



Safety Committee Meeting Minutes

September 8, 2016

EW 207

2:00pm – 3:00pm

Present: Paul Wheeler, John Daly, Inge Olsen, Mike Metcalf, Deanna Campbell, Caroline Sanderson, Natalie Dorrell, Lisa Stephens, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP									
Opening of Meeting	Paul Wheeler	2:00pm									
1. Approval of Agenda & Minutes from 4-14-2016	Paul Wheeler	Approved.									
2. Previous Action Items	Paul Wheeler	Emergency lighting in modular buildings – Paul will provide larger flashlights or night lights designed for power outages. Safety web page has link for security and safety contact information. Paul will meet with Natalie to add the informational brochure, purpose and mission statement for the Behavioral Intervention Team.									
3. Great Shake Out	Paul Wheeler	Paul reported we are registered to participate in the Great Shake Out on October 20, at 10:20am. We will test the CC Alert and phone system at IWV, KRV and ESCC. Paul would also like to test the IWV “handicap stair climber” during this drill. KRV – Lisa Stephens would like to use the Tel-Tec pull station during this drill and future drills or testing. Inge, Action: Contact Tel-Tec and Fire Department prior to testing or drills. Paul, Action: Provide Lisa a Key to Pull Station so she can reset alarm.									
4. Semester Fire Drills	Paul Wheeler	The Great Shake Out will serve as the announced drill for Fall 2016. September 26 th is the tentative date for an evening unannounced drill. Action: Paul will follow up with Corey Marvin to confirm faculty have approved fire drill date, with unannounced time on 9/26.									
5. Safety Signage	Paul Wheeler	Action: Paul will contact Joe Grubbs to find out what the district has for campus safety signage to increase awareness.									
6. Future Meeting Dates		<table border="0"> <tr> <td>September 8</td> <td>December 8</td> <td>March 9</td> </tr> <tr> <td>October 13</td> <td>January 12</td> <td>April 13</td> </tr> <tr> <td>November 10</td> <td>February 9</td> <td></td> </tr> </table>	September 8	December 8	March 9	October 13	January 12	April 13	November 10	February 9	
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7. Adjourn		3:00pm									

Title Paul Wheeler, Safety & Security Coordinator

Recorder Crystal Leffler Approved 10-13-16