

Present: Kevin Stieve, Mark Schauf, John Rago, Bob Koss, Kelly Lapp

Absent: Tom Pinion, Wade Peterson, Mayor Palm

Also Present: Ed Geick, Don Evenson, Lisa Vodak, Trina Cromwell, Megan Marshall, Ryan LaBroscian

Meeting called to order at 1303. Stieve noted compliance with open meeting law. Moved by Koss, seconded by Rago, to approve agenda and carried unanimously. Motion to approve meeting minutes of July 23, 2015 by Koss, seconded by Schauf and unanimously approved.

Sign in on ICS Form 211 – Form was passed around and signatures were obtained.

Reunification Plan

Walk through at Civic Center. Discussion on layout, resources needed, staffing issues, logistics, training, etc.

- Established entrances, exits, rooms for each group:
 - a) Students in school busses will each be given a yellow wrist band.
 - b) Staff will complete a post-it note with each student's name, and parent/guardian name of who will pick them up and other pertinent information.
 - c) Students will exit bus and enter Civic Center and be instructed where to wait.
 - d) Parent/Guardian will be given green wristbands and complete a post it note with their student's name, (if more than one student, one post it note per child)
 - e) Staff will accompany student(s) from waiting area and will be joined with Parent/Guardian in a designated area and will exit the building.
 - f) Crisis/Counseling Rooms will be in a separate area.
- Discussion of how to attach alphabetical system and post-it notes to walls
- It was established that gym would be too loud for having students register with staff; registration will be just outside of gym door on left.
- Need a lot of staff to execute this plan. School District, City Hall, Library, Fire Dept., County personnel will all need training.
- Kobussen School Bus Company was contacted and they can supply 10 school buses within 20 minutes for an emergency. Approximately 80 students can fit on one bus.
- Discussion of using media to get information out to parents using Facebook, IPAWS, websites, hash tag.
- Handouts are a good idea to give parents/guardians when they enter building to explain process of the plan. The more information that is provided to parents/guardians will help control some of the stress/chaos.
- Parking/Traffic Plan needs to be in place.

Other possible locations for Family Reunification Center:

UW Campus

Library

St. Joseph School

Next Regular Meeting – September 17, 2015 at 1300.

Adjournment A motion was made by Schauf and seconded by Koss and unanimously approved to adjourn at 1444.