

**Health & Safety Committee
Meeting**

Wednesday October 21, 2008 2015

12:00 – 1:00 p.m.

S1-09

Agenda

1. Review and approval of minutes; minute taking
2. Review of Incident & Injury reports
3. Review of today's Drill.
4. Training on active shooter, Shelter in place and lockdown
5. Review of required training for Safety Committee
6. Seasonal safety
7. Safety Inspections
 - a. Print Shop
8. New business, announcements, next meeting times and tasks

Health and Safety Meeting

Meeting Minutes

October 21, 2015

I. Call to Order

Director Randolph Merced called to order the regular meeting of the Safety Committee meeting at 12:30pm on October 21, 2015 in conference room L109

II. Roll call

The following persons were present: Mary Yannuzzi, Robert Massuch, Kieth Bleil, Jennifer Ford, Cynthia Reid, Jim Spiewak, Mark Pino, Kieth Skieba, Randy Merced. (log sheet will be attached to minutes)

III. Approval of minutes from last meeting

Meeting Minutes for September have been approved and seconded

IV. Open issues

A. Active shooter training Security and Safety blitz

- Randy went over the president's mandate on campus safety and security, The group spoke about active shooter training. Randy went over groups that have been trained on "Run, Hide, Fight" shelter in place and lock down procedures.

B. We reviewed the Safety Committee member status on training certification. The group stated we have to have a second training session for those who did not attend the September training session.

C. Letter to faculty- Randy raised the issue of faculty safety and communication to reach out to our faculty on resources available to improve safety for the teacher. Randy will draft a letter for Committee review.

V. New business

A. Campus safety audit

B. Seasonal Safety

1. Randy has circulated a flier to marketing for some holiday safety tips from the college.
- C. Creating art Safely- a six part process DVD- RI school of design
 - D. Learning Science Safely- United Educators

Minutes submitted by: Randy Merced

Minutes approved by:

Safety Committee
Sign-In Sheet
10/21/15

	Print	Signature	Role	Email address	Office Extension
1	Mary Yonuzzi	<i>Mary Yonuzzi</i>	Faculty	myamuzzi@ccp	8593
2	Roberta Massuch	<i>Roberta Massuch</i>	Faculty	rmasuch@ccp.edu	8299
3	Keith Bleil	<i>Keith Bleil</i>	Plumber	kbleil@ccp	
4	Jennifer Ford	<i>Jennifer Ford</i>	Library	JFord@ccp.edu	8386
5	Cynthia Reid	<i>Cynthia Reid</i>	FIN. AID	CREID@ccp.edu	8290
6	Jim Spiewak	<i>Jim Spiewak</i>	Adm	JSPIEWAK@CCP.EDU	8099
7	Mark Pino	<i>Mark A. Pino</i>	SAFETY + SECURITY	MPINO@CCP.EDU	8165
8	Keith Skirba	<i>— ins.</i>			
9	Patty McLeod	<i>Patty McLeod</i>	Adm	pmcleod@ccp.edu	
10					
11					
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23					

Incident Counts for Dates: 09/16/2015 to 10/21/2015 for All Officers
Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS

Printed on: 10/21/2015

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<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
STAFF OFFICES	2015-00631	MEDICAL ASSIST	WBULL	9/21/2015
Synopsis: Dispatch Ref. No: Dispatcher: RWILLIAMS Dispatch Call Type: MEDICAL ASSIST Dispatched Times - Received: 0932 Dispatched: 0933 Arrived: 0933 Completed: 0933 Dispatch Notes: Staff member feeling ill. Refused medical assistance.				
FINANCIAL AID OFFICE	2015-00659	MEDICAL ASSIST	LNELSON	
Synopsis: Staff member reported having bad asthma attack, refused medical treatment.				
CLASSROOM	2015-00666	MEDICAL ASSIST	RWILLIAMS	10/3/2015
Synopsis: Instructor collapsed while teaching in room B1-7.				
RESTROOM	2015-00667	MEDICAL ASSIST	RWILLIAMS	10/3/2015
Synopsis: Allied officer complained of stomach pains while working. Requested Medical assistance.				
RESTROOM	2015-00708	MEDICAL ASSIST	TBARNES	10/14/2015
Synopsis: Report of medical emergency in BG ladies room				
CLASSROOM	2015-00726	MEDICAL ASSIST	SBRIDGES	10/16/2015
Synopsis: Instructor fell ill and passed out after receiving an upsetting text message.				
LOBBY	2015-00734	MEDICAL ASSIST	BREAVES	10/19/2015
Synopsis: Medical-Slip and Fall				

