



**Megan Cope Elementary**

**Comprehensive School Safety Plan**

**2018-2019**

**Pursuant to Education Code 32280 – 32289**

*Megan Cope Mission:*

**Soaring to SUCCESS, Nothing Less!**

*Megan Cope Vision:*

**The staff at Megan Cope Elementary School is committed to instructing children according to the most innovative and proven strategies. Our goal is to provide a standards-based education that incorporates a daily review of previous lessons and a preview of upcoming topics. In order to ensure that students have gained a thorough understanding of new learning, teachers expect that both oral and written questions will be answered in complete sentences. Our teachers are committed to working collaboratively within their grade levels and within the school as a whole. We firmly believe that by setting and maintaining high academic and behavioral standards for students, staff, and parents we will build a bridge to college and career readiness for all students.**

*Megan Cope Safety Vision:*

**We are committed to providing students, staff and community members with a safe and orderly environment.**

Review of  
2017 – 2018 School Year  
Safety Plan

**School Safety Planning Checklist**  
**School Year: 2017-2018**

<b>Item</b>	<b>Date Completed (Add Actual Date Completed)</b>	<b>Comments</b>
School Safety Team Members Identified	November 9, 2017	School Site Council and School Safety Committee will act in place of School Safety Team
Create Calendar for School Safety Team Meetings	August 2017	Calendar will coincide with School Site Council Meetings
<p>Appropriate Strategies Have Been Identified &amp; Reviewed with the Team for Compliance With EC 32282 (2) A-I</p> <ul style="list-style-type: none"> <li>-Child Abuse Reporting: BP 5141.4</li> <li>-Disaster Procedures (Hour Zero)</li> <li>-Suspension/Expulsion BP/AR 5144.1</li> <li>-Procedure for Notify Teachers of Dangerous Students</li> <li>-Discrimination/Harassment: BP/AR 5145.3, 5145.7 &amp; 5145.9</li> <li>-School Discipline Handbook</li> <li>-Safe Ingress &amp; Egress (Hour zero)</li> <li>-Parent/Student Handbook</li> </ul>	August 7, 2017	<ul style="list-style-type: none"> <li>*Include copy of sign-in sheet in appendix</li> <li>*Include copies of BP/AR in appendix</li> <li>*Include copy of Discipline Handbook and Parent/Student Handbook in appendix</li> </ul>
Review Bully Reporting and Investigation Process & Procedures BP 5131.2	October 2017	Staff meeting with Mrs. Bolanos, school counselor for Anti-Bully week.
Assessment of School Crime Reviewed w/Team	December 2017	*Include copy of sign-in sheet in appendix from SSC
Assessment Results Reviewed w/Team	December 2017	*Include copy of sign-in sheet in appendix

<ul style="list-style-type: none"> <li>-Suspensions</li> <li>-Expulsions</li> <li>-Discipline Referrals to Office</li> <li>-CHKS</li> <li>-Parent Safety Survey</li> <li>-Teacher Safety Survey</li> <li>-Focus Group</li> <li>-Staff Observations</li> <li>-Other:</li> </ul>		
<p>Team Identified Priorities List Based on Assessment Review</p>	<p>December 2017 February 1, 2018</p>	<p>*Include copy of sign-in sheet in appendix</p>
<p>Identify and Review Current Efforts to Address Priorities w/ Team</p>	<p>December 2017 February 1, 2018</p>	<p>*Include copy of sign-in sheet in appendix</p>
<p>An Action Plan Has Been Developed To Address Each Priority Identified</p>	<p>December 2017 February 1, 2018</p>	<p>*Include copy of sign-in sheet in appendix</p>
<p>School Resource Officer Reviews Plan</p>	<p>February 2018</p>	
<p>Notification of Meeting on Plan Review Sent to Appropriate Individuals EC 32288 (b) (2) (A-F)*</p> <ul style="list-style-type: none"> <li>-Mayor</li> <li>-SJTA &amp; CSEA Presidents</li> <li>-PTA/PTO President</li> <li>-ASB President</li> <li>-Local Church Representative</li> <li>-Local Civic Leaders</li> <li>-Chamber of Commerce</li> <li>-Director of Student Support</li> </ul>	<p>TBA</p>	<p>*Include copy of notification in appendix</p>
<p>Public Meeting Held on the Safety Plan</p>	<p>February 2018</p>	<p>*Include copy of sign-in sheet in appendix</p>

