

Campus Preparedness/Safety Meeting Minutes April 24, 2009

The Campus Preparedness/Safety Committee met on April 24, 2009 at 11:00 a.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Joan Stirling, Connie Esparza, Charlotte Knox, Katie Wilson, Larry Wilkes and Karen Overturf. Absent was Gin Brown.

Safety Quizzes for Staff Training—

- 44 employees did not take the tests during the first run, 12 still have not taken the test
- Tests have been reopened for those that have not taken it, if necessary Tina will be calling those that haven't taken the test to remind them that everyone must take it

Discussion/review of fire drill—

What we did well

- Culinary – turned off stoves and ovens (not addressed in safety manual)
- Bettie Estes – had roll book, turned off lights, and shut door
- Instructors and professional staff able to account for students and co-workers both inside and out
- Most people evacuated the building without urging from committee members
- Outside visitors participated (Blood Drive workers) Joan questioned them on what actions they would take if this were somewhere else and how they felt that we handled things here

What we need to improve next time

- Have class room schedule and floor plan available
- Keep people from congregating in front of the exits – make sure they are in the grassy areas not the parking lots
- Keep people from going to their cars – do not need traffic if safety vehicles are coming
- When checking “locked” rooms, leave doors unlocked so firefighters will not have to break down the door
- Use proper procedures – command post, administrative council doing their part

What didn't work well

- Alarm system and strobe lights
 - a. Alarm could barely be heard inside and were not recognized as an alarm
 - b. Alarm not audible outside
 - c. Lights didn't flash
- No one found Charlotte
- Not all areas were checked
- No exit sign at South entrance

Suggestions and assignments

- Monthly or quarterly “tests” of the system
- Have all alarms on campus set to sound the same
- Purchase “Exit” signs

- Have fire alarm company service the system
- Continue drills, possibly adding "twists" such as exit blocked
- Have lights on near stage and on stairs going into the auditorium at all times, possibly motion sensor lights
- Have fire drills in Ash Flat and Mountain View in the fall

Follow-up Survey—

- Bruce has written a short safety survey to have faculty, staff and students that were involved in the fire drill to fill out to give us feedback on how they felt it went. Charlotte and Karen will do the survey next week

General Discussion—

- Bruce is still trying to get someone to help with the safety inspections on the Melbourne and Mountain View campuses

Next meeting—

- The next meeting will be in the fall, no date and time has been set yet

The meeting was then adjourned at 12:00 p.m. with thanks to everyone for their help in planning and carrying out this first drill.

Minutes respectfully submitted by:

Karen Overturf