

Hampton Elementary School District  
School Safety and Emergency Ad Hoc Committee  
10/23/18  
Minutes

1. Called to Order: 2:07
2. Present: Sam Roberson, Dan Meade, Peter A. Smat, Frank Olah, Andy Nichols, Linda Sanchini, Allan Cahill, Rose Bisson, CT. State Trooper TFC Steve Corradi. NOTE: All participants were given copy of the 2015 revised School Safety and Emergency Response Plan
3. No citizens comments
4. Current safety plan was discussed with the following issues:
  - a. Lock down in music room, lunch, gym classes and the locations were reviewed by the Trooper Carrao (Brooklyn Resident Trooper)
  - b. Should people not students be removed from the basketball courts during school - yes
  - c. Vendors sign to use front entrance and sign in to be placed on cafeteria back door
  - d. Fire drill questions and the use of buses for any winter or inclement weather conditions - how to keep students safe crossing to buses
  - e. No door wedges can be used
  - f. Cover glass in classroom doors for lock down
  - g. No notice should be given for any drill - some issues need to be discussed for a special ed. student
  - h. All staff need to have name tags on at all times (LifeTouch)
  - i. Pre-K might need to practice but need to be aware of the drill that will be coming up
5. Review any new research
  - a. The issue of stay in place or flee was discussed and will need more follow-up
6. Review other departments or individuals who need to be included in the safety/emergency plan
  - a. Bus company and location of drivers and the bus keys
  - b. Any CDL licensed people on staff?
  - c. DPW for Town of Hampton - road blockage / traffic control
7. Develop calendar for next meeting
  - a. To be determined
- 8a. Develop framework for revised plan
  - a. Research how to effectively handle / train very young children for emergencies
  - b. Student / Teacher use of cell phones during emergency
  - c. Entrance pad to announce people at times does not work properly
  - d. Each person needs to be buzzed in and do not allow parents to let others into school if they are standing in the hallway waiting for their child
  - e. Key idea is to stall person for as long as possible
  - f. Security window in office needs to be "hardened" tinted glass / bar installed
  - g. School keys should be given to Troop D for emergency entrance
  - h. Fire Department - does it have building keys?
  - i. Winter drill - use DPW / buses for shelter
  - j. J&S for modern walkie-talkies purchases
  - k. Drills for recess - return to building or flee?
- 8.b Develop written plan for HES
  - a. To be accomplished by end of 2018 and then reviewed
  - b. Smaller intermediate steps to be completed ASAP
  - c. Research impact on young children of lock down activities
  - d. All HES staff to be informed of these plans as they are implemented
9. No citizen comments
10. Adjourned 2:55

Submitted by: Frank Olah