

**SAFETY COMMITTEE**

**MEETING MINUTES: April 23, 2015**

(Date)

**SAFETY COMMITTEE - MEMBER ATTENDANCE: = present A = absent**

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| **Clemence, Bob**  Health/Sci. – Lab |  | **Miller, Valerie**  Committee Chair –General Counsel |  | **McCown, Dillard**  Facilities - Collier |  | **Biagio Malarae**  Student Representative  mmalarae@bucs.fsw.edu |  |
| **Crawford, Kathleen**  Collier Campus |  | **Kruger, Bernie**  Facilities – Charlotte |  | **Mitchell, Reggie**  Public Safety - Lee |  |  |  |
| **Albert Dorelien**, Residential Life |  | **Roy Hepner,** Pure & Applied Sci. |  | **Ulrich, Melanie**  Faculty - Biology |  |  |  |
| **Gallagher, Patrick**  Public Safety - Charlotte | **A** | **Millis, Adam**  HR/Benefits | **A** | **Pracher, Pete**  Facilities - Lee |  | **Lewis, Justine**  Recorder |  |
| **Gibbs, Jeff** – HendryGlades Center | **A** | **Mayhew, Jim**  Health Professions – Rad. |  | **Sherman, J.R.**  Facilities – Lee |  |  |  |

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| **A. MEETING CALLED TO ORDER:**  2:40 at Bldg. I-225 - Lee Campus.  (time) (location)  Meeting minutes of the January 25, 2015 meeting were approved without changes.  Introductions were made to the Committee. |
| **B. OLD BUSINESS:**   1. Valerie Miller discussed the information that she received from Gallagher Basset in regards to the 2012 Audit. As of now, Gallagher Bassett has put any type of audits on hold and would like to eventually assist in training and guiding individuals to prepare for future audits. No such matrix or scores were available. 2. Reggie Mitchell stated that the Blue Safety Assistance Boxes were going to be repaired and for now maintain on the campuses. 3. It was discussed that the Safety Manuals and Safety information was difficult to locate on the FSW Website. Suggestions were to perhaps relocate it to the main home page in a “Safety Tab.” |
| **C. Review of Committee Goals/Planning**  The Committee reviewed what were the goals and Objectives of committee and decided we need to make some changes to the objectives. The Committee will need to provide a list of recommended items they believe are a priority for the College.  **D. NEW BUSINESS:**  An update from Collier about slip and falls has decreased in the Building N stairwell. They have been proactive by putting a 25 foot walk off carpet down to secure safety in the walkway.  A discussion about future fire drills, the planning and responsibilities of having more than the annual fire drills take place on campus. Prepare different ways to alert students and faculty about weather, crime and emergencies on campus. The opt in/out options was brought up, is it working correctly, should it be revisited and perhaps updated. The committee has suggested that the College add a public safety tab on the website, as it is difficult to find information on the website currently.  It was suggested that perhaps the Blue Boxes be renamed to “Non- Emergency Assistance” and change the color of them.  Below is the list of items that the Safety Committee is recommending for the College to inform students and faculty about remaining safe on campus:   1. Adding a “Safety Tab” to the home page 2. Add stickers or signs to all building exit/entrance doors with the direct number to public safety 3. Use Quick Response Codes (QR Codes) with public safety and other info imbedded into them. 4. Paint the “Assistance” poles a white non-emergency color 5. Testing of the emergency broadcast system (review the opt in/ out for employees and students) 6. Yearly fire drills 7. Have information running on a ticker tape on the TV in Cafeteria and other areas with informational TVs |
| **H. ADJOURNMENT:** The meeting ended at 3:45 PM. **NEXT MEETING DATE: TBD**  Meeting minutes respectfully submitted by: Valerie Miller, Committee Chairperson |