

**Holy Trinity Elementary, East/West Catholic, Cedar Catholic Jr/Sr High School and
Hartington Newcastle Public Schools
Administration Work Session
Tuesday, November 26, 2024
MWAC Learning Center**

Discussion Topics:

1. Welcome, Coffee, Rolls, Prayer

2. Safety and Security Plans

We welcomed Emergency Manager- Kevin Garvin, Fire Chief- Ryan Marsh, Ambulance President- Dirk Dailey to discuss plans in the event of a school emergency. It was decided that HNS and CCHS will use the MWAC as a reunification site and Holy Trinity will use Cedar Catholic.

Fire Chief Marsh will schedule and contact the schools about an active shooter training coming up on the first Monday in either January or February at 7:00 at the Hartington Fire Hall.

Fire Chief Marsh will schedule a walk through with HNS and East/West to become familiar with the school layout.

Mr. Marsh noted that the most important piece of information for school personnel to have is a head count for each class. Emergency personnel need to know if any students are not accounted for. Schools discussed sharing the enrollment report with each school in the event an off-site location needs to be utilized.

Another concern was regarding the bus in the event of an accident. The fire/emergency would like a head count of how many students are on the bus. HNS, Cedar, and East/West will visit with the respective bus drivers to get ideas from them on the easiest way this could be done.

Emergency Manager Garvin suggested that we have a plan for emergency personnel to have master keys to access the schools and the classrooms in the event the administration is off site, or an emergency happens outside of school hours. The team will work on getting key fobs and possibly lock boxes for each school.

Mr. Garvin also wanted school personnel to note that law enforcement is limited so state troopers will probably be on site in an emergency. State troopers are trained to not let anyone into the emergency area unless they have identification or credentials.

Ambulance President Dirk Dailey would like each school to check medical kits for tourniquets as the ambulance only has 2-3 in each ambulance.

We will keep the lines of communication open with our emergency personnel and invite them to future meetings.

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3. December School Calendar Highlights

The CCHS Booster Club tournament is scheduled for Dec. 4 and will be utilizing HNS facilities.

4. Other Items?

HNS and Cedar Catholic coop sports in wrestling and bowling. Bowling has a record number of 18 bowlers out this year.

5. Next Meeting Date- *Tuesday, December 17, 12:00, MaMona's*