

**EMERGENCY MANAGEMENT
MINUTES OF
April 27, 2010
Regular Meeting
SALEM CONNECTICUT**

PRESENT

Chip Weston
Don Bourdeau
Christina Philip-Martin
Richard Martin
Ralph Boles
Sue Spang

ABSENT

Brian Cinea

Ed Shafer

- 1) **Call Meeting to Order** D. Bourdeau Called the meeting to order at 7:04
- 2) **Approval of Minutes**
M/S/C (Weston/Philip-Martin) to approve the March 23, 2010 Minutes.
Vote: approved Unanimously

- 3) **Guests**
None

- 4) **Old Business**
Hazmat Table Top Exercise-Table

- 5) **New Business**

M/S/C (Weston/Philip-Martin) to add shelter in place to new business. Vote: Approved Unanimously.

A Shelter in Place

D. Bourdeau handed out three samples of shelter in place. He also stated that he reviewed the school emergency manual and the *chemical accident outside of school* needed to be revised. The manual directs the school to institute the emergency evacuation procedure in the case of a chemical spill outside of school. This needs to be revised to direct the school to institute the shelter in place procedure. Corrections were made by the committee and will be changed on the master procedure manual.

The custodians are working on a procedure to shut down the ventilation system. This is not all in one place.

- 6) **Other Business**
None
- 7) **Adjournment**

M/S/C (Weston/ Philip-Martin) to adjourn at 8:22. Vote: Approved Unanimously

Respectfully Submitted
Sue Spang, Recording Secretary