



Safety Committee Meeting Minutes
 March 11, 2014
 MB 350A 1:30pm – 2:30pm

Present: John Daly, Mike Metcalf, Matt Crow, Caroline Sanderson, Inge Olsen, Annette Hodgins, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John Daly	
2. Review minutes and action items from 2/11/2014		<p>No changes – minutes approved.</p> <p>Action items:</p> <ol style="list-style-type: none"> a. KRV – ladders are here and will be delivered to KRV. b. Mike and Annette researched the use of a universal code system and determined there was nothing being used within the school system at this time. c. Crystal will provide class locators for emergency boxes.
3. New phone alert system	John Daly/Mike Metcalf	<p>The committee discussed the new phone emergency alert system, who will be responsible for sending out the alerts and what that message should be. In the absence of an administrator on campus who should be responsible? Do we assign faculty, classified staff or security? The script should be kept short with clear text using standardized terminology. Once established the emergency action plan and flip charts need to be updated to match. Annette reported the phone in MB122c does not work and room 722 should also be checked. Mike mentioned we should check the new phone system to make sure the phones are working during video conferencing.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>John & Mike Campbell will test the new phone emergency alert system over spring break.</i> • <i>Test phones in 122c, LRC 722, test phones during video conferencing.</i> • <i>Create script and protocol for emergency alert message. Address Dean of the Darkness in Admin Cabinet and report out to College Council.</i>
4. ESCC report	Caroline Sanderson	The occupancy signs are going up at ESCC. Fume hoods will be certified over spring break.
5. Evacuation area sign KRV update	John Daly	<p>The emergency evacuation area sign has been approved by the landlord at KRV. First aid kits are needed for the nursing and faculty rooms.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>John will have M&O install the evacuation area sign in the KRV parking lot.</i> • <i>Provide first aid kits for nursing and faculty room.</i>
6. Evacuation routes	John Daly	<p>The Child Care evacuation route was discussed. The committee tried to determine a safe, shaded evacuation area where the children would not be crossing the street.</p> <p>The demo on the Occupation Lab has begun. When the contractor fencing goes up we can evaluate the impact on our evacuation areas and routes.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
7. Fire drill dates – Fall 2014 and Spring 2015		The committee scheduled tentative fire drill dates to be announced to faculty. Action: Announce dates for drills. FALL 2014 DATES: Wednesday, September 17 th Thursday, October 16 th @ 10:16am Great ShakeOut Earthquake Drill SPRING 2015 DATES: Tuesday, February 17, 2015 Monday, April 20, 2015
Future Meeting Dates		TBD

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler

Approved 4-8-14

	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		
TRAINING	All faculty and staff should receive training and information on the location of first aid kits, fire extinguisher, AEDs, emergency boxes and proper evacuation routes.		