Agenda
Campus Preparedness/Safety Committee
November 08, 2007

1. **Purpose**

   To review and make recommendations concerning College activities that will enhance the safety of employees, students, and visitors.

2. **Responsibility**
   - Assisting in identifying hazards in respective areas of campuses.
   - Providing safety guidelines pertaining to the safety of buildings, grounds, students, staff, faculty and the general public while on the Ozarka College campuses.
   - Providing education opportunities to encourage safe practices on campus.
   - Hearing and acting upon safety concerns expressed to the committee
   - Initiate and assist in the development of a Campus Preparedness Plan to cover possible crisis situations on campus.
   - Meet a minimum of four times per year to review and revise safety program and operational procedures and to determine effectiveness of measure.

3. **Additional Guidelines**
   - All accidents, both major and minor should be documented on the standard Ozarka College form.
   - A copy should be filed with the Vice-President of Finance and with the Human Resources Manager.
   - The committee will review these accident reports during its meeting to determine if further accidents of the same type can be avoided, make recommendations as such, and enforce such recommendations.

4. **Inspections**

5. **Emergency Exit Routes**

6. **Drills**

7. **Campus Crisis Manual**

8. **Next Meeting**