



Safety Committee Meeting Minutes
 November 10, 2016
 EW 207
 2:00pm – 3:00pm

Present: Paul Wheeler, John Daly, Mike Metcalf, Kristin Hanle, Crystal Leffler, Joe Grubbs, Annette Hodgins

Absent: Natalie Dorrell, Deanna Campbell, Caroline Sanderson, Inge Olsen, Lisa Stephens, Logan Piper, Jarrod Bowen, Matt Crow

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP									
Opening of Meeting	Paul Wheeler	2:00pm									
1. Approval of Agenda & Minutes from 10-13-2016	Paul Wheeler	Minutes Approved.									
2. Action Items	Paul Wheeler	Complete. <ul style="list-style-type: none"> • The emergency lighting for the modular buildings are ready to be wired and installed. • Safety Web Page, District Wide campaigns with a master calendar coming soon. • Additional copies of the Emergency Action Plan have been printed and are available upon request. 									
3. Great Shake Out	Paul Wheeler	The Great Shake Out was a successful test of our Shore Tel and Mass Notification System. During the drill it was noted that phones with headsets did not play the message. This issue has been corrected for future drills. <i>Action: Paul will confirm if students "Opt-Out" of notifications do they still get emergency notifications? Paul also needs to be added to the 911 notifications.</i>									
4. Semester Fire Drills	Paul Wheeler	The suggested date for the unannounced drill for this semester was not approved. The committee discussed planning dates in advance for semester drills. Mike suggested we avoid the first 2 weeks and the last 2 weeks of each semester. Mike suggested we schedule the first drill during the 3 rd or 4 th week of instruction and the 2 nd drill during the 13 th or 14 th week of instruction.									
5. Guest	Paul Wheeler/Joe Grubbs	Joe Grubbs, KCCD, Executive Director Risk Assessment and Management met with the committee. Joe discussed in detail the ERM, Enterprise Risk Management system. This system is designed to systematically identify, quantify and manage organizational risks and opportunities to achieve organizational goals. Joe will be reaching out to faculty, staff and students for input on identifying risks as we phase in the ERM system.									
6. Future Meeting Dates		<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">September 8</td> <td style="width: 33%;">December 8</td> <td style="width: 33%;">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	
September 8	December 8	March 9									
October 13	January 12	April 13									
November 10	February 9										
7. Adjourn		3:00pm									

Title Paul Wheeler, Safety & Security Coordinator

Recorder Crystal Leffler Approved 2-9-17