

Eastford Elementary School
School Safety and Security Committee Minutes
Tuesday, April 23, 2024 @ 5:00 PM
Hybrid Meeting (in-person and/or Zoom)

Participants: Donna Leake, Superintendent; Carole McCombe, Principal; Charlie Kernan, Director of Pupil Services; Deb Richards, First Selectman; Michael Bilica, Board of Education; Terry Cote, Board of Education

I. Call to Order at 5:03 PM

II. Citizen Participation – Concern from a citizen shared via email.

III. Discuss Trooper White’s advice for reunification

- a. Prioritize student/staff safety and getting students back in the care of their parents/guardians as quickly as possible.
- b. If conditions allow – students and staff first evacuate to the Town Office Building. Carole has fob and access. Provides for a safe, enclosed structure with heat, running water, and toilets.
- c. Command Center is established in school parking lot with local EMS/Fire/Police.
- d. When safe to do so – reunification begins at EIFD. Students will be called and escorted from TOB to EIFD as parents/guardians arrive. Vehicles can “drive through” EIFD parking lot, show ID, and collect children. Road closures and one-way traffic pattern may need to be established to allow for smooth traffic flow into and out of the immediate area.
- e. Deb Richards expressed concerns over the plan. She recommended checking with Doug Beaudoin and getting other opinions, perhaps from local State Police.
- f. Donna Leake expressed concern in the event of an active shooter. In this scenario we would not be evacuating for reunification during the active shooting situation, but perhaps in the aftermath.
- g. Deb Richards will reach out to Mike Caplet –Director of DEMHS for Region 4 – for additional advice.

IV. Active Shooter Drill Planning

- a. Deb Richards reached out to Mike Caplet to schedule a drill for school and town employees. This drill will not involve students.
- b. Craig Brezniak – Colchester – is the point of contact for this drill.
- c. The plan is to hold this drill on Monday afternoon when staff return on August 26, 2024.

V. Discussion regarding traffic flow on Westford Rd. during dismissal

a. On rare occasions when multiple events are planned or there are schedule changes such as an early dismissal, parent-teacher conferences, etc., the car-rider dismissal traffic can back-up onto Westford Road. This is temporary and lasts approximately 10-15 minutes.

Possible solutions were discussed. Immediate next steps include:

1. Add signage on Westford Road at the top of the hill at the west side of the school entrance and on the east side closer to the center of town to alert drivers that they are entering a school zone and to drive slowly.
2. Consult with State Police for additional ideas.

VI. Additional Items - none

VII. Citizen Participation - none

VIII. Adjournment at 5:32 PM