



Safety Committee Itinerary

Meeting #1** Meeting Minutes**

40 Linnell Circle, Billerica MA 01821 * Tel: (978)-528-7800 * <http://www.valleycollaborative.org>

- **Committee Member Introductions**

Kristine Bonsack and Dan Martin were not in attendance. Dr. Chris Scott sat in on the meeting. Bonsack and Martin will continue to be sent committee schedules and invites.

- **Origin of Committee**

Committee was created after Dr. Chris Scott, Tim Callahan, and Sean Glavin were invited to sit in at the Town of Billerica annual Safety Committee Meeting. Subjects that had not been approached at Valley Collaborative were brought up. Dr. Scott asked that a Valley Collaborative Safety Committee be created.

- **Program Location Information Sheets**

1. 40 Linnell
2. 25 Linnell
3. Tyngsborough
4. Dracut

All Building Principals were handed an “Example Template” of an Evacuation Information Sheet. The sheet contains all useful information regarding emergencies. Dracut Lead Brian Mihalek mentioned adding more phone numbers (poison control, etc.). Those numbers should certainly be available to receptionist/principals, but evacuation emergency sheet is more for centralized use, and should only have basic emergency protocol.

- **Discussion: Committee Members’ Expectations**

Melina Seitzinger, lead social worker- Looking for a streamlined approach, so that each person that is a part of the process, knows his/or part.

Brian Mihalek, Dracut Lead Teacher- acknowledged that not every type of emergency can be prepared for in a “manual”, but having an open dialogue at Committee meetings can stimulate ideas and have staff in the right frame of mind when certain needs arise.

Documentation and “Manuals” will be light and easy to follow. Goal of committee is to establish CRISIS teams, roles, and steps to follow for every emergency, while making minor adjustments based on type of emergency.

- **Brainstorm: Committee Mission**

1. To share next meeting

Members were asked to brain storm ideas for Mission Statement of the Valley Collaborative Safety Committee and share at next Meeting.

- **Committee Upcoming Schedule**

1. Next Committee Meeting: **November 14th** following Leadership Meeting
2. ALICE Training for selected members: **November 19&20** (8AM Billerica TBD)
3. December Committee Meeting: **December 5th** following Leadership Meeting

After LEADERSHIP meetings works best for all members. Meetings will be a round table discussion with an open forum, rather than lecture or document driven. Information findings and individual program needs will be met between meetings on an individual basis.