End of Year Evaluation of 2017-2018 Safety Plan	May 2018	*Include copy of sign-in sheet in appendix *Include copy of End of Year Evaluation in Next Year's Plan
Key Findings From End of Year Evaluation of 2017-2018 Safety Plan by Team	May 2018	
Safety Plan for 2018-2019 Due by July 1	May 2018	*Email 2017-2018 Comprehensive School Safety Plan in Word document w/appendix to Director of Student, Community & Personnel Support
Safety Plan Available for Public Review	Ongoing	

**School Safety Team  
2017-2018**

Name	E-mail	Position
Bridget Heeren, Principal Amy Rose, Assistant Principal Dave Cooper, Assistant Principal	<a href="mailto:bheeren@sanjacinto.k12.ca.us">bheeren@sanjacinto.k12.ca.us</a> <a href="mailto:a.rose@sanjacinto.k12.ca.us">a.rose@sanjacinto.k12.ca.us</a> <a href="mailto:dcooper@sanjacinto.k12.ca.us">dcooper@sanjacinto.k12.ca.us</a>	Principal Assistant Principal  Assistant Principal
Angelica Barbosa, Secretary TBD, Site-Community Liaison Renee Moore, Library-Media Technician Abeer Sekera	<a href="mailto:abarbosa@sanjacinto.k12.ca.us">abarbosa@sanjacinto.k12.ca.us</a> <a href="mailto:pmoreno@sanjacinto.k12.ca.us">pmoreno@sanjacinto.k12.ca.us</a>  <a href="mailto:rmoore@sanjacinto.k12.ca.us">rmoore@sanjacinto.k12.ca.us</a>  <a href="mailto:asekera@sanjacinto.k12.ca.us">asekera@sanjacinto.k12.ca.us</a>	Classified Employee(s)
Michelle Ott, Teacher Stacy Ward, Teacher Jessica Darapiza, Teacher	<a href="mailto:mott@sanjacinto.k12.ca.us">mott@sanjacinto.k12.ca.us</a> <a href="mailto:sward@sanjacinto.k12.ca.us">sward@sanjacinto.k12.ca.us</a> <a href="mailto:jdarapiza@sanjacinto.k12.ca.us">jdarapiza@sanjacinto.k12.ca.us</a>	Certificated Employee(s)
Nora Ambriz Leah Luna Tiffany Urquiza Annette Coronado Christina Tritt Bobbi Moreno Frank Urquiza	<a href="mailto:urquizajr@aol.com">urquizajr@aol.com</a>	Parent(s)
		Other Members
Deputy Bunn	<a href="mailto:dbunn@sanjacinto.k12.ca.us">dbunn@sanjacinto.k12.ca.us</a>	Law Enforcement Contact

Note: School Safety Team may be the School Site Council. The Team MUST include Parents.

**Meeting Dates  
of  
School Safety Team**

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Comments/Needs</b>
July 2017				
August	31	8:10- 8:40	Megan Cope Conference Room	
September	14	8:10- 8:40	Megan Cope Conference Room	*see attached notes
October	12	8:10- 8:40	Megan Cope Conference Room	
November				
December	7	8:10- 8:40	Megan Cope Conference Room	*see attached notes
January 2018	18	8:10- 8:40	Megan Cope Conference Room	
February	1 15	3:30- 4:30	Megan Cope Conference Room	*see attached notes
March	15 29	8:10- 8:40	Megan Cope Conference Room	
April	12 26	3:30- 4:30	Megan Cope Conference Room	*see attached notes
May	10 24	8:10- 8:40	Megan Cope Conference Room	
June				

Note: Agendas, Minutes or Meeting Notes should be placed in Appendix for documentation.