100.00% MEDICAL ASSIST Total # of Incident Types Used: 7

Total # of Reports Included in this Report: 7

Grand Total: 100.00% Total Count of Incident Types Used: 7

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S1-09**

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2015-2016
Life Safety Systems Calendar

September-15

Wednesday Sept. 16 - West & Pavillon Fire Drill
Friday Sept. 18 - Northwest Regional Center Fire Drill
Wednesday Sept. 16 - 12:00pm Safety Committee Meeting

October-15

Wednesday Oct 21 - Winnet Building Fire Drill
Friday Oct 23 - Northeast Regional Center Fire Drill
Wednesday Oct 21 - 12:00pm Safety Committee Meeting

November-15

Wednesday Nov 4 - Mint / Bonnell Fire Drill
Friday Nov 13 - West Regional Center Fire Drill
Wednesday Nov 18 - 12:00pm Safety Committee Meeting

December-15

Tuesday Dec 1 - CBI Fire Drill
Wednesday Dec 2 - Gym Fire Drill
Wednesday Dec. 16 - 12:00pm Safety Committee Meeting

January-16

Wednesday Jan 27 - West & Pavillon Building Fire Drill
Friday Jan 29 - Northwest Regional Center Fire Drill
Wednesday Jan 20 - 12:00pm Safety Committee Meeting

February-16

Wednesday Feb 3 - Winnet Building Fire Drill
Friday Feb 5 - Northeast Regional Center Fire Drill
Wednesday Feb 17 - 12:00pm Safety Committee Meeting

March-16

Wednesday March 16 - Mint / Bonnell Fire Drill
Friday Mar 18 - West Regional Center Fire Drill
Wednesday Mar 16 - 12:00pm Safety Committee Meeting

April-16

Wednesday April 6 - Gym Fire Drill
Wednesday April 13 - CBI Fire Drill
Wednesday April 20 - 12:00pm Safety Committee Meeting

