

## MEMORANDUM

**TO:** Regional School  
Board Members

**DATE:** September 12, 2024

**FR:** Office of the Superintendent

**SUBJECT:** Safety

Jeff Alexander, Assistant Superintendent reports on the following:

Safety is a major focus point this year. Our goal is to complete a Safety Plan for our District. I have been doing site visits looking for safety issues. Here is a list of some of the items:

1. Locked entrances
2. Clear exits
3. Evacuation maps by exits in classrooms
4. Locked storage closets, electrical rooms, mechanical rooms, storage rooms, and unused rooms
5. Fire extinguishers are accessible and charged
6. Principals are visible in the cafeteria, hallways, and classrooms
7. Principals and staff are visible in the hallways before and after school greeting students
8. Teachers are in the hallways between classes
9. Teachers are up teaching in the classrooms
10. Student behavior
11. Students out of the classroom during class time
12. Students are monitored in the gym, cafeteria, and playground
13. AED's are up to date
14. Students are monitored arriving and leaving school
15. Clean floors, bathrooms, locker rooms, lockers, and classrooms
16. Chemicals are stored safely
17. Tools and machinery are safely stored.
18. Outside buildings are locked
19. Chain of Command phone chart is available
20. Principal has access to and emergency flip chart

We have already trained the majority of our staff in Nonviolent Crisis Intervention-CPI Training. We will be doing more safety training in the upcoming months including an in-service in October for All staff members. We are updating our flip charts with current information and plan on making them fit the needs of each site. We have also ordered new buckets or updated supplies for each bucket that has expired materials in our classrooms. We are also updating First Aid Kits as well.