



Safety Committee Meeting Minutes
 February 10, 2015
 LRC 733 1:00pm – 2:00pm

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

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	<p>Action Items Completed.</p> <ul style="list-style-type: none"> • John confirmed the volume controls on the voice over phones can be overridden during drills. • KRV evacuation area sign has been installed and window punch delivered.
1. Fire Drill Dates	John Daly	<p>The committee discussed the upcoming fire drill dates. Confirmation is needed on whether or not faculty would like us to have all unannounced drills. Faculty will be notified about the fire drill scheduled for Tuesday, February 17th at approximately 5:45pm.</p> <p>Action: Natalie will send out notification via Blackboard Connect</p> <p>The fire drill scheduled for April 20th, 2015 will occur at approximately 10:00am. Only the date will be announced to faculty.</p> <p>The committee agreed the Great Shakeout is a good evacuation drill and would like continue our annual participation in this event.</p>
2. Update on Security and Lock project	John Daly	<p>The District Wide Security & Lock project is under review. The project is millions over budget and the scope of work needs to be defined.</p>
3. Phone Test		<p>The VOP (voice over phone) issues have been resolved. A date to test the phones will be discussed at Admin Cabinet scheduled for Wednesday, February 11th. Following the Great Shakeout test drill it was reported that the phone and computer in MB350D were not working. The equipment was inspected and it was determined the equipment was unplugged at the time of the drill. The hand held radios did not work in all areas. John has requested 25 new UHF radios in his Unit Plan for 15/16 to increase communications.</p>
4. Active Shooter Drill and Information		<p>The committee discussed ideas on how to create awareness and conduct drills for an Active Shooter on campus.</p> <ul style="list-style-type: none"> • Add drill to Faculty Flex Day in Fall 2015 and address faculty safety concerns. Action: Mike will confirm Flex day schedule. • Run Active Shooter video in Student Center for staff and students. Action: John will provide copies of the video for all sites. • Schedule EOC drill with measurable outcomes. • Schedule Site or Area specific training.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
5. Future Meeting Dates		March 10 April 7 May 12 June 9

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 4/15/2015