

HOWARD GARDNER MI CHARTER SCHOOL

Safety Committee Minutes

February 11, 2022

The Safety Committee met via zoom call from 7:45 am to 8:25 am. Attending the meeting were: Jeri McNulty, Renee Dougherty, Supi Chandragiri, AJ Samuel, Ciara Cawley, Cathy Opshinsky, John Marsico and Joe Ross (chair).

Topic	Discussion	Action Item
1) Open Meeting	Meeting was convened at 7:45 am	
2) Minutes	Minutes from January meeting are posted on the shared drive. Minutes approved w/o comments/changes	Approved, posted on website
3) Old Business	No discussion	
4) Accident Review	No Staff accidents	
	Student Accident- 1 reported. Student was tripped at recess. He fell and banged his head on pavement. Treated by the school nurse	
5) New Business	a) PSP R/V report b) Other	a) Committee reviewed PSP recommendations from the Risk/Vulnerability assessment. After discussion, we decided to make a priority list of observations broken into several categories: Recommend action, Recommend obtaining approximate cost of doing, Investigate further, and Not applicable. AJ Samuel indicated it would be beneficial to conduct a walk through with Scranton Police Special Operations group. This will be scheduled. Please see attached Safety Committee RVT Priority List

		<p>b) Lockout drill was conducted successfully on 1/28/22. Five staff members were trained in TACT 2 verbal de-escalation training. Threat response team now has 7 members that are fully trained.</p> <p>No other new business</p>
6)Goals/Item to consider	Continued diligence on mitigation efforts and social distancing	Covid numbers are trending downward in our community and at HGMICS
6) Next Meeting	March 11, 2022	
8) Adjourn		Meeting adjourned 8:25 am

HGMICS Safety Committee Recommendations
PSP Risk Vulnerability Report

On October 27, 2021, PSP conducted a two-day risk and vulnerability threat assessment at HGMICS. The final report was completed on 12/28/21 and received at HGMICS in January 2022.

On February 11, 2022, members of the HGMICS Safety Committee reviewed the report and prioritized recommendations contained in the report. The report divided recommendations into general areas. The committee placed the recommendations into one of four categories; Recommended action, obtain associated costs, Investigate further and not applicable or no action. Below are the recommendations of the committee for review.

AREA	HGMICS OBSERVATION	ACTION
A) PERIMETER EXTERIOR	1) Bushes that allow concealment in flagpole area 2) Loose stones in parking area 3) Trespass and video surveillance signs around property need to be added 4) Exterior doors not numbered 5) Exterior windows not marked with room numbers	1) no action recommended 2) no action recommended 3) Recommend adding signage to coincide with addition completion 4) Recommend adding door numbers to coincide with addition completion 5) Recommend adding window numbers to coincide with addition completion
B) PARKING LOTS	1) Marked spaces located directly next to building 2) Parking area does not have camera coverage 3) Bus/student pick up does not have vehicle bollards	1) Obtain costs associated with adding a barrier between spaces and building 2) Recommend including lot coverage with new camera system 3) No action.
C) BUILDING ENTRANCE	1) Main entrance is susceptible to vehicle impact	1) Obtain costs associated with adding a barrier

	<ul style="list-style-type: none"> 2) Exterior doors/windows not equipped with impact resistant glass 3) Signage for main entrance 4) Looped double door in kindergarten 5) Exterior door w/o peepholes 	<p>between spaces and building</p> <ul style="list-style-type: none"> 2) Obtain costs associated with installing 3M film 3) No action. Main entrance will change 4) Recommend removing one handle to prevent hazard 5) Obtain costs associated with installing peepholes
D) MAIN OFFICE	<ul style="list-style-type: none"> 1) No clear sightline to main entrance and surrounding area 2) Not equipped with impact resistant transaction window 3) Students are not issued photo ID badges 	<ul style="list-style-type: none"> 1) No action. Main entrance will change 2) No action. Main entrance will change 3) Obtain costs associated with issuing ID badges
E) DELIVERIES	<ul style="list-style-type: none"> 1) Mail and packages are delivered directly to main office 2) Delivery service door does not have a video intercom 	<ul style="list-style-type: none"> 1) Recommend reviewing procedure to determine a solution 2) Obtain costs associated with installing a video intercom and peephole in door
F) UTILITIES	<ul style="list-style-type: none"> 1) Natural gas and transformer susceptible to vehicle impact 	<ul style="list-style-type: none"> 1) No action on natural gas main. Area will be protected post construction

		eliminating the risk. Obtain costs associated with installing bollards by transformer
G) COMMUNICATIONS	<ol style="list-style-type: none"> 1) Lack of quick reference cards placed near class/office telephones 2) Portable radios should be furnished when outside the building 	<ol style="list-style-type: none"> 1) Recommend completing this as part of emergency plan 2) Recommend. Additional portable radios are on back order with an April 2022 delivery date
H) GENERAL INTERIOR SPACES	<ol style="list-style-type: none"> 1) Room signage is not visible in both directions 2) Doors left open and unlocked 3) Student lockers do not contain integrated lock system 4) Tourniquets/AEDs not co-located 5) Comprehensive digital tour 6) Portable metal detection systems not available to staff 	<ol style="list-style-type: none"> 1) Recommend completing with wayfinding system post construction 2) No action. 3) No action. 4) Recommend compliance with recommendation 5) Recommend completing this post construction 6) No action
I) VIDEO SURVEILLANCE SYSTEMS	<ol style="list-style-type: none"> 1) Limited coverage of main lobby and parking lot 2) All exterior doors, entrances and vehicle access points are not posted with VSS warnings 	<ol style="list-style-type: none"> 1) No action, lobby will change 2) Recommend rectifying post construction
J) CLASSROOMS	<ol style="list-style-type: none"> 1) Room signage not visible from both ends of hallway 2) Doors to student areas found open should be closed and locked even when occupied 3) Impact resistant glass should be installed on all exterior windows 	<ol style="list-style-type: none"> 1) Recommend completing as wayfinding post construction 2) Recommend considering closing all doors

		<p>3) Obtain costs associated with installing 3M film</p>
<p>K) HIGH OCCUPANCY SPACES</p>	<p>1) Doors to multi-purpose room unlocked 2) Common are doors not pre-locked 3) Access to common area is not restricted to a single entrance</p>	<p>1) Investigate further 2) Investigate further 3) Recommend installing a double door where pull down doors now exist</p>
<p>L) CYBER SECURITY</p>	<p>1) Contact Pa Criminal Intelligence Center to receive most recent cyber threats</p>	<p>1) IT Manager contacted the PaCIC, they only disseminate updates to law enforcement agencies. He will review monthly for new information.</p>