December 17, 2014  
Start time- 11:30 am

Members of School Community Council who were in attendance: Principal Celeste Gledhill, Jamie Pintar, Anna Pugliano, Charla Andersen, Lori Harrison, Jill Perrins, Daliny Jones, Wendi Barton, Kelly Cabreros, and Jana Kessinger

1. Welcome  
2. Review November minutes  
3. SF Police Officers attended meeting to discuss lockdown procedures.  
   a. Lockdown is when a gunman is in the school building. Our job is to isolate the students in a classroom. Turn off lights, lock classroom doors and remain as quiet as possible. All exterior doors are locked.  
   b. Lockout is when there is a threat outside the school (i.e. neighborhood, in town, etc...)  
   c. East Meadows has a basic plan in place and will continue to improve on our plan with the help of the SF Police.  
4. This month we had an unplanned fire drill. It was good for the teachers and students to participate in. Everything went smoothly.  
   a. There were questions regarding what to do if students are at lunch during a fire drill. We have a plan in place for this.  
   b. There are emergency folders in each classroom in case teacher is absent and a sub is in the class.  
5. Questions, comments and concerns were addressed.  
   a. Reminder that volunteers need to sign in the office and get a badge.  
   b. All side doors are locked at 9:00 am.  
   c. One parent suggested having each student bring a gallon size bag from home with water and food in case of an emergency.  
   d. Talk to students about guns at school. If students hear other students talk about guns they need to let a teacher know.  
6. School Improvement Plan. We did not get time to discuss our schools Plan but will start the discussion during January’s meeting.  
7. Closing Statement read.  
8. Meeting ended at 12:30 pm

Lockdown Procedures  
Please keep in mind that there is no procedure that can be put in place that would cover every possible scenario. Teacher judgment is essential. When possible, lockdowns will be announced over the intercom. However, if something were to incapacitate the office staff teachers would need to be aware of unusual sounds or activities within the school building and proceed with a
lockdown. In emergency situations, the motto better safe than sorry is key. The following procedure is in place for when a lockdown is announced over the intercom.

1. If you hear, “LOCKDOWN” over the intercom or an administrator announces the lockdown in person:
   a. Everyone is to stay where they are.
   b. Classroom teachers are to:
      i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
      ii. Lock your door.
      iii. Lower or close any blinds.
      iv. Place students against the wall, or other secure area of the room so that the intruder cannot see them looking in the door.
      v. Look for the ‘Safe Corner’.
      vi. Turn out lights and computer monitors.
      vii. Keep students quiet.
   Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary. Cell phones may also be helpful to have in emergency situations.
   c. Physical education classes being held in the gym should move into a secure location, lock all doors, and find a safe area.
   d. Planning time teachers should keep current classes with them and follow the procedures for classroom teachers in section b.
   e. Any students in the cafeterias should move to the nearest classrooms.
   f. If students and teachers are outside the school building, they should stop, drop, and remain still.
   g. You will be directed where to relocate depending on the situation.
   h. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand or bring their feet up on the toilet.
   i. Anyone in the hallway should move to the closest classroom immediately.
   j. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
   k. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will slide identification under the door or use keys to enter your classroom.

3. When possible, an administrator will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with cell phones.