

Safety and Security Committee Minutes

Friday January 8, 2016

Start Time: 9:00 am

Attendees: Matt, Russ, Matthew, Donna, Gordon, Wyatt, Roger, Emmet, Larry, Phillip, Barb, and Curtis

Overview of the Emergency Procedures that Elizabeth prepared.

- Phone number under Disturbance is Elizabeth's office number—this needs to be changed because she may not always be in her office
- Russ walked down to IT to talk to Jeff to see if there is a number available that can be used and forwarded to the appropriate person.
 - New contact number is 447-6911

Lock Down section needs to be reworded

- The bulleted sections should say Escape, Hide, Fight, and Call Out
- The title for this section was voted to be changed to Immediate Threat, since we do not currently have a lock down procedure in place

Barb will get this form changed so the procedures can be hung in the classrooms

Evacuation points will be posted and detailed Active Shooter posters will also be posted

Matt: Received a proposal for the RAVE app

- Will cost \$3,000/year
- \$2,000 one-time set up fee
- 3 year agreement
- Will cover 100 phones
 - Matt is going to check to see if TORQUE will cover the first year since it is safety related

Committee votes to get panic buttons and RAVE app to be moved to Leadership for purchase

Matt and Curtis: Active Shooter sub-committee is ready to go

Donna: Evacuation sub-committee is ready to go

- Suggests emergency kits being put in the classrooms
 - Flashlights/glow sticks/whistle/food/water
 - Maps
 - Meeting points
 - Emergency phone numbers
 - Faculty needs to do a role call

- Evacuation points have been identified
 - Football field
 - Parking lot across from Main entrance
 - Bryant playground
 - Sidewalk at corner of Townsend and Sanders for the mobility impaired (looking at putting a stake in the ground)
 - Maintenance pad (being looked into)
- Evacuation sweepers have been identified
 - Donaldson Campus
 - North wing hall: 130; restrooms- Rick Caron
 - Center hall; restrooms; 122- Dave
 - South hall; upstairs- Jennifer Hern
 - 11, 114, upstairs- Mary Lannert
 - Welcome Center;101- Matt Richards
 - 103; Bullpen- Cari Schwen
 - Second floor classrooms; restrooms- Donna Douglas
 - Lower Level- Jesse Pate
 - Airport Campus
 - Faculty in each area
 - Second floor- Rick Purcell
 - Main office area; Library; restroom- Tammy Burke

End Time: 10:00 am