

Campus Preparedness/Safety Meeting Minutes April 4, 2008

The Campus Preparedness/Safety Committee met on April 4, 2008 at 2:00 p.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Gin Brown, Connie Esparza, Larry Wilkes and Karen Overturf. Those absent were Joan Stirling and Katie Wilson.

Campus Crisis Manual Update—

- The Crisis Manual was nearly ready to give copies to faculty and staff when we received some statewide information that needs to be included. This information will be added to the manual and plans are to have a copy ready for every staff member before the end of this semester. Everyone will need to sign that they received their copy.

Update on Building Safety Inspections—

- Bruce Dietsche will be doing the building inspections during the month of April
- Rick Dowdle will be checking all fire extinguishers during April

Update on Assignment List—

- **Exit routes**—Bruce Dietsche showed samples of the signs that will be used in all buildings showing exit routes in case of fire and safe rooms for tornadoes. Also included will be the location of all fire extinguishers in the building.
- **Room Schedules**—Karen Overturf showed samples of the schedules that can be printed from SONIS. Samples were either by room number or by campus. Most agreed that by campus was a better choice if we could get it to print a little larger. Karen will get with Scott Pinkston to see what can be done.
- **Weather Radios**—weather radios have been ordered and are in use on all three campuses
- **Work Orders (Building Inspection Finds)**—Tina Wheelis reminded us that as the building inspections are done to be sure to send any work orders needed to maintenance.
- **Emergency Lighting**—Rick Dowdle had ordered a sample of LumaLight for us to consider for emergency lighting. The lighting was placed in the woman's bathroom in the Miller Building which is a safe room in the event of a tornado to see how well it would light the room when the electricity is out. Those present at the meeting checked the system out and were disappointed in the effectiveness of the lighting offered especially for the price. Rick Dowdle is now going to look into the pricing of more exit signs. Exit signs in the Hall Building and in the Student Center have been replaced with LED lights during spring break.
- **Emergency Kits**—have been ordered and should be here next week. The kits ordered have both standard and non-standard items included. This is just a basic kit and some items will have to be added for a more complete kit. Once they

arrive we will set a schedule for each kit to be checked and items replaced as needed.

Safety Quizzes for Staff Training—

- Once the manuals have been distributed there are plans to have a required online safety quiz for all employees once a semester. Committee members will get together over the summer to develop the quiz and finalize plans on how to document that all employees take the quiz and pass.

Additional Discussion—

- It was suggested that it be required on the syllabus what the exit routes and safe rooms are for that classroom and for instructors to take a few minutes on the first day of class to discuss the safety procedures.
- Larry Wilkes suggested that along with signs showing exit routes that we also mark the safe rooms in each building with a sign.
- After some recent problems at the Ash Flat Campus Connie Esparza asked what should be done when the campus falls under a “boil water order.” It was decided that water can be turned off at all sinks if necessary but for the water fountains there needs to be signs put on the fountains telling of the boil water order and not to drink.

The meeting was then adjourned at 3:00 p.m.

Minutes respectfully submitted by:

Karen Overturf