

## Safety Meeting Minutes – October 28, 2020 – 3:00 pm

Attendees: Bridget Guerin, Kristina Kenning, Melissa Mousel, Christine Stergar, Melanie Heinitz

Review of upcoming Fire Drills on Tuesday, November 10, 2020. The Airport Campus will have their Fire Drill at 10:00 am and Donaldson Campus will have their Fire Drill at 1:00 pm.

### Assignments:

1. Kristina will send an email to Mike Hausler. She will request he send out similar notifications to the earthquake drill from ReGroup for the Fire Drill.
2. Melanie will send John Rutherford, Tommi Haikka, Jeff Nelson, and Tony Rogers an email noting the sounding of the fire alarms on November 10.
3. Bridget will email Airport Campus faculty and staff to find out if any have safety vest, radios, and flashlights.
4. Melanie will check with Maintenance to see if she can acquire more safety vests.
5. Melanie will email list of sweepers to remind them of the upcoming Fire Drill. She will request they charge their radios, wear vest and be ready to sweep when the alarm sounds.

Signature will be gathered for Insurance paperwork after drills are completed. This paperwork will be for Maintenance records.