



Safety Committee Meeting Minutes

August 28, 2013

MB 212 3:00pm – 4:00pm

Present: John Daly, Corey Marvin, Jeremy Horton, Tammy Kinnan, Mike Metcalf, Inge Olsen, Annette Hodgins, Caroline Sanderson, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John Daly	
2. Accreditation College Recommendation 6	Corey Marvin	Corey provided the committee with a copy of the College Recommendation 6 which involves the Facilities and Safety Committees – A follow up report due is October 15, 2013. ACTION: CLARIFY USE OF SCHOOL DUDE AND ITS FUNCTIONS – ADD SAFETY LINK AND MAKE ACCESSIBLE TO STAFF, STUDENTS, AND PUBLIC. CONTINUE TO DIRECT END USERS TO THE PROPER PROCESS FOR REPORTING OUT WORK ORDERS. ACCESSMENT NEEDS TO BE DONE – CREATE CHECKLIST FOR EVACUATIONS. COREY WOULD LIKE TO KNOW HOW MANY INSTRUCTORS TAKE ROLL DURING DRILLS.
3. District Phone Upgrade	Jeremy Horton	New phone system for IWV campus only. All digital phones replaced, analog phones will remain until funding. All classrooms will have phones installed. We will be able to send mass notifications. Start in December at IWV other sites TBD. Facilities department is looking into door locks for the classrooms.
4. Fire Drills		Spontaneous fire drills. Target evening classes possibly (Tuesday /Thursday) 6:45pm classes begin.
5. Safety and Incident Reporting		Daily reporting is done by security officers and logged into the Competitive Edge Software system for Clery Reporting purposes. School Dude is the system used by staff and faculty to report safety repair issues or concerns. The public does not have access to this system.
6. Safety Reporting		ACTION: Utilize bulletin board outside east wing for safety announcements, training and reporting. Establish drop box for reporting safety issues.
7. City Safety Meeting	Annette	ACTION: Represent the college at the IWV Emergency Preparedness Meetings scheduled the first Thursday of every month from 11:30am – 12:30pm.
	Annette	ACTION: Create evacuation checklist.
8. ESCC Evacuation Signage	Caroline	ACTION: Confirm installation of evacuation signs at both sites.
9. KRV Evacuation Signs	John Daly	ACTION: Confirm and approve placement of signs with new landlord.
10. Future Meeting Dates		September 10, 2013 September 17, 2013 September 24, 2013 October 1, 2013 October 8, 2013 October 15, 2013 October 22, 2013 October 29, 2013

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler approved 9/10/2013