

October 20th, 2022

Urgent Safety Meeting Agenda Intruder Audit

- Review the Notice of Intruder Audit Detection Audit Form
- Why was there a finding? What we should celebrate
- Create a plan for both findings and recommendations
- Information on our meeting with Reunification Center
- Where to find updated EFWMA Emergency plans
- Review our roles
- Training for weekly door sweeps

Notes:

- Mrs. Durosimi took her son on a college tour and forget to communicate with the Mrs. Aguilar to do the door sweeps
- The maintenance door was left unlocked due to Mr. Alonzo falling off the ladder and being rushed off the ambulance. As the admin team tried to support his family and kids we undoubtedly forgot to check his maintenance door because it was closed and we did not circle back to check if it was unlocked.
- All internal doors were locked, they were not able to get past the front door without the registrar buzzing them in. All but one door was unlocked but it was one door too many. (we could have aced it)
- There will be 2-4 people trained as back up to conduct door sweeps which also means checking the doors to ensure they are locked. There will be a main person to do weekly door sweeps, when she is not on campus, she will immediately text the next person. If number two is not on campus, number 3 or 4 will stand in place to do the door sweeps. Ultimately we should take turns monthly.
- Our meeting with the reunification center went well, we solidified spaces for students and staff, a command post, space for grieving parents. Mapped out direction for pick up, met facility managers and their expectations. They will supply us with water, we need to bring snacks depending on the day. We are getting them a walkie to be on our frequency. They get updates of our safety meetings and they will be a part of our active shooter simulation at the beg of the school or our safety and awareness training. (if they are not in the field)
- Our plans are in Navigate 360, School Website, and in a binder in my office and the facilities manager office
- Operations, Logistics, Planning and Finance & Operations, Communications - we need to move a few people around due to resignations.
- Training on door weeps next week with Mrs. Durosimi - 10/24/22 at 11a.m by the front office