May-16

Wednesday May 18 - 12:00pm Safety Committee Meeting

June-16

Wednesday Jun 15 - 12:00pm Safety Committee Meeting

July-16

Wednesday July 20 - 12:00pm Safety Committee Meeting

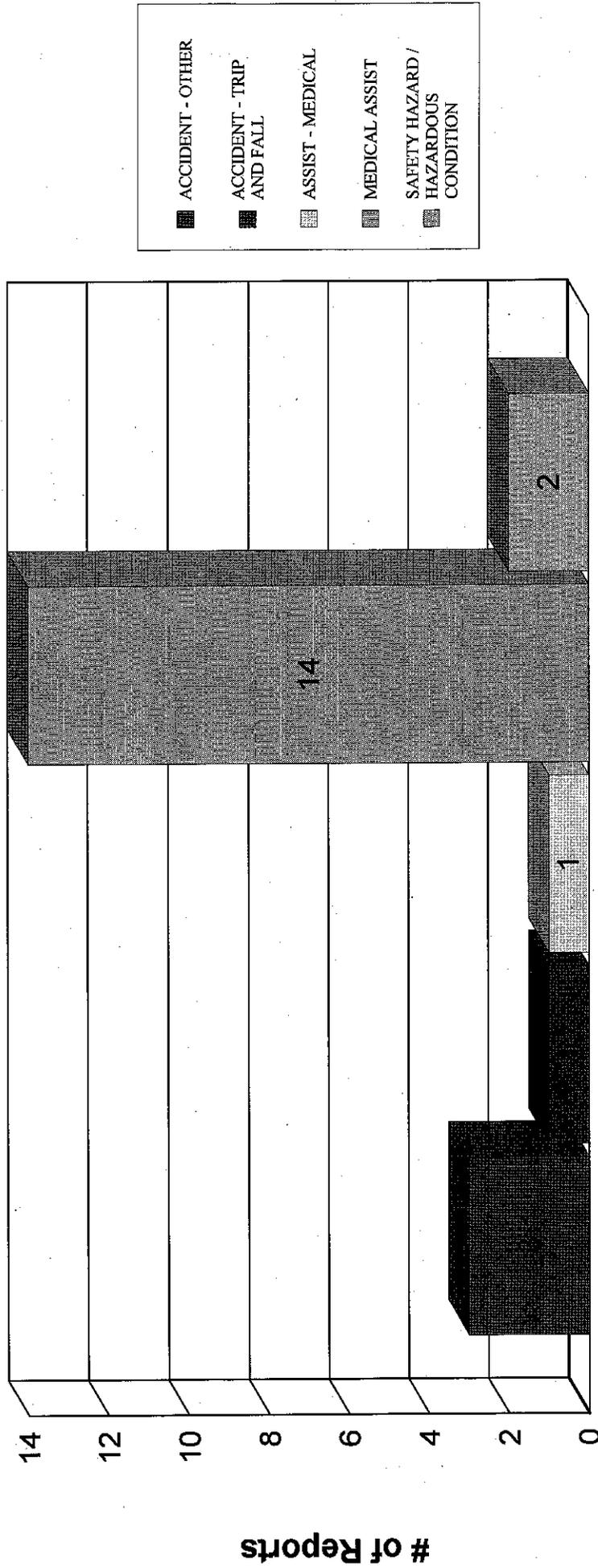
August-16

Wednesday Aug 17 - 12:00pm Safety Committee Meeting

COMMUNITY COLLEGE OF PHILADELPHIA

1700 SPRING GARDEN STREET PHILADELPHIA, PA 19130

Count of Incident Types



Incident Counts for Dates: 10/12/2015 to 11/24/2015 for All Officers Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS

Printed on: 11/24/2015

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<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
N/A	2015-00696	ACCIDENT - OTHER	DRITCHIE	10/12/2015
Synopsis: Student states she believes she broke her ankle in the gym				
CLASSROOM	2015-00763	ACCIDENT - OTHER	DWILMER	10/27/2015
Synopsis: CCP student reported to security that he cut his left index finger while in biology lab class.				
PARKING GARAGE	2015-00790	ACCIDENT - OTHER	CCLARK	11/4/2015
Synopsis: CCP employee got hit with a board				

14.29% ACCIDENT - OTHER Total # of Incident Types Used: 3

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
STORAGE ROOM	2015-00707	ACCIDENT - TRIP AND FALL	DWILMER	10/1/2015
Synopsis: CCP employee reported that he tripped over a mop and bucket and a stack of chairs fell on him.				

4.76% ACCIDENT - TRIP AND FALL Total # of Incident Types Used: 1

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
CLASSROOM	2015-00828	ASSIST - MEDICAL	SCROCKETT	
Synopsis: Student was sick and fell out of her chair.				

4.76% ASSIST - MEDICAL Total # of Incident Types Used: 1

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
RESTROOM	2015-00708	MEDICAL ASSIST	TBARNES	10/14/2015
Synopsis: Report of medical emergency in BG ladies room				
CLASSROOM	2015-00726	MEDICAL ASSIST	SBRIDGES	10/16/2015
Synopsis: Instructor fell ill and passed out after receiving an upsetting text message.				
LOBBY	2015-00734	MEDICAL ASSIST	BREAVES	10/19/2015
Synopsis: Medical- Slip and Fall				
MECHANICAL ROOM	2015-00755	MEDICAL ASSIST	WBULL	10/21/2015
Synopsis: CCP Engineer reports insulation fibers and dirt particles fell in his eyes and nose while working on the overhead pipelines in the Winnett bldg.				