**School Safety Assessment Data  
2017-2018**

<b>Data Source</b>	<b>Comments</b>	<b>Analysis</b>
School Crime-Incidents Involving SJPD	No School Crime Reports	N/A
Suspensions	Examined 2017-2018 Suspension Report on 2-2-18	Suspensions were recorded as Fighting/Verbal Altercation with a total of 11, Dangerous Objects 5, and Profanity 1; for a total of 17.
Expulsions	No expulsions in the past six (6) years.	N/A
Office Discipline Referrals  101 Total Office Discipline Referrals	Examined the 2017-2018 Discipline Distribution Report on 2-2-18	The top areas for discipline referrals for this time period were documented as follows: Fighting/Verbal Altercation - 30 Disrespect/Peer - 17 Disruptive Behavior - 15 Disrespect/Expectations - 14 Inappropriate Language - 5 Dangerous Object - 5 Disrespect/Staff - 4 Defiance - 4 Pre-Fight - 3 Horseplay - 2 Disrespect/Self - 1 Profanity - 1
Reports of Bullying	Examined Incident Statements/Parent Concerns, Discipline Distribution Report, and Suspensions from 2017-2018	Most incident statements were referring to an individual incident or multiple incidents with different students which were investigated and determined to not be a case of bullying. There are 0 documented incidents of first offense bullying and 0 suspensions.
Calif. Healthy Kids Survey	Examined Healthy Kids Survey Results	According to the CHKS Survey, the data received seems to suggest students do not feel a connectedness to the school and/or feel their

	from 2015-2016 School Year	input is sought or valued. For example, 73% of students replied they are given an opportunity to decide things less than half the time, with 44% replying never. Following this, 42% of students say they do things to be helpful less than half the time. In addition to this, 30% of students state they feel safe at school less than half the time with 8% stating never.
Parent Surveys	Examined Parent Survey and Discussion at SSC	Parents still have a concern with the high volume of traffic and congestion at the end of the school day. They do feel things have improved yet there is still room for improvement and they want to continue to explore new ideas to help alleviate this problem. One idea they have is to convince the city of the need to widen Via La Sierra to a four lane road over its current two lane size.
Teacher Safety Surveys	Distributed and collected anonymous teacher survey	Teachers also continue to share in the concerns over traffic and congestion at dismissal. In addition to this, they feel there is a need for more supervision on playground and hallways during class time as well as the parking lot egress. There is a concern for theft in the parking lot. There was also interest in revisiting and retraining on procedures to be used in particular areas that are a continual problem (i.e.: drills, passes to office/classes, etc.).
Focus Groups	Student Groups	Students feel there needs to be more supervision on the playground (many students reported not feeling safe) as well as trusted people they can talk to. They also brought up concerns over the food being served at school.
Staff Observations	Classified Staff Survey	Classified staff share the concerns with teachers in the area of needing more Supervision staff on the playground and in hallways. It is a large area to cover and more people would result in a safer school environment. They have also shared concerns with teachers not arriving on time for student pick up, causing behavior issues and making it difficult at times for them to report to their next designated area to supervise.

**Policies and Procedures  
Reviewed & Revised**

<b>Policy/Procedures</b>	<b>Reviewed w/Team Y/N</b>	<b>Comments</b>	<b>Revisions</b>
Child Abuse	Y	Reviewed at SSC and Staff Meeting	
Emergency Response (Hour Zero)	Y	Reviewed at SSC and Staff Meeting	
Suspensions and Expulsions	Y	Reviewed at SSC and Staff Meeting	
Notification of Dangerous Pupils	Y	Reviewed at SSC and Staff Meeting	
Discrimination and Harassment	Y	Reviewed at SSC and Staff Meeting	
School Dress Code	Y	Reviewed at SSC and Staff Meeting	
Safe Ingress and Egress	Y	Reviewed at SSC and Staff Meeting	
Safe and Orderly Environment	Y	Reviewed at SSC and Staff Meeting	
Rules and Procedures on Discipline	Y	Reviewed at SSC and Staff Meeting	
Hate Crimes/Bullying Reporting	Y	Reviewed at SSC and Staff Meeting	

