orange Emergency Folders – Construction complete w/ delivery today.

-folder includes:

-Missing Student Protocols

-Evacuation Protocols: site and maps (confidential)

-Code Blue sheet

-Children's Mobile Crisis Team: Rapid Response Crisis Care

-Crisis De-Escalation sheet

c. EMS/911 packets to be included? thoughts...

-not to be included

d. 2 way radios to assist in evacuation drills.

-connects to SA Iqbal

e. BRT/AED response team roles and responsibility refresher meeting date 11/17 @8:00am

-Building Response Team (BRT) and Code Blue Responders (CBR) are two different teams that have overlapping members.

-BRT - meet in the Command Center (main office)

-CBR – meet at site of the emergency to provide assistance to student or adult

-One person of the CBR should be the Assessor.

-The Assessor will find out and communicate who is involved, what happened, and any medical alerts.

-When EMS arrives at school, an Emergency Packet needs to be filled out.

-There are many areas of the school that PA announcements are hard to hear like the gym, lunchroom, auditorium, etc.

-After an announcement is made the gym should be called.

-CBR member, Ms. Desvigne, should be relieved in order to respond to a Code Blue.

f. Reminder for “Code Blue” in Emergency Folder as well...

III. Fire Safety

- a. Operation Sidewalk – 1 truck only for grade 1 & 2 only
- b. Smoke House cancelled due to rain. Can reschedule.

IV. Halloween Party – Update

V. Arrival – Lobby

-People enter the building must enter calmly. They must neither push their children in, nor interfere with the arrival line of children heading upstairs.

-Late passes are only issued after the arrival line of children heading upstairs has ended. Children may join in on this line from the lobby and are not considered late.

VI. Cafeteria Clean-Up

-The lessons regarding recycling, garbage and clean-up were taught. Children should be consistently reminded about these topics.

V Adjourned: 8:45

Notes:
