

# Safety Building Committee Minutes

4/19/2016

4:30 P.M.

Present: Lisa Anderson, Russell Manning, John G., Rachael Ryan

Agenda:

1. Crisis Management Plan (CMP- Policy 806) has been completed and will now go to the Board for approval. Russell will send finalized document to Board.
2. Staff on the CMP. There are at least two people for each team; trainings will (hopefully) happen this summer as needed. It was discussed that the new business manager will keep a spreadsheet of who is trained on what and the spreadsheet will be updated regularly.
3. Alice will update flip book for teachers.
4. What is next on the agenda for the building safety?
  - Hire new janitorial company. John is sending out the current contract with a list of what should be completed each night. We are to review, add new items if needed, and get bids.
  - Checklist/detailed procedures of what each person needs to do in the event of each emergency (Ex. The business manager would grab financial statements binder, etc.)
  - Set up and execute a fire extinguisher drill training.

Next meeting is May 10<sup>th</sup> at 4:30 in Lisa's room.

For next meeting:

- Review janitorial contract and finalize what we want in quotes; John wants to start getting quotes by mid-May.