**Current Activities & Programs  
2017-2018**

<b>Current Activities/Programs</b>	<b>Priority Targeted</b>	<b>Funding Sources</b>
PBIS Positive Behavioral Interventions and Supports	All Students and Staff	LCAP
Hawkeye Patrol—4 <sup>th</sup> and 5 <sup>th</sup> grade students facilitate student supervision and promote making smart choices on the playground	All Students	N/A
Intramural Sports League	5th Grade Students	N/A
Classroom Lessons	All Students	LCAP
Elementary Counseling *Focus Groups *One-on-one	All Students	LCAP
Friendship Room	All Students	N/A
Family Nights (Movie, Dance, Harvest Festival)	All Students and Families	PTA
Peer Mediation	Students in Need	N/A
Recess Games	All Students	LCAP
Seahawk Running Club	All Students	N/A
Traffic Study	All Students and Families	City of San Jacinto
Seahawk University	All Students	N/A

**Priorities Identified for  
2017-2018**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<p><b>Priority One:</b></p> <p>Improve student drop-off and pick-up before and after school.</p> <p>Improve egress of the students from the school at dismissal.</p>	<p>Teacher/ Administration Observation, Parent Survey, Police Observation</p>	<p>All students exit out of the school gates into the parking lots where a majority of students are picked-up. The average time for the parking lots to clear is between 15 and 25 minutes. The police have given out tickets for illegal U-turns, illegal parking, etc...Students are not always using crosswalks or waiting for supervisors and are running through the parking lots where cars are driving through. At drop-off, cars will sometimes park and not move blocking the flow of traffic. Students are being dropped off in an unsupervised parking lot. There are approximately 900 students who are exiting out 3 gates at the end of the school day. These are very compacted and we have had discipline incidents occur as well as injuries.</p>
<p><b>Priority Two:</b></p> <p>Increase organization and dissemination of information regarding safety procedures and ensure the amount of safety equipment.</p>	<p>Teacher/ Administration/Parent Observation, Discipline Reports</p>	<p>On safety surveys and in safety meetings, there was noted a need to: communicate the evacuation procedures to all staff and community, organize and evaluate the safety equipment, and revisit emergency procedures most specifically student location.</p>
<p><b>Priority Three:</b></p> <p>Increase quantity of safety and emergency equipment supplies and storage space for it.</p>	<p>Teacher/ Administration Observation, Parent Survey</p>	<p>On safety surveys and from feedback from the staff, there is a need to have enough supplies available in the event of an emergency.</p>

## Action Plan Priority One

**Priority 1:** Improve student drop-off and pick-up before and after school and improve egress of the students from the school at dismissal.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Police presence	As needed August- June2017- 2018	San Jacinto PD Traffic Team	N/A	The police will have a rotation so they are at the school to assist on a regular basis	Ongoing as Needed
Assist directing traffic	Daily August- June2017- 2018	Principal, AP, Supervisors, San Jacinto PD Traffic Team	N/A	Ensure staff is present in parking lots, at crosswalks, and near the streets to assist flow	Y
Parent reminders of student pick-up procedures	As needed August- June2017- 2018	Principal, AP, Clerk	N/A	Utilize parent link and fliers sent home to remind parents of parking lot rules	Y
Crosswalk and stop sign put in at Cawston and Via La Sierra	June 2017	Administration, City of San Jacinto	Dependent on city funding	The crosswalk will allow for safe crossing and the stop sign will create more possibility for cars exiting Via La Sierra to clear parking lots faster.	Y - Crosswalk
Implement tiered intervention system for parents who do not follow rules	As needed June 2017	Principal, AP, San Jacinto Police Department Traffic Team	N/A	System for same offense: 1. Parent warning (parent meeting) 2. Police warning 3. Banned from parking lot	Y Update language Tier infractions and offenses Identify intervention and communication to parents/community
Make Via La Sierra 4 lanes	Dependent on City	District and City of San Jacinto	District or city funds	Would have to show city there is a need for them to widen street	N

Egress procedures	August 2017 August-June 2017-2018	Administration, Teachers, Supervisors	N/A	All staff will focus on proper egress procedures during the first month of school focusing on taking turns out the gate and parking lot behavior expectations.	Y
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## Action Plan Priority Two

**Priority 2:** Increase organization and dissemination of information regarding safety procedures and ensure the amount of safety equipment.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Provide time for Safety Committee to organize Sea van.		Administration and safety committee			Y
Complete inventory of safety equipment.		Administration and safety committee		Added classroom safety bins 1/X/18	Y
Communicate to parents and community the safety procedures for evacuations and emergencies.		Administration and safety committee		Hold a safety meeting for parents and community.	Ongoing

