

Safety Minutes 9.19.19

Attendance not recorded.

- Val to send Doodle survey out to reschedule meetings
- Sweeper Rosters check list needed, first aid kits equipment checked and updated, blankets, updated guidelines for emergency in classroom. Idea: a 5-gallon bucket at the door with emergency supplies.
- Survey after drill- Review locations of sweepers and equipment (radio-vest-flashlight-whistle). Val to check for equipment of sweepers Review who are designated sweepers.
- Val to see when to do the great shakeout – Oct. 17th
- Bridget – see how long takes all to get out (look for areas that are lacking in exiting).
- Send out email to committee with list of names and areas of sweepers (guidelines need for different drills: Fire, Earthquake, and Active Shooter. – Val
- Therese going to draft a sweeper procedure. Training needed on sweeping procedures. – Therese
- Val to IT regarding Regroup and phone system
- Val to send out link to the safety manual – update of the manual needed
- Val to send UM legal information to Kristina
- Emergency bag items: Kristina assigned to update bags
 - Purpose of bag
 - One bag with advanced materials on each campus
 - This bag to stay in Nursing and with Todd (EMT)
 - All other bags should have materials for laymen usage
 - Need to know locations of bags
 - List of all items, labeled items, and expiring dates on items.
- Inspections of first aid kits- where located and how many – Tony & Tommi
 - How often are the are the first aid kits stocked – Cari
- Auto – lift inspection – not necessarily annually – need a schedule for inspections – speak to Tammy about this