



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Fire and Life Safety Division

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August 20, 2015

Committee Members

Dear Task Force Members,

Thank you for your willingness to participate in this very important task force. Please find the agenda for the September 10, 2015 kickoff meeting.

- 10:00 - Self-introductions
- 10:15 - Message from State Fire Marshal, Tonya Hoover
- 10:30 - 11:30 a.m.- Establish Task Force scope and purpose
Example:
 - The **purpose** of the task force will be to advise the State Fire Marshal on matters relating to fire and panic safety in K-12 schools as they associate with school lockdowns.
 - The **scope** of the task force will be to review and evaluate school lockdown procedures, school lockdown devices etc.
- 11:30 – 12:30 – Lunch
- 12:30 – 3:00 – Establish Task Force Goals
- 3:00 – 3:30 – Roundtable discussion/Next meeting

Respectfully,

Ernie Paez
Task Force Chair

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