

**Campus Preparedness/Safety Meeting
Minutes November 15, 2007**

The Campus Preparedness/Safety Committee met on November 15, 2007 at 11:00 a.m. by compressed video. Members present were: Tina Wheelis, Joan Stirling, Bruce Dietsche, Rick Dowdle, Katie Wilson, Larry Wilkes, Gin Brown and Karen Overturf. Absent was: James Spurlock.

Fire Extinguisher Inspections—

The fire extinguisher companies have been to all three campuses and all fire extinguishers have been inspected. This will be followed up with the monthly inspections to be made by maintenance.

Incident/Accident Report—

The Incident/Accident Report has been added to the Ozarka College Homepage. It can be accessed by clicking on forms, then going to employee section then Incident/Accident Report.

Campus Crisis Manual—

The committee began reviewing the draft of the Campus Crisis Manual, making changes, additions and clarifications as needed. Plans are to have the first draft ready by the end of December.

Next Meeting—

The committee will meet again on November 29, 2007 by compressed video to continue reviewing the Campus Crisis Manual.

The meeting was then adjourned at 11:55 a.m.

Minutes respectfully submitted by:

Karen Overturf