

Campus Preparedness/Safety Meeting Minutes November 8, 2007

The first meeting of the new Campus Preparedness/Safety Committee met on November 8, 2007 at 11:00 a.m. by compressed video. Members present were: Tina Wheelis, Joan Stirling, Bruce Dietsche, Rick Dowdle, Katie Wilson, James Spurlock and Karen Overturf. Those absent were: Gin Brown and Larry Wilkes.

After a brief statement from Dr. Johnston and a thank you to Bruce Dietsche for chairing the committee for the past two years the first item on the agenda was to review the purpose and responsibility of the committee. It was discussed that all accidents whether major or minor MUST be documented on the Ozarka College Accident/Incident form and that the form should be available online for easy access. It was agreed that all reports should be filled out immediately while details are still fresh in everyone's mind.

Inspections—

- Bruce Dietsche volunteered to continue to do building inspections. Inspections are planned to be twice a semester and tentative plans are September and November in the fall and February and April in the spring. Bruce will revise the form he is currently using and bring back to the committee to consider.
- Rick Dowdle will contact the fire extinguisher companies to inspect all fire extinguishers and set up a rotation schedule for inspection.
- Fire extinguishers are to be checked monthly and signed off on by an employee. Maintenance will be responsible for all three campuses.

Emergency Exit Routes—

- Emergency exit routes need to be posted in everyone room in every building on all three campuses. These need to be updated and placed near the doorways by light switches where easily seen. Bruce Dietsche suggested that there needs to be outside gathering points for each room/building to go to in an emergency and this information should be added to the posted exit routes. He has a list to start with so Bruce, Tina Wheelis and Rick Dowdle will meet with computer services to get this information updated.
- There was some discussion on how best to make sure that the students along with faculty and staff know this information. It was suggested to include it in the Student Orientation and College Success classes. It was also suggested that faculty have a check sheet to go over with the students on the first day of class, then sign and send to Karen Overturf for documentation. Faculty and staff can be told this information at the first faculty/staff meeting of each semester.

Drills—

There was some discussion about whether or not to have drills for tornado and or fire. The suggestion was to have one drill per semester with fire drills being in the fall and tornado drills being in the spring. These would be planned drills. The committee decided to start with a tornado drill in the spring 2008 semester. In the interest of time it was agreed to add this subject to the next meeting.

Campus Crisis Manual—

Everyone was given a draft of the Ozarka College Crisis Manual with instructions to read it carefully, make any notes and recommendations that you feel are important especially with regard as to if there is enough information and is it useful. This is an ongoing process and once complete will need to be reviewed and updated every year. It was decided to give everyone a week to review the manual then meet again in a week with our recommendations. Tina Wheelis will send an email as to the day and time.

The meeting was then adjourned at 11:55 a.m.

Minutes respectfully submitted by:

Karen Overturf