## Action Plan Priority Three

**Priority 3:** Ensure adequate supplies for safety Seavan.

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Organize and take inventory of Sea van supplies	August 1, 2017	Facilities Department, Administration	Facilities		Y
Purchase supplies for sea van.	June 15, 2017	Facilities Department, Administration	Facilities		Y - Ongoing as needed to restock



**Priorities Identified for  
2018-2019**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<p><b>Priority One:</b> Improve student drop-off and pick-up before and after school and student egress at dismissal.</p>	<p>Teacher/ Administration Observation, Parent Survey, Police Observation</p>	<p>Before school, students are dropped off before Supervision time, leaving them unsupervised in the parking lot. During normal morning drop-off times, cars often stop part way/park and not move, blocking the flow of traffic. At the end of the school day, there are @ 850 students exiting out 3 gates leading to the parking lots where a majority of students are picked up. The average time for the parking lots to clear 13-15 minutes, an average improvement of 10-12 minutes from previous times. The police have issued tickets for violations. Students are not always using crosswalks or waiting for supervisors and are running through the parking lots where cars are driving through.</p>
<p><b>Priority Two:</b> Continued progress with PBIS, Intentional Interventions, and student instruction in the areas of the 16 Essential Skills (Boys Town Press).</p>	<p>Students, Teachers, Administration, Parent, PBIS TOSA, Discipline Data Reports, Observation, Informal Feedback</p>	<p>We are just now moving into the Tier 2 portion of Intentional Interventions for students. PBIS is an ongoing focus both at this site and District wide. There is also a need to develop and implement more intervention opportunities for students with the goal of moving away from a reaction based disciplinary approach to proactive based interventions approach.</p>
<p><b>Priority Three:</b></p>		

<p>Hour Zero focus on safety procedures, supplies, infrastructures.</p>	<p>Teachers, Administration, Observations, Parent Surveys</p>	<p>Annual review and recent drills/emergency procedures helped us to identify areas of need and input from District's Communication and Emergency Preparedness Coordinator.</p>
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**Action Plan  
Priority One**

**Priority 1: Improve student drop-off and pick-up before and after school and student egress at dismissal.**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Police presence	Ongoing	San Jacinto PD Traffic Team	N/A	Police presence as needed to reinforce safe conduct	
Assist directing traffic	Ongoing	Principal, AP, Supervisors, San Jacinto PD Traffic Team	N/A	Strategic placement of staff to ensure highest level of safety and efficiency	
Parent reminders of student pick- up procedures	Ongoing	Principal, AP, Clerk	N/A	Communicate expectations through the use of Parent Link, fliers, and verbal reminders as needed	
Implement tiered intervention system for parents who do not follow rules	Ongoing	Principal, AP, District Office, San Jacinto Police Department Traffic Team	N/A	System for same offense: 1. Parent warning (parent meeting) 2. Parent Meeting to Discuss Challenges and Solutions 3. Banned from parking lot	
Make Via La Sierra 4 lanes	Dependent on City	District and City of San Jacinto	District or city funds	Demonstrate need to city for justification of request	
Egress procedures	Ongoing	Administration, Teachers, Supervisors	N/A	Continual discussion and reflection to address needs that are identified	

**Action Plan  
Priority Two**

**Priority 2: Continued progress with PBIS, Intentional Interventions, and student instruction in the areas of the 16 Essential Skills (Boys Town Press).**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Review discipline data to determine greatest areas of need	Ongoing	Administration and PBIS Committee and TOSA	N/A	Using Discipline Dashboard and informal input	
Increase interventions to proactively address identified areas of needed focus	Ongoing	Administration and PBIS Committee and TOSA	Site, District, PTA	Interventions need to be intentional and focused as needed	
Communicate to parents and community programs and opportunities being provided to help support students' character development	Ongoing	Administration and PBIS Committee and TOSA and PTA	N/A	Be sure to include all stakeholders	

