

Campus Preparedness/Safety Meeting Minutes February 28, 2008

The Campus Preparedness/Safety Committee met on February 28, 2008 at 2:00 p.m. in the Conference Room in the Administration Building. Members present were: Tina Wheelis, Bruce Dietsche, Rick Dowdle, Gin Brown, Connie Esparza, Larry Wilkes and Karen Overturf. Those absent were Joan Stirling and Katie Wilson.

Campus Crisis Manual Update—

- Joan Stirling is working on retyping the manual with the changes made. Once done we will have several copies printed and given to someone in the sheriff's office, some of the first responders, etc. to proofread and given any suggestions on any changes that might need to be made.
- Work to develop an online test for faculty and staff to take each semester for emergency preparedness

Evaluation of Actions During Recent Tornado—

- In Ash Flat there are no emergency plans on walls; there was also only one flashlight to be found
- In Mountain View classes were dismissed when tornado was at Clinton
- Melbourne held students on campus to avoid anyone being caught out in the storm
- No phone service; no way to communicate

Actions to take to avoid these problems-

- 1) Work on the emergency route plans and get them posted
- 2) Every semester there needs to be a list of where all classes are at all times and a copy given to person responsible
- 3) Develop a testing system to make sure that everyone knows what to do in each possible situation (tornado, fire, earthquake, etc.)
- 4) Flashlights and space blankets are to be ordered for each campus
- 5) Rick will look into the cost of ordering weather radios for each campus
- 6) Rick is to order a sample of "Lumenite Light Sleeve" an emergency lighting system for us to evaluate for possible emergency lighting in key areas
- 7) Order emergency preparedness kits for each campus

Update on Building Safety Inspections—

- All buildings have been inspected with any problems noted with the exception of part of the Miller Building, the Kid's Academy and the kitchen. Bruce will catch a time when the kitchen is open to inspect the coolers and freezers since they are locked when the kitchen is closed
- When there are problems found such as recently with some of the closets with damage from the roof leaking be sure to send a work order to maintenance
- Larry states that there are fumes in the automotive shop due to the heaters not working properly. They seem to be blowing soot and they only work part of the time. This has been an ongoing problem; maintenance will look into finding someone else to work on the heaters.

Rick Dowdle recently attended a seminar on “Catastrophic Disaster Planning Initiative for New Madrid Seismic Zone Arkansas Risk & Response Forum. He gave us a brief summary of what was discussed at the seminar and told us he had the information in an email that he would forward to all of us.

Recap—

- Get exit routes completed and posted
- Get building room schedules to responsible parties
- Order weather radios, safety kits and flashlights
- File a work order for any inspection related problems that maintenance needs to fix
- Order sample emergency lighting
- Continue working on safety manual

Next Meeting—

The next meeting is set for April 3, 2008 at 2:00 p.m. in the Conference Room in the Administration Building.

The meeting was then adjourned at 3:00 p.m.

Minutes respectfully submitted by:

Karen Overturf