

Campus Preparedness/Safety Meeting Minutes February 27, 2009

The Campus Preparedness/Safety Committee met on February 27, 2009 at 1:00 p.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Gin Brown, Joan Stirling, Katie Wilson and Karen Overturf. Absent were Connie Esparza and Larry Wilkes. Joining us today were Ernie Blackley from the Izard County Sheriff's Department and Rusty Campbell from the Melbourne Fire Department

Update on Exit Routes—

- Melbourne campus signs have been completed and are waiting to be put up
- Rick has found something that will hold the signs to the wall and is waiting for more to arrive. Once here maintenance will hang them and Rick will make sure that all are oriented correctly
- All signs need to be posted before we have a fire drill

Safety Quizzes for Staff Training—

- Quizzes are ready for faculty/staff to take them. There are 25 quizzes in all. Each quiz takes an average of 10-15 minutes to take
- It was decided to give the quizzes in a two-year rotation; give the quizzes in the fall and spring and dividing the quizzes so that all quizzes will be given during that time frame (since we are starting in the spring semester this time the quizzes will be divided by three)
- Once faculty/staff members have taken all 25 of the test they will receive a certificate as documentation for passing the safety quizzes
- Plans are to give a two-week period for everyone to take the test with planned dates being March 23-April 6

Building Safety Inspections—

- February, April and November are designated safety inspection months
- Bruce is to ask David Mitchell to help with inspections on the Mountain View campus

Training Drills—

- We need to get copies of the Campus Crisis Manual, the room exit route/safe room signs; and MSDS information to both the fire department and the sheriff's department. They have asked that we color-code the science labs on the room signs so they will know which rooms have the potential for chemicals in them in the case of an emergency
- Both the fire department and sheriff's department want to play a role in our fire drill and had several suggestions on planning the drill
- On day of drill call sheriff's office; DO NOT CALL 911 to alert them of the "mock drill"; the fire department will already be here, we will just pretend to call them
- We need to give them both a weeks' notice before doing the drill
- There will be an email sent to all faculty/staff alerting them that there will be a drill in the next week to two weeks (copy will be sent to Administrative Council before being sent to Ozarka)
- The fire alarms here are self-contained so we can sound the alarms if we choose
- It is suggested that faculty take roll and possibly do a headcount as everyone leaves the room with the instructor being the last to leave the room, closing the door. There was also the suggestion of having something for the instructor to hang on the door as they left that would indicate that the room had been evacuated

- We hope to have enough firefighters here to have one with each of the five Ozarka employees that will be observing the drill to help show them what to look for
- There needs to be someone outside for instructors to report to once they have gotten all their students out of the building and that person need to be in the same spot for every drill (incident command post has not been identified yet)
- The possibility of having a problem such as someone in the bathroom was discussed
- There was some discussion of creating a "mini-manual" for those from outside Ozarka that are here using the facilities to give basic information on what to do in the case of an emergency
- There was some discussion on having a seminar for students, faculty and staff on the reason for fire and tornado drills. Possibly having some folks from Jackson, TN here to tell about their experience with having a drill and then experiencing a real tornado
- Both Mr. Blackley and Mr. Campbell agreed that we need to nail down who is doing what during the drill and make it simple.

Next meeting—

- The next meeting will be on April 24th at 1:00 in the conference room of the main building. The sub-committee will meet sometime before that at a date and time not yet set.

The meeting was then adjourned at 2:30 p.m. with a special thanks to our guests for their help in planning this first drill.

Minutes respectfully submitted by:

Karen Overturf