The Campus Preparedness/Safety Committee met on December 4, 2009 at 10:30 a.m. in the Conference Room in the Administration Building. Members present were: Bruce Dietsche, Rick Dowdle, Joan Stirling, James Spurlock, Charlotte Knox, Gin Brown, Katie Wilson, Larry Wilkes and Karen Overturf. Absent was Tina Wheelis.

**Crisis Manual Update**—
- Distributed updates to everyone—still receiving signature sheets—all are due by Monday
- Discussed safety precautions and reasons for adding another section to the Crisis Manual on gas leaks
- The heaters in the automotive shop need to be vented and work is scheduled for next week
- Discussed the possibility of getting some sensors to use near heaters, etc. to detect leaks
- Carbon monoxide detectors have been ordered since the gas/fume problems on Melbourne campus on December 1st
- Discussed the possibility of adding gas odor information to the signs by doors in each room

**Spring Fire Drills**—
- Fire drills be done during the spring semester on the Ash Flat and Mountain View Sites and are still in the planning stages
- 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 & Spring Safety Quiz Dates**—
- Quizzes will be open until December 10 for everyone to take

**Building & Safety Inspections**—
- Tina and Rick will do the follow-up for Melbourne and Ash Flat
- Mountain View- Rick Dowdle and David Mitchell will do the inspection for Mountain View

**Command Kit Update**—
- Command team kits have made for all Administrative Council plus James and Gin
- Charlotte and Rick will distribute them today

**Crisis Bag Inventory Update/Battery Replacement**—
- Inventory of crisis bags have been done and batteries replaced
Review of Gas Leak—

- Follow procedure!
  - Gas could not be turned off outside automotive department, had to go to the Kid's Academy this needs to be fixed.
  - Do not let people leave campus until everyone is accounted for
  - Should have area taped off
  - Add large markers, paper to command kits
  - No one re-enters the building until given the okay by the Incident Commander

Other Business—

- Need to be looking at a plan for security lighting after dark on all three campuses. There are too many dark spots where students need to walk especially in Melbourne and Ash Flat at this time
- Tina Wheelis, Rick Dowdle and Dave Rush will check into lighting options

Next meeting—

- The next meeting will be February 26 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