**Action Plan  
Priority Three**

**Priority 3: Hour Zero focus on safety procedures, supplies, infrastructures.**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Review team assignments and personnel	August 1, 2018	Administration and Safety Committee	N/A	Includes buddy teacher pairings as well as team assignments to ensure one particular grade level is not impacted with assignments creating lack of supervision of students	
Review evacuation procedures and post locations	August 1, 2018	Administration and Communication and Emergency Preparedness Coordinator	N/A	Consider all scenarios and adapt to each	
Purchase necessary emergency supplies	August 1, 2018	Facilities Department, Administration and Key Team Leaders	Facilities	Consider school growth and perishables	

**Safety Plan Revisions**

<b>Date Revised During the Year</b>	<b>Person Responsible</b>	<b>Date of Public Meeting</b>	<b>Summary of Revision(s)</b>

Note: Plans must be adopted by the School Safety Team prior to March 1<sup>st</sup> of every year pursuant to Education Code 32286. Plans must be submitted to the Director of Student, Community & Personnel Support prior to July 1<sup>st</sup> of every year.

**End of Year Evaluation  
School Safety Plan 2017-2018**

\*to be completed April 6, 2018 SSC Meeting #4

<b>Priority Area</b>	<b>Met Y/N</b>	<b>Comments</b>
<p><b><u>Priority One</u></b>            Improve student drop-off and pick-up before and after school.</p> <p>Improve egress of the students from the school at dismissal.</p>		
<p><b><u>Priority Two</u></b>            Increase organization and dissemination of information regarding safety procedures and ensure the amount of safety equipment.</p>		
<p><b><u>Priority Three</u></b>            Increase quantity of safety and emergency equipment supplies and storage space for it.</p>		

## **Appendix**

1. Sign-In Sheets from all School Safety Team Meetings
2. Board Policies
3. School Discipline Handbook
4. Parent/Student Handbook
5. Plan Notification Letter/Email
6. Prior End of Year Evaluation

\*Emergency procedures and drills are documented in Hour Zero for each school site.



## **Appendix I Safety Team Meetings**

**January 18, 2018**

**8:10-8:40**

Attendees :

Jessica Darapiza (Teacher)  
Janice Oseguera (Teacher)  
Bill Gillette (Teacher)  
Dave Cooper (Administrator)

Discussion Items:

1. Emergency bins for each classroom
  - a. They have been ordered and will be labeled and delivered to classrooms as soon as they arrive. They will contain emergency supplies in addition to the backpack. Emergency team members will have their own emergency team supplies in their bin so they have it in their possession at all times as needed.
2. Reunification Procedures
  - a. Sign out and pick up locations were discussed. Team determined changes needed to be made. An appointment will be scheduled with Dawn Lawrence (District Communication and Emergency Preparedness Coordinator) to walk the campus with Administrator to review current practices and get input for changes as needed in all procedural areas.
3. Buddy List
  - a. It was determined Buddy Teacher assignments would be made by Administration
4. Team Member Assignments
  - a. Team discussed some grade levels have multiple teachers on teams, leaving very little supervision options for students.
  - b. Team discussed that some staff members are assigned to multiple jobs that cannot happen simultaneously

**February 1, 2018**

**8:10-8:40**

Attendees :

Dolores Thomas (Health Clerk)  
Michelle Ott (Teacher)  
Bill Gillette (Teacher)  
Dave Cooper (Administrator)

Discussion Items:

1. Reviewed information obtained as a result of previous meeting
  - a. We are still waiting on the bins to come in but it should be any day. We will pick them up (Home Depot), get them labeled, and distribute them to classes once they are in.
  - b. It was determined we will be changing sign out and pick up locations. Sign out will be at Parking Lot B Gate and pick up will be MPR for non earthquake emergencies and Emergency Access gate for earthquakes. We realize this is not the best location for earthquake release but there are no other viable options at this time. Also, classes will no longer line up when evacuated on the blacktop. They will have assigned areas on the grass and signage will be posted. Limited access to Hour Zero has made it difficult to review assignments but that is being remedied at the District level.
  - c. Buddy assignments have been made and will be shared when all other changes are instituted at a staff meeting.
  - d. Once access limitations in Hour Zero are remedied, team assignments will be reviewed
2. Discussed need to change reporting system and proper use of Emergency Response Status Cards.
  - a. Email will be sent with these changes and new cards will be provided to staff in accordance to need as determined by email responses.