



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

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

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John	
2. Review minutes from 09/24/2013		NO ACTION TAKEN
3. Review of action items from 9/24/2013		a) iTV Classes - Pending information from ESCC and Administration b) Fire drill dates confirmed for Fall semester. c) Great Shake Out email notification – John is working with Natalie, info to go out next week. d) Safety boxes presented need to be distributed. e) Sample evacuation checklists have been posted to the group for review.
4. Discussion on iTV classes and emergency procedures		How do we account for the student/people at the sites when the instructor is located at a different site? Do all faculty take roll and if so how is it reported? Lisa suggested briefing faculty every semester on our safety and evacuation process. Possibly adding information to the class syllabus.
ACTION ITEMS		
a. Faculty Unattended iTV	JOHN/MIKE	Confirm with ESCC and Administration if iTV classes have site supervisors at all times even when the instructor is located at a different site. Confirm who is responsible for assisting students in the event of an emergency.
b. Announce Earthquake and Fire Drill Schedule	Mike	Send out email to inform staff and faculty about the upcoming planned drills. – COMPLETED 10/1/2013
c. Great Shakeout	John/Annette	John will be working with Natalie to announce the earthquake drill via website, news releases, and cc alert system starting the end of this week. Annette – will provide posters and information for each site.
d. Review Evacuation Checklist and web link		Review sample documents Annette provided the committee to determine which one best fits our needs. Review helpful link on group site.
Future Meeting Dates		October 1, 2013 October 8, 2013 October 15, 2013

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		October 22, 2013 October 29, 2013

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler

approved 10/29/2013

	STATUS	MATERIALS	ACTION ASSIGNED TO
FLIP CHARTS	NEEDS UPDATE/ LOCATION VERIFICATION Earthquake info incorrect		
EMERGENCY BOXES	NEEDS UPDATE/LOCATION VERIFICATION		
EMERGENCY ACTION PLAN	NEEDS UPDATE		
SAFETY SUGGESTION BOXES	NEED INSTALLATION AND SIGNAGE ADDED		
MISSION STATEMENT	PENDING OK FROM COREY		