



Safety Committee Meeting Minutes

September 10, 2015

EW 207

2:00pm – 3:00pm

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

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	2:00pm
1. Modular buildings and main building move.	John Daly	<p>The committee discussed the path of travel and evacuation points.</p> <ul style="list-style-type: none"> • Art & Welding evacuate to sculpture garden <i>Action: Relocate evacuation sign by art to sculpture garden near vinca patch.</i> • East wing, Modular buildings 7, 8, 9, & 10, LRC and Science evacuate to the parking lot area east of the LRC. <i>Action: Relocate evacuation sign to the edge of the road.</i> • West Village Modular building to evacuate north to avoid power poles. • Gym evacuation area remains the same. • CDC evacuation area remains the same.
2. Evacuation and students with mobility challenge.	John Daly/Penny Talley	<ul style="list-style-type: none"> • During a drill, if no threat to life, leave a responsible student with student, not the instructor, the instructor reports to the evacuation area. If threat to life, grab, lift, move, use stretcher or backboard. <i>Action: Remove/relocate backboard in west end stairwell.</i>
3. Science/ East Wing/LRC emergency plan.	John Daly	<p>Evacuation procedures and assignment of duties to staff and faculty need to be established in the Science area, East Wing and LRC.</p> <p><i>Action: Designate staff and faculty to be responsible during emergency evacuation.</i> <i>Action: Provide hand held radio to Science lab and review evacuation procedures.</i></p>
4. Summary		<p>The committee agreed to skip the Great Shakeout drill this year. All alarms are to be considered real the remaining of this semester.</p> <p><i>Action: Find and relocate emergency boxes, AEDs, update and restock.</i> <i>Action: Add solar lighting around campus.</i> <i>Action: Plan Spring evacuation drills</i> <i>Action: Provide more shuttle/cart service.</i></p>
5. Future meeting dates		<p>October 8, 2015 November 12, 2015 December 10, 2015</p>

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 2-11-16