



# Brooklyn Technical High School

Randy J. Asher, Principal

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## Safety Committee Meeting

### MINUTES

11/18/10

10:30 AM

BW10

MEETING CALLED BY	M. O'Hara		
TYPE OF MEETING	Safety Committee		
FACILITATOR	M. O'Hara		
NOTE TAKER	P. Witte		
TIMEKEEPER	M. Williams		
ATTENDEES			
Name	Title	Telephone Number	E-Mail
Maureen O'Hara	APHPE/H&S	(718) 804 – 6528	<a href="mailto:mohara@bths.edu">mohara@bths.edu</a>
Marc Williams	APSPE	(718) 804 – 6442	<a href="mailto:mwilliams@bths.edu">mwilliams@bths.edu</a>
Phyllis Witte	Dean	(718) 804- 6406	<a href="mailto:pwitte@bths.edu">pwitte@bths.edu</a>
Dan Baldwin	UFT		<a href="mailto:dbaldwin@bths.edu">dbaldwin@bths.edu</a>
Level III Jackson	SSA		
Sgt. Hicks	NYPD-88 Pct		
P.O. Rojas	NYPD- 88Pct		
P.O. Santos	NYPD- 88 Pct		
Mei Chan	Parent Coordinator		<a href="mailto:smchan@bths.edu">smchan@bths.edu</a>

### Agenda topics

10:30 AM –11:100 AM **VISITORS POLICY**

M. O'HARA

DISCUSSION	Ms. O'Hara asked for feedback regarding the visitors policy prior to the holiday break
CONCLUSIONS	
Mr. Williams state that he thought the policy was effective and Level III Jackson agreed overall, there were one or two exceptions that were immediately dealt with appropriately. Question arose regarding visitors meeting with school aides in the cafeteria. Ms. O'Hara restated that visitors are not allowed in the cafeteria at any time and school aides should only make arrangements during their lunch period.	

### **FIRE DRILLS**

M. O'HARA

11:15 AM –11:30 AM

DISCUSSION	Ms. O'Hara discussed the remaining drills that still need to be done this Spring.
CONCLUSIONS	
Ms. O'Hara stated we have done eight of the twelve drills, the remaining drills will be done starting at the end of March. She would like to plan the four dates at the next meeting. We must be mindful of the first three weeks in May because of the Advanced Placement tests.	

11:30 AM – 11:40 AM

**Open Discussion**

<b>DISCUSSION</b>	<b>P.E.P. mtg., radio protocols, special schedules &amp; freshmen dance</b>
<b>CONCLUSIONS</b>	<b>Open Discussion</b>
<p>Ms. O'Hara discussed the special regents schedule and keeping the auditorium available for the students because the library will be closed. Ms. O'Hara stated that she will post deans in the auditorium and others sweeping the floors during the final exam periods. Mr. Williams discussed the special schedule during regents week and students coming in to pick up there Metro Cards. Level III Jackson reviewed the proper protocols regarding walkie talkie usage. Review page 3 of the school safety plan and to refrain from using "20" to indicate location. According to the safety plan "20" referes to burglary and not location. Also, just use the radio to make contact, state location and your phone extension to carry on a conversation. Mr. Williams next discussed the upcoming freshmen dance in 2C3.</p>	