

## **Campus Preparedness/Safety Meeting Minutes September 25, 2009**

The Campus Preparedness/Safety Committee met on September 25, 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, James Spurlock, Charlotte Knox, Gin Brown, Larry Wilkes and Karen Overturf. Absent was Katie Wilson.

### **Crisis Manual Update—**

- Employee revisions (who to contact) have been made and need to be distributed to all employees
- Revisions will be posted to the Website
- We will have a work study to make copies, hole punch, etc. to get ready for distribution
- Plan to have copies ready for distribution by October 15-will email when copies are ready to distribute
- All employees must sign that they have received a copy
- James and Gin will distribute on the Ash Flat and Mountain View Sites
- Remind everyone to recycle the old manuals

### **Spring Fire Drills—**

- Fire drills be done during the spring semester on the Ash Flat and Mountain View Sites
- Sub-committees have been assigned to start planning for the fire drills
  - Committee for Ash Flat is James Spurlock, Bruce Dietsche, Rick, Dowdle and Karen Overturf
  - Committee for Mountain View is Gin Brown, David Mitchell, Rick Dowdle and Karen Overturf
- Dates will be decided later and all information needs to be kept quiet from the general public this time

### **Fall Safety Quiz Dates—**

- We will be doing the next 8 quizzes this semester
- Quizzes will be open for the month of November
- All new faculty/staff that have been hired since the last quizzes will be able to do the makeup tests during the first 2 weeks of December

### **Safety Inspections—**

- Melbourne- automotive, physical plant, and daycare have not yet been done everything else has
- Ash Flat- completed
- Mountain View- Bruce will ask David Mitchell to take care of Mountain View's inspection

**Other Items—**

- Some light switches in the fitness center are excessively warm, these need to be checked and fixed
- The Culinary area is overly crowded with both students and storage
- Everyone was advised to check any power strips they have in their offices for any problems (heat, fraying, etc.)
- Crisis kits on each campus need to be checked (batteries, flashlights, etc.) make sure that everything on the list is there. Will be adding walkie-talkies this semester
- When checking the crisis kits need to also check the emergency medical supplies and triage kits for appropriate supplies
- Command team kits need to be made for all Administrative Council plus James and Gin
- Charlotte and Rick will be working on the Command Team kits-replacing and adding supplies as needed
- Reviewed committee guidelines and made appropriate changes

**Next meeting—**

- The next meeting will be November 13 at 11:00 in the conference room in the Administration building.

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

Minutes respectfully submitted by:

Karen Overturf