

Campus Preparedness/Safety Meeting Minutes March 4, 2011

The Campus Preparedness/Safety Committee met on March 4, 2011 at 11:00 a.m. in Rooms H113/Af103 through Interactive Video. Those present were: Tina Wheelis, Joan Stirling, James Spurlock, Gin Brown, Bruce Dietsche, David Mitchell, Anthem Eder, Dr. Richard Dawe, Ron Helm, and Karen Overturf. Absent were Charlotte Knox, Kendra Smith, Rick Dowdle, Katie Wilson and Chris Layne.

Remarks from Dr. Dawe—

- Dr. Dawe expressed his thanks to the safety committee for their work in scheduling and holding drills such as the tornado to help ensure the safety of our students
- Discussed some of the equipment that could possibly be obtained to help ensure communication between the sites such as satellite phones, etc. in the event of a real emergency
- Also discussed the need to better mark the stairs in the lecture hall before someone gets hurt

Crisis Manual Distribution—

- The crisis manual has been added to the Ozarka Website
- There are now only 8 outstanding receipt pages to be returned

Safety Quiz—

- The class has been entered for the spring semester and students have been added to the class
- Exam will be up and ready on April 1
- Quiz will be available during the month of April
- Everyone will be doing the entire test at this time

Building Inspections—

- To be completed by the end of March
- Bruce will make changes to the new inspection form and will send to everyone, we will start using the new form immediately

Tornado Drill Review— what worked, what didn't, what could be better

- Some forms of notification were slow (emails, text), sirens were not heard well or at all in some areas but using the multiple notification methods did work well as everyone received some form of notification (707 text messages were sent)
- discussed sending emails to students ahead of time to let them know a drill was planned (this was done this time)
- students were very cooperative in participating in the drill
- the drill gave the command team the opportunity to learn how to use the walkie-talkies
- learned that walkie-talkies need to be stationed in each building, not necessarily with an assigned person
- Anthem needs a set of walkie-talkies for the Mammoth Spring site
- Building all clear inspections began coming in within 5 minutes of the all clear being sounded
- Sirens worked well in Mountain View and Mammoth Spring but not so well in Melbourne and Ash Flat
- Students were not alone in not knowing where to go, many faculty and staff were also confused

- The fire and tornado routes on the footprints may need to be on separate maps to be less confusing
- Anthem volunteered herself and Kendra to create a quick reference flip chart as to where to go, who to call, etc. in an emergency
- Time needs to be spent during new student orientation and faculty/staff in-service explaining the emergency procedures
- Academic Affairs needs to advise all adjunct instructors to read the online Crisis Manual and be familiar with emergency procedures
- If we are to use air horns for drills in the future we will need to have better ones than what we currently have
- Discussed whether or not it would be possible to either get speaker phones for everyone or if speakers can be put in all rooms for emergency use
- Looking at the possibility of getting a tornado siren on all campuses, will look into the possibility of grant money and/or talking to the city
- Discussed the need to do a roster once everyone is in a safe area in case there is an actual emergency so as to know who was safe and who may be missing
- Need to identify what you should/should not take with you (purses, books, coats, etc.)
- Discussed printing the rosters of all classes after the 11th day each semester and make copies for the command team
- Discussed incorporating a tornado safe room in any new construction we do

Follow-up Report—

- Will have a follow-up report ready within the next 2 weeks
- Discussed the possibility of creating a script for everyone as to what to do once in a safe area

Upcoming opportunities for training—

- May 17 there will be a National level exercise in Izard County-this will be simulating an earthquake
- Someone from the OEM office is to call Tina and discuss it with her; we may want to participate either as the college or individually. There will be more information coming later
- OEM will be offering a 3 and 4 level training in August and September at Ozarka some of the safety committee may want to take these classes. Those that are interested will have to complete the 1 and 2 level classes first but they can be done online.

New Business—

- The next meeting is April 1 at 11:00.

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

Minutes respectfully submitted by:

Karen Overturf