



# Operations and Facilities Office

Safety Committee Minutes  
Meeting #7 October 28th 2015

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

- **Lockdown Update**

1. Lockdown scheduled for both 40 Linnell Circle and 135 Coburn Road for Friday, November 20<sup>th</sup>. **Principals and Leads Confirmed Dates.** Pod 2 has field trip so early (8:45 Drill) is best. Each program will be E-Mailed roles, and expectations of the drill leading up to 11/20. After 12Noon Drill in Tyngsboro.
2. Preparation: Staff/Student Communication **Staff and Students should be made aware of the drill, why the drill is being done, and instructed on proper procedure before the drill takes place. Simply talking about the drill during Morning Meeting time and group time will suffice.**
3. Working with Billerica Police Department and Tyngsboro Police Department for what the “Lockdown” will look like (Hard, Soft, Etc.) **School Resource Office, Brian West will conduct the Basic Lockdown Drill.**
4. Working with Staff up until that point regarding roles and responsibilities for not only the Lockdown Drill, but also Lockdown Situations. **E-Mail Correspondence will give principals more directives to inform their staff.**
5. Consider what a 25 Linnell Lockdown looks like. **Speak with Director of Operations and Executive Director of Middlesex Retirement, as well as research lockdown drills in an office building.**

- **ALICE Update**

1. How do Lockdown Drills relate to the ALICE Model? **ALICE Drills are actually called “Enhanced Lockdown” drills. It is necessary to have a lockdown drill in place before enhancing the drill for counter evacuation options for Staff.**
2. Where are we in the roll-out process and where are we going (November Lockdown Drills, December ALICE Education, January-February ALICE Enhanced Lockdown Drills [Staff Only]) **After November drills, December will be used as a month where ALICE information is shared with STAFF so Collaborative understands the Model. ‘Enhanced Lockdown Drills’ will be considered with Staff by Billerica Police Department in Januray/February.**
3. Share results of Billerica Public ALICE Enhanced Lockdown Drills (Staff Only) **The process was understandably tough for a lot of the Billerica Staff. Their concerns were about their students.**
4. Share questions from Billerica Public Staff.

- **Town of Billerica Annual Safety Seminar Recap**
  1. Share information gathered at the event. **The Town of Billerica continues to be an outstanding resource for Valley Collaborative by way of Information Sharing, Trainings, and Compliance.**
- **Current Events and Open Discussion**
  1. Staff discusses safety concerns or stories regarding their programs or locations. **Middle School discussed Time Out doors.**
- **Schedule**
  1. Valley Collaborative Safety Committee Meeting #8 Wednesday December 9<sup>th</sup> 2015 12Noon at 40 Linnell Circle (After LEADERSHIP Meeting) **Debrief on Lockdown Drill, Prepare for ALICE information sharing.**
  2. Valley Collaborative Safety Committee Meeting #9 Wednesday January 20<sup>th</sup> 2016 12Noon at 40 Linnell Circle (After LEADERSHIP meeting) **Finalize Enhanced Lockdown Drill Dates.**