

Eastford Elementary School  
School Safety and Security Committee Minutes  
Thursday, October 12, 2023

Attendance: Deb Richards (First Selectwoman); Doug Beaudoin (EIFC Chief); Carole McCombe (Principal); Charles Kernan (Assistant to the Principal); Lori Lincoln (Teacher); Jessica Perry (Board of Education); Michael Bilica (Board of Education)

Called to Order: 5:11 PM

- I. The team reviewed possible reunification sites and decided our best options were:
  - A. Use the Eastford Town Office Building (TOB) as a first place of refuge in the event school staff and students needed to evacuate the school and relocate immediately.
  - B. Eastford Baptist Church (EBC) offered the best option in terms of space and necessities such as bathrooms, running water and accessibility.
    1. The team reviewed entrance and exit options at EBC.
    2. The team reviewed the capacity of EBC.
    3. The team reviewed how we would transport students to EBC.
      - a) EASTCONN transportation would be utilized.
      - b) EASTCONN estimated it takes 20-30 minutes for three school buses and drivers to arrive at the TOB in an emergency situation.
    4. Eastford would keep a key fob to the TOB and a key or fob to access the EBC in the “Go Bag” that is ready for emergencies in the school office.
      - a) EBC will supply a key or fob once their security system and access points have been updated.
  - C. Other facilities considered:
    1. Eastford Town Library
    2. Charlie Brown Campground
    3. Crystal Pond Park
    4. Union Elementary School
- II. Lockdown procedure when all/most of school staff and students are located in the same general area - i.e., the school gym or the school library.
  - A. Recommendation by D. Beaudoin (EIFC) to add magnetic locking to all the gym entrance doors in the main lobby of the school to prevent a “smash and open” scenario through the door glass.
  - B. Adding the magnetic locking feature to the gym doors would create three layers of security from the initial access door: outside entrance doors, inner vestibule doors, gym entrance doors. When the panic button is engaged, all doors will automatically close and be magnetically secured.

- C. Discussion about how students and staff can safely get out of sight when in a large gathering:
1. Students and staff would move away from the windows on the gym entry doors.
  2. Students and staff would shelter in either the bathrooms or PE office.
    - a) The hallway access outside of the gym to the gym bathrooms is always locked. An intruder should not be able to enter the gym if the panic button closes and magnetizes the entry doors.
  3. Student and staff rosters will be available in two locations in the gym (near the gym bathrooms and near the PE office) for accountability purposes.
  4. The team also discussed the need to leave the gym, through the side or back exit doors, in the event an intruder did gain access to the gym.
  5. If students and staff are gathered in another location in the building, staff should supervise the movement of students out of sight of windows or doors. In the library space, the resource rooms could also be utilized so that all students are not clustered in the same location.
  6. Rosters of all students and staff will be housed in a convenient location in the library space.

Adjournment: 5:50 PM