



Safety Committee Itinerary

Meeting #2
MEETING MINUTES

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

- **Program Location Information Sheets**

40 Linnells has been created. Tyngsborough and Dracut will send via E-Mail. 25 Linnell still to create. All documents will be housed in the Valley Collaborative Safety Committee folder on the shared drive under Emergency Evacuation Procedures.

- **Discuss/Brainstorm Possible Roles of CRISIS Team**

Once all Evacuation Forms are in roles will be discussed and assigned by Principals when Drills are rolled out.

- First Aid
- Emergency Notification
- Evacuation
- District Communication
- Parent Communication
- Other Students
- Physical Plant

- **Committee Mission Statement (Add/Retract):**

To organize and administer a common sense approach for creating a safe environment for staff, students, and the general public as well as the most efficient responses to different emergencies. Will take suggestions for alterations.

- **ALICE Training**

Alert, Lockdown, Information, Counter, Evacuation

A training program to give insight/response actions to active shooter situations.

11/19-11/20 Training 8AM-4PM Billerica Town Hall (Selected Group Will Train Others)

Training will be important on creating our protocol on Active Shooter/Violent Intruder situations. Trained Staff will Train Untrained Staff.

- **Brainstorm: Emergencies**

Medical, Fire, Active Shooter, Power Outage, Danger (Animal, Chemical) Outside, Building Hazard, BOMB Threat

- **Committee Upcoming Schedule**

1. Next Committee Meeting: **December 5th (changed to December 19th)**
following Leadership Meeting
2. The Valley Collaborative medical emergency response program will be available per Lead Nurse Jess Scalzi **December 19th**.