



Safety Committee Meeting Minutes

October 13, 2016

EW 207

2:00pm – 3:00pm

Present: Paul Wheeler, Inge Olsen, Mike Metcalf, Natalie Dorrell, Annette Hodgins, Logan Piper, Kristin Hanle, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Paul Wheeler	2:00pm
1. Approval of Agenda & Minutes from 9-8-2016	Paul Wheeler	<p>Minutes Approved.</p> <ul style="list-style-type: none"> <li>Paul reported the EOC table top Active Shooter drill went well on 10/11/16. Changes will be made so Paul has access to the phone system &amp; Blackboard Connect to send alerts. Only certain phones can send alerts. Paul is also looking into a “check in” type App for students.</li> <li>NaBITA - 3 cases at our ESCC site. Still need method to report to NaBITA, may add new web link.</li> </ul>
2. Previous Action Items	Paul Wheeler	<ul style="list-style-type: none"> <li>12 emergency lights will be ordered for the modular buildings.</li> <li>The Safety web page will coincide with the District Wide Safety Campaign. Paul will work with Natalie on web banners to promote safety awareness.</li> <li>Updated Emergency Action Plans were distributed.</li> <li>Inge at KRV has “B” key to reset alarm system after drills.</li> </ul> <p><b>Action: Distribute EAP to sites.</b></p>
3. Great Shake Out	Paul Wheeler	<ul style="list-style-type: none"> <li>We are signed up to participate in the Great Shake Out on 10-20-16 at 10:20am. We will be testing the Shore Tel and Mass Notification systems during this drill.</li> </ul> <p><b>Action: Send out survey right after drill to obtain feedback.</b></p>
4. Semester Fire Drills	Paul Wheeler	<ul style="list-style-type: none"> <li>The Great Shake Out will serve as the announced drill for Fall 2016.</li> <li>Corey Marvin denied September 26<sup>th</sup> as the date for an evening unannounced drill.</li> <li>Fire Drill at CDC went well. The fire department was impressed. Paul will be looking into a new type of gate lock for the child care area.</li> </ul> <p><b>Action: Paul will seek approval from Corey Marvin for either Monday, November 14, or Wednesday, November 16<sup>th</sup> as the unannounced drill.</b></p>
5. Safety Follow-up/Next Meeting	Paul Wheeler	<p>Joe Grubbs, KCCD, Executive Director Risk Assessment and Management, will be attending our next meeting scheduled for November 10<sup>th</sup>.</p> <p><b>Action: Paul will confirm policy &amp; guidelines for special items that require training that are in the “red bags”, and AED laws.</b></p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP		
6. Future Meeting Dates		<del>September 8</del> <del>October 13</del> November 10	December 8 January 12 February 9	March 9 April 13
7. Adjourn		3:00pm		

Title Paul Wheeler, Safety & Security Coordinator

Recorder Crystal Leffler Approved 11-10-16