



Safety Committee Minutes

Meeting #6 September 16th 2015

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

- **Staff Introduction and Update**
 1. Introduction: Name, Role, and Location **16 Participants**
 2. Update on Sites, Relocations, Etc. **Middle School now occupies 20% of the building, 40% of the second floor. 30 Students and 10-12 staff**
- **Guest Introduction**
 1. Billerica Police Department: Officer Brian West (School Resource Officer), Officer Dan Duggan, Officer Tara Connors **Officer West in Attendance**
 2. Billerica Fire Department: Deputy Chief Tom Ferraro **Deputy Ferraro in Attendance**
- **Drill Update**
 1. Current Practice **4 Drills in 12 month calendar year.**
 2. Drill Questions **Handicapped Students on 2nd floor- 1 Stair Seat at each Stairwell, and it is used to bring one student down at a time, student is placed in safe area or with safe employee and chair is brought back up stairwell for next handicapped student.**
- **Lockdown**
 1. What is a Lockdown? (What WAS a Lockdown?) **Lockdown is still traditional get into a specified classroom, furthest away from the door, with a teacher locking or door stopping the door until further instruction.**
 2. Why do we need a Lockdown (Drill)? **It is necessary to carry out the ALICE Model in which we wish to move to.**
 3. What are some concerns of this type of drill at Valley Collaborative and how can we address them or modify the drill? **The building is not a typical school building. There are glass walls, non-typical doors, non-typical locking mechanisms, and open front door.**
 4. When will our first Lockdown Drill be? **November 20th 2015 will be our first Lockdown Drill. It will be a dry run, and we will meet before to discuss what it will look like and what our expectations are.**
- **ALICE**
 1. Implementation Schedule **As soon as we've completed a "successful" lockdown drill, we will implement a roll out schedule. It will be 4-(1) hour trainings at staff meetings after school, going over the ALICE materials.**
 2. Certified Trainers-11 **Sean Glavin, Annie Willis, Pam Walker, Brian Michalik, Joe Venuskus, Melina Seitzinger, Jessica Scalzi, Kristine Bonsack**

3. Just Staff Training: Why? The Collaborative has decided to only train the STAFF in the ALICE model, and the staff will empower students in any active intruder situations.
- **Traffic Concerns**
 1. Neighborhood Complaints Third Party Transportation Vehicles “Speeding”
 2. Process Police Detail will see if the area warrants radar and signage.
 3. What Can “We” Do? Spread the word. Talk about slowing down with our own drivers and with other drivers if possible.
 - **Schedule**
 1. Valley Collaborative Safety Committee Meeting #7 Wednesday October 28th 2015 12Noon at 40 Linnell Circle (After LEADERSHIP Meeting) Lockdown Discussion- Date. Expectations. What before?
 2. Valley Collaborative Safety Committee Meeting #7 Wednesday December 9th 2015 12Noon at 40 Linnell Circle (After LEADERSHIP Meeting)