The Campus Preparedness/Safety Committee met on November 21, 2008 at 12:00 p.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Gin Brown, Joan Stirling, Katie Wilson and Karen Overturf. Absent were Connie Esparza and Larry Wilkes.

**Campus Crisis Manual Distribution Update**—
- We have documentation on all employees except Rex Whitfield that they have received a copy of the crisis manual. Rex is to bring his signed sheet in tomorrow.

**Update on Exit Routes**—
- Melbourne campus is about ready to hand over to Donna for final coding.
- Still need better footprints for the Miller building, Kid’s Academy, old maintenance building, new bookstore/Career Pathways, new physical plant
- Nursing/Adult Ed and Hall building have everything except where fire extinguishers and pull alarms are located
- Mountain View needs a colors added and direction changes made

**Safety Quizzes for Staff Training**—
- Working on inputting the questions in the testing module; once all questions are in the committee will be added as students to take the test to see how it works
- Plans are to do the quiz once a year; hoping to start in the spring 2009 semester.

**Update on Building Safety Inspections**—
- Bruce will be working on inspecting the Melbourne campus while here today. He is also going to talk to Russell Bassham about helping on the Melbourne campus since he (Bruce) is mostly at the Ash Flat campus. He is also going to talk to David Mitchell about taking care of inspections at the Mountain View campus.
- Ash Flat campus has been inspected
- The 15th of November has been set for the target date to get all inspections and paperwork done

**Training Drills**—
- Looking at information on how to best plan emergency drills in the college setting to get the most participation also the best plan for letting outsiders who use the college facilities to know what college procedures are in the case of various emergencies
- Still working on the how and when to do the fire and tornado drills for all campuses; Bruce told us that the Office of Emergency Management will help plan training if asked
- A sub-committee of Bruce Dietsche, Gin Brown, Katie Wilson and Karen Overturf will start working on a plan for conducting a drill with the hopes of having a small scale drill on the Melbourne campus in the spring

**Building Safety Inspection Update**—
- Melbourne and Ash Flat have been completed still waiting on Mountain View. Bruce will talk to David Mitchell about doing the inspection there.
Mass Communication—
• Text messaging mass communication was tested on October 31 with 1386 e-mails received in less than 3 minutes
• Working on best way to get word out to students in case of emergency
• We have text and mass email capabilities available for students, faculty and staff through MyOzarka but have not implemented it, waiting on policy and procedures

Other Items—
• Room schedules- will need to be updated for the spring once the spring schedule is finalized
• Safety kits-replacement batteries for flashlights and disposable cameras were sent to Ash Flat and Mountain View
• Purchases- will order once set of hand-held radios for Ash Flat and Mountain View campuses and two sets for Melbourne
• Flashlights—looked into furnishing flashlights for each office but with current budget cuts it’s not possible to do at this time
• Drexene Winey, a new employee, is a licensed CPR instructor and trainer, it’s possible that we may be able to have her teach a couple of classes in CPR

Next meeting—
• The next meeting will be after the spring semester has started. A date and time will be set later.

The meeting was then adjourned at 1:00 p.m.

Minutes respectfully submitted by:

Karen Overturf