

Campus Preparedness/Safety Meeting Minutes February 4, 2011

The Campus Preparedness/Safety Committee met on February 4, 2011 at 11:00 a.m. in Room M204 of the Administration Building on the Melbourne campus. Members present were: Tina Wheelis, Rick Dowdle, Joan Stirling, Kendra Smith, Katie Wilson, James Spurlock, Gin Brown, Chris Layne, Bruce Dietsche, Anthem Eder and Karen Overturf. Absent were Charlotte Knox and David Mitchell.

Crisis Manual Update—

- Only 10 are left to be distributed at this time

Focus for Spring Meetings—

- Tornado drills have been rescheduled for the week of February 28th on all sites with the focus being on insuring that everyone knows where to go
- Discussed ways to alert students, faculty, and staff of the drill. Would like to incorporate a test of our mass texting with the drill. Tina will discuss this with Scott Pinkston.
- If inclement weather occurs the drill will be postponed
- Drills will be in-house only, authorities will be notified that we are having tornado drills but will not be asked to participate
- Kendra checked on the safety routes that are posted in all rooms in Ash Flat, Melbourne, Mountain View and Mammoth Spring. She reported that many need to be replaced or corrected.
- Discussed times to meet and work on the emergency simulation desktop exercise program that we received at the Safe School Initiative Threat Assessment Training

Safety Quiz—

- The safety quiz has been moved to the spring semester and will be open the entire semester
- Karen will add the safety class to the spring schedule and enroll students then notify Joan when it's done and Joan will add the quizzes

Building Inspections—

- Exit signs need to be replaced in many areas
- Discusses the revised inspection form and will start using this form with next inspections
- Building inspections are to be done by March 1st

CPR Emergency Kit Update—

- New kits have been sent to all sites; batteries etc. have been replaced
- Emergency kit and first aid kit have been delivered to Mammoth Spring

Charger Replacement for Mountain View Radios—

- Rick has replaced the chargers for Mountain View and ordered a set of radios for Mammoth Spring

Footprint for Mammoth Spring Facility—

- Reviewed footprint for Mammoth Spring site

New Business—

- Discussed the possibility of getting tornado safe signs for all campuses. Rick will get some estimates as to the cost.

The meeting was then adjourned at 12:00 p.m.

Minutes respectfully submitted by:

Karen Overturf