

## **Safety and Security Committee Meeting**

Wednesday September 16, 2015

**Attendees:** Matthew, Roger, Phillip, Matt, Barb, Wyatt, and Donna

**Start Time:** 2:00 pm

Matt explains that the committee needs to start discussing what program objectives they want to focus on for the year.

Matt recommends that all people on the committee should have CPR and First Aid training and certification. He stated that everyone should be wanting this type of training in order to further their own experience within the group.

- Still wants to teach a Lock-Out Tag-Out class during one of the committee meetings.
  - This training can be used on campus or at home

Matthew agrees with Matt, but stated that there should be a certain amount of people to do the training. In order to avoid only having two or three people showing up for training.

Matt states that a Safety and Security mission has to be written up to present to leadership.

- Mission needs to contain the program objectives.

### **Program Objectives**

- Furthering safety on the campuses
  - Need rugs for entry ways and beneath water stations
    - ❖ Wyatt and some summer help fixed some drainage problems at the Airport campus. This should prevent flooding of the parking lot and from ice buildup on the sidewalk and parking lot.
    - ❖ Stairs were also put in at the Airport campus in the back to prevent falls during the winter months.
- Safety procedures/education for staff, faculty, and students
  - Need to do regular fire drills (Spring and Fall)—one planned and the other random
    - ❖ Fire drill was done on AP campus, but two groups went back into building when they saw the fire trucks leave.
    - ❖ Faculty and staff need to be taught that you do not enter the building until you are given the okay to enter.
- Need to think about special needs student on campus
  - Need to determine how to get them to safety when something happens on the campus, especially a fire.

Matt:

- It is faculty's job to get students out and to safety.

- It is **NOT** facilities, the Safety and Security committee, Russ, or Dean Bingham's job to get people out.
- We need to take responsibility for ourselves.
- **No one needs to be a hero.**
- No returning inside the building once you are outside.
- If outside when the incident occurs, no entering the building to assist people.

Matt: Meeting with Russ and Dean Bingham to discuss where to put panic buttons.

**End Time:** 2:45 pm