



## Columbia School District 206

P.O. Box 7 | 4961 B Hunters Shop Road  
Hunters, WA 99137

Voice: (509) 722-3311 Fax: (509) 722-3310

Net: [www.columbia206.com](http://www.columbia206.com)

Greg Price Superintendent  
Mindi Hammill Principal

### Safety Committee Meeting Minutes

**Date:** October 15, 2020

**Time:** 1:40 p.m. – 1:55 p.m.

**Members Present:** Mindi Hammill, Trish Moss, Carl Roberson, Bobbi Ward, Roy Lamm, Peter Greene

**Absent Members:** Adriane Piper

**Review minutes of last meeting.**

**Approved?**  Yes  No

#### Corrections and/or additions to the minutes:

1. **Unfinished business from last meeting:**

Tabled till next meeting.

2. **List all safety hazards or health-related concerns reported since the last meeting:**

- a. Incident Command flow chart was updated.
- b. Communicating with teachers that classroom seating charts are not to be changed.
- c. Winter recess/Fresh air break with winter coming. New location will be either gym with small groups formed within the co-horts.
- d. Reminder email about unplugging space heaters and wax warmers within classrooms at the end of the day.

3. **Review all employee accidents reported since the last meeting:**

- a. No incidents reported

4. **Review student accidents reported since the last meeting:**

- a. No incidents reported

5. **Is our Accident (and occupational illness) Prevention Program working? What improvements would you suggest?**

The current Accident Prevention Program is working.

6. **What other safety-related topics did you cover in this meeting?**

None

7. **Safety Drills:**

a. **Previous Drill Outcome and Report:**

10-15-20 ~ Earthquake drill @ 10:15 a.m. followed by an evacuation drill. Please see your Staff Handbook on the Safety Protocol. It is posted on the Website under: Staff, Staff Handbook 1.2, and Appendix I: Emergency Procedures. The drill will be announced at 10:15, everyone will follow procedures that were given in an email. There were guided instructions for social distancing during COVID-19 provided.

Result: Everything went well with everyone clear of the building and then returned within 10 minutes. New Staff members were unsure of evacuation location. Once we had all green cards from teachers we proceeded back into the building by co-horts.

b. **Next Drill Plan:**

11-24-20 ~ Lockdown Drill @ 8:45 a.m.

**Date & time of next meeting:** November 19, 2020 @ 2:00 p.m.

**Location of next meeting:** School Library (zoom)

**Minutes prepared by:** Trish Moss

**Committee Chairperson:** Mindi Hammill

**Mail, fax or email this report to:**

**ESD 101, Risk Manager**

**4202 S. Regal St.**

**Spokane, WA 99223**

**509-456-2999**

**Fax #**

**Email address:**

**riskmanager@esd101.net**