Incident Counts for Dates: 10/12/2015 to 11/24/2015 for All Officers Repeating on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS

Printed on: 11/24/2015

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SCROCKETT

MEDICAL ASSIST

2015-00758

N/A

Synopsis: Staff member suffered from shortness of breath.

LOBBY

2015-00766

MEDICAL ASSIST

JMCDEVITT

10/28/2015

Synopsis: Student in the lobby of the West building was feeling faint and requesting hospital transport.

CLASSROOM

2015-00774

MEDICAL ASSIST

WBULL

10/29/2015

Synopsis: Student passed out while sitting in hallway and hit her head

BASKETBALL COURT

2015-00784

MEDICAL ASSIST

DRITCHIE

11/2/2015

Synopsis: Student suffered shortness of breath while playing basketball in the gym.

CLASSROOM

2015-00785

MEDICAL ASSIST

SBRIDGES

11/3/2015

Synopsis: Female student complains of a severe migraine during class.

CLASSROOM

2015-00785

MEDICAL ASSIST

SBRIDGES

11/3/2015

Synopsis: Female student complains of a severe migraine during class.

LOBBY

2015-00799

MEDICAL ASSIST

DRITCHIE

11/5/2015

Synopsis: Student complained of shortness of breath

STAFF OFFICES

2015-00821

MEDICAL ASSIST

JMCDEVITT

11/12/2015

Synopsis: S/S McDevitt Dispatched for a Medical

CLASSROOM

2015-00833

MEDICAL ASSIST

AGUZMAN

11/17/2015

Synopsis: Student vomited in bathroom

DENTAL LAB

2015-00841

MEDICAL ASSIST

DRITCHIE

11/18/2015

Synopsis: Patient suffered chest pains in dental lab

66.67% MEDICAL ASSIST

Total # of Incident Types Used: 14

Location

BASEMENT

Case # / Event #

2015-00809

Incident Type

SAFETY HAZARD / HAZARDOUS CONDIT

Officer

AFRISON

Date

11/10/2015

Synopsis: Water was backed up in the sewage line and flooded the basement.

**Incident Counts for Dates: 10/12/2015 to 11/24/2015 for All Officers
Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS**

Printed on: 11/24/2015

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HALLWAY

2015-00816

SAFETY HAZARD / HAZARDOUS CONDIT

RMACKLIN

11/11/2015

Synopsis: M1-21 hallway Fire extinguisher glass cabinet door shattered to the floor.

9.52% SAFETY HAZARD / HAZARDOUS CONDITION

Total # of Incident Types Used: 2

Total # of Reports Included in this Report: 20

Grand Total: 100.00% Total Count of Incident Types Used: 21

Community College of Philadelphia Fire Drill Report

Building Name: Winnet Building (SLIB) Building: Winnet Build

Time Evacuation Started: 1004 hrs Ended: 1012 hrs Total Time: 7 minutes

Type of Drill: Announced Unannounced Primary Search 1005-1007

Number of Participants (approximately): 500 2nd Search 1008-1010 hrs
57° @ 1000 hrs All Clear 1011 hrs

	Yes	No
♦ Did occupants immediately begin to evacuate the building when alarm sounded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Did building staff check restrooms and confined areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Was building staff aware of handicapped person(s) and provide assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Were doors closed to contain smoke/fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Did everyone evacuate the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Did everyone remain outside the building and wait for further instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Are the building staff knowledgeable in their assigned duties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
♦ Was the drill conducted in an orderly manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Drill Rating: Excellent Good Poor

Comments:

Observed/Rated By: [Signature]
 Building Proctor/Person in Charge: [Signature]
 Date of Drill: Wednesday 21st Oct. 2015 Contract Security Supervisor: [Signature]