

Security, Safety & Health Committee Meeting
Friday, February 20th. 10:00 a.m.
ITV Rooms 423(V) & 717(CCC)

Members – Garry David (Chair), Gary Don, Harkey, Chris Bell, Kelly Eason, Haven David, Kristen Harris, John Mahoney, Carl Brinkley, Robyn Wike, Mark Roberson, Paula Brogdon, Mary Rivard, Kim Platt, Toney Sharp, Lyle Bonner, Mike Hopper, Tina Baker, Karla Wooten, Pam Garvin, SGA/Student Forum rep.

Agenda:

1. Review minutes of January 28th, 2014 meeting.
2. Review Emergency Procedures Quick Reference (flip chart by the phones) and discuss recommended changes.
3. Review report on annual security, safety and health-related inspections and discuss recommendations.
4. Discuss Fire/Weather evacuation drills.
5. Discuss annual testing of security phones.
6. Discuss annual testing of emergency notification system.

Security, Safety & Health Committee Meeting

Minutes

February 20, 2015

Members Present: Garry David (Chair), Gary Don Harkey, Chris Bell, Kelly Eason, Haven David, Carl Brinkley, Mark Roberson, Lyle Bonner, Mike Hopper, Tina Baker, Karla Wooten

Members Not Present: Kristin Harris, John Mahoney, Robyn Wike, Paula Brogdon, Mary Rivard, Kim Platt, Toney Sharp, Pam Garvin, SGA/Student Forum rep.

Guests: Ann Schulz, Brandi Brannon, Sharon Dennis

Meeting was called to order at 10:00 a.m.

Minutes from the January 28, 2014 meeting were reviewed. Chris Bell made a motion to approve the minutes. Haven David seconded the motion. The motion carried.

Members reviewed the Emergency Procedures Quick Reference. Carl Brinkley stated that these flipcharts were not posted at all emergency phones at STC and CCC. Brandi Brannon questioned the protocol not being integrated into the flipcharts. Chris Bell pointed out that the protocol should be located with each flipchart by each phone. Brandi had some concerns that evacuation was not listed in the flipchart under each category necessary. It appears that it is in most. Garry David, Chris Bell and Brandi Brannon will meet Tuesday, February 24th to review the chart for consistency.

Carl Brinkley reported that the fire systems at CCC and STC were both tested last month. Lyle Bonner reported that Vernon Campus is scheduled to test the boiler system in March and the fire system in April.

Brandi Brannon reported that for our Security/Safety Report only evacuation drills are required for the dorms. Garry David questioned having drills for faculty and staff for safety reasons outside of report requirements. The group agreed that this should be implemented. Gary Don Harkey suggested doing this on a Friday to minimize disruption.

Garry David questioned who was responsible for the security phone testing. Chris Bell stated that RunBiz was to handle that. Garry suggested that the PBX/Receptionists be kept apprised of this and trained regularly. Chris stated that Jim Binion was in charge of the training.

Annual testing of the Emergency Notification System is also the responsibility of RunBiz.

Other Business: Ann Schultz would like to have a "panic button" placed at the reception desk at CCC. It was suggested that the signal go to 911 since we have weekend and evening coverage.

Mike Hopper requested more cameras for STC for the back two hallways. Carl Brinkley said they had some issues also in the upstairs Allied Health wing at CCC. Garry David said the request would be added to the plan.

Haven David made a motion to adjourn. Mike Hopper seconded the motion. Meeting was adjourned at 10:17 a.m.

The meeting minutes were emailed to all committee members with a request to approve or disprove. Minutes were approved unanimously.