

Campus Preparedness/Safety Meeting Minutes October 16, 2008

The Campus Preparedness/Safety Committee met on October 16, 2008 at 11:00 a.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Gin Brown, Larry Wilkes, Joan Stirling, Katie Wilson and Karen Overturf. Absent was Connie Esparza.

Campus Crisis Manual Update—

- We have signed copies from all but two employees stating that they have received a copy of the Campus Crisis Manual
- Need to continue to make sure all new employees get a copy of the manual
- Need to continue to work on the process of updating pages in the manual and update at least once a year.

Update on Building Safety Inspections—

- Bruce will be working on inspecting the Melbourne campus while here today. He is also going to talk to Russell Bassham about helping on the Melbourne campus since he (Bruce) is mostly at the Ash Flat campus. He is also going to talk to David Mitchell about taking care of inspections at the Mountain View campus.
- Ash Flat campus has been inspected
- The 15th of November has been set for the target date to get all inspections and paperwork done

Updates on Exit Routes—

- Still need footprints for physical plant (both old and new), Kid's Academy, and Bookstore/Career Pathways.
- Maps will show exit routes and/or safe places in case of emergency also locations of fire extinguishers and pull alarms
- Administration building will be the first building checked to make sure that all information is updated
- Maps will be put in flat acrylic holders near door and light switches in each room

Safety Quizzes for Staff Training—

- Need to determine a format for online quizzes for employees; also number of questions; employee must make an 80% score
- Committee divided the chapters of the Campus Crisis Manual with each person to make six questions from each section. All questions are to be multiple choice or true/false and have them ready by our next meeting. Rick Dowdle had already started working on questions and shared several with the group.
- Plans are to do the quiz once a year; hoping to start in the spring 2009 semester.

Weather Radio Demonstration—

- All campuses are now equipped with weather radios; Rick gave a demonstration as to how the radios work
- Ozarka also has radio communication with the sheriff's departments in our four county area and between all three campuses in emergencies
- Rick will work on a code sheet with basic instructions for the radios to be sure that anyone that may have need to use them will know how

- The question was asked about furnishing a flashlight to all employees (preferably LED) to keep in their offices in case of emergencies. Tina and Rick will look into the cost and get back with the committee on this.

Training Drills—

- Still working on the how and when to do the fire and tornado drills for all campuses; Bruce told us that the Office of Emergency Management will help plan training if asked
- A sub-committee of Bruce Dietsche, Gin Brown, Katie Wilson and Karen Overturf have been appointed to work on a plan for conducting a drill with the hopes of having a small scale drill on the Melbourne campus in the spring
- There was some discussion about information being put on the syllabi for all classes about emergency procedures, possibly something added by the IT department to be consistent with all classes
- Gin told us about a personal safety training session that she had attended recently. There was some discussion about checking to see if it would be possible to have the training here during our professional development days. Tina will talk to Dr. Johnston and Dr. DeLong about it.

Mass Communication—

- Working on best way to get word out to students in case of emergency
- There is no policy and procedure for mass communication as of yet, we are still working on it
- We have text and mass email capabilities to students available but have not implemented it, waiting on policy and procedures
- Speaker phones on Melbourne campus can be used for making emergency announcements by using a certain sequence of numbers

Other Items—

- Karen had a copy of the room schedules that are made at the beginning of the semester and distributed to Tina, Rick and Ronny Rush in case of emergencies. Starting in the spring the schedules will be made for all campuses and distributed to all employees
- There are now basic safety kits on all three campuses. There is still need for additional batteries, 2-way radios and disposable cameras
- Tina and Rick will look into any new purchases needed

Next meeting—

- The next meeting will be November 21 at 12:00 p.m. in the conference room of the Administration Building

The meeting was then adjourned at 2:00 p.m.

Minutes respectfully submitted by:

Karen Overturf