



Safety Committee Meeting Minutes  
 September 24, 2013  
 MB 350A 1:00pm – 2:00pm

Present: John Daly, Mike Metcalf, Melanie Jeffrey, Annette Hodgins, Inge Olsen, Lisa Stephens, Caroline Sanderson, Matt Crow, Crystal Leffler, Jonathon Kutscher

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John	
2. Review minutes from 09/10/2013		NO ACTION TAKEN
3. Review of action items from 9/10/2013		Accreditation – Safety Suggestion boxes on order. Our website has been updated to include a link for reporting Facilities/ Safety & Security issues located under the College, Campus Services. The link will take them to a form which will direct students, staff and faculty to School Dude and the form for nonusers. John also met with Amy Kennedy to increase student awareness and use of School Dude. Counseling will provide students this information during the mandatory student orientation. KRV – Pending reply from email sent to landlord regarding evacuation sign location. Annette provided samples of Evacuation Evaluation Checklist for the committee to review. Mission Statement – Has been sent to Corey for review.
4. Fire Drills	John	Academic Senate agreed to one fire drill with date only and one fire drill with date and time. They would like the dates ahead of time. The unannounced time drill will happen in the spring.
5. Great Shakeout	John	The Great Shake Out is scheduled for October 17, 2013 at 10:17am. The IWV campus will activate building alarms which will remain sounding while we pretend the building is shaking. When we silence the alarm, this signals the shaking has stopped; we are to wait one minute then exit the building and report to the assigned evacuation area. KRV will sound air horns for this drill. Flyers and printable material for this event are available on their website. We will not be activating the EOC for this drill.
6. KRV Fire Alarm	John	New fire alarm is pending county approval.
7. KRV	Lisa	Lisa provided an evacuation route in the event of a flood in the KRV area. She also confirmed there are no community preparedness meetings at this time in the area. She emailed her faculty regarding notification of fire drills. 5 reported providing the date but not the time would be acceptable.
8. Evacuations and reporting	Mike	Mike suggested we add some lock boxes to our evacuation areas that would include clip boards and pens for recording in the event of an actual emergency where we are unable to get into the buildings.
<b><i>ACTION ITEMS</i></b>		
<b><i>a. Faculty Unattended iTV</i></b>	<b><i>JOHN/MIKE</i></b>	<b><i>Confirm emergency procedure for iTV classes in which the instructor is located at a different site.</i></b>

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<b>b. Confirm Fire Drill Dates</b>	<b>JOHN</b>	<i>Corey would like an evening drill - tentative date November 14<sup>th</sup> 6:00pm for night drill. Date and time to be provided to faculty and staff.</i>
<b>c. Great Shakeout</b>	<i>John</i>	<i>Send out email – drop, cover, hold on. Activated alarm sound signals earthquake, when alarm goes silent this signals end of movement, wait one minute, evacuate to the appropriate location until released. EOC will not be activated.</i>
<b>d. Safety Boxes</b>	<b>JOHN</b>	<i>Present new suggestion box to committee and finalize language.</i>
<b>e. Review Evacuation Checklist and web link</b>		<i>Review sample documents Annette provided the committee to determine which one best fits our needs. Review helpful link on group site.</i>
Future Meeting Dates		October 1, 2013 <del>October 8, 2013</del> October 15, 2013 October 22, 2013 October 29, 2013

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler approved 10/1/2013

	STATUS	MATERIALS	ACTION ASSIGNED TO
<b>FLIP CHARTS</b>	NEEDS UPDATE/ LOCATION VERIFICATION Earthquake info incorrect		
<b>EMERGENCY BOXES</b>	NEEDS UPDATE/LOCATION VERIFICATION		
<b>EMERGENCY ACTION PLAN</b>	NEEDS UPDATE		