

## **Health & Safety Committee**

### **Meeting**

**Tuesday 12/16/12**

**12:00– 1:00p.m.**

**L1-09 and MG14**

### **Agenda**

**Note: make up Safety certification being held at MG14 @ 12pm**

**Harry Moore, Rasheed Williams, Kelly Brown, Susan Hauck, Mike Parker, Mark Pino**

1. Review and approval of minutes; minute taking
2. Review of Incident & Injury reports
3. Construction
4. Holiday Safety
5. New business, announcements, next meeting times and tasks

# Minutes for Safety Committee Meeting

## November 24, 2015

(Bold items are action items)

In Attendance: Randy Merced, Agnes Trummer, Jim Speiwak, Harry Moore  
 Mark Pino, Roberta Massuch, Kieth Bleil, Keith Skeba Roberta Massuch,

Meeting called to order at 12:37pm.

1. *Introductions.*
2. *Incident Review*
  - Randy went over the month's reported incidents- Not much activity.
3. *Reviewed Drill activity Winnett Building*
4. *Randy went over some training for active shooter response with committee. He stated there was a campus wide training (3 sessions). Randy also stated he conducted training for groups (housekeeping, Library etc). Randy stated he will be conducting more training for small group sessions in the future.*
5. *Jim spoke about the State coming on campus on January to audit the college's safety committee. We need to get those committee members that did not attend the mandatory training in September up to speed.*
6. *The group then went to the Print shop to inspect the area.*
7. *The meeting was ended at 1:15pm with no new business.*

Merced  
 ✓ Merced  
 ✓ Winnett  
 ✓ MATS  
 ✓ Jim  
 ✓ MATS  
 ✓ Role as speaker  
 ✓ Jim  
 ✓ ① Campus  
 ✓ Service  
 ✓ ② Lights  
 ✓ ③ Low  
 ✓ Battery  
 ✓ Sign  
 ✓ To point  
 ✓ Jim  
 ✓ Discussed  
 ✓ Photo  
 ✓ Project  
 ✓ End  
 ✓ 1:15  
 ✓ Close

Bike  
Park  
MAT

# Community College of Philadelphia Fire Drill Report

Building Name: Gym Building: Gym  
Time Evacuation Started: 11:02 Ended: 11:05 Total Time: 3 MINS  
Type of Drill: Announced  Unannounced   
Number of Participants (approximately): 10

- |  | 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: MARK PIND  
Building Proctor/Person in Charge: LYNSEY GRACE  
Date of Drill: 12/10/15 Contract Security Supervisor MIKE PARKER

# Community College of Philadelphia Fire Drill Report

Building Name: CENTER OF BUSINESS AND INDUST. Building: \_\_\_\_\_

Time Evacuation Started: 2:02 PM Ended: 2:08 Total Time: 6 MINS.

Type of Drill: Announced  Unannounced

Number of Participants (approximately): 200

- |  | 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: MARK PINO

Building Proctor/Person in Charge: HANNAH MCGARRY

Date of Drill: 12/9/2015 Contract Security Supervisor MIKE PARKER

## **Health & Safety Committee**

### **Meeting**

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**L1-09 and MG14**

### **Agenda**

**Note: make up Safety certification being held at MG14 @ 12pm**

**Harry Moore, Rasheed Williams, Kelly Brown, Susan Hauck, Mike Parker, Mark**

**Pino**

1. Review and approval of minutes; minute taking
2. Review of Incident & Injury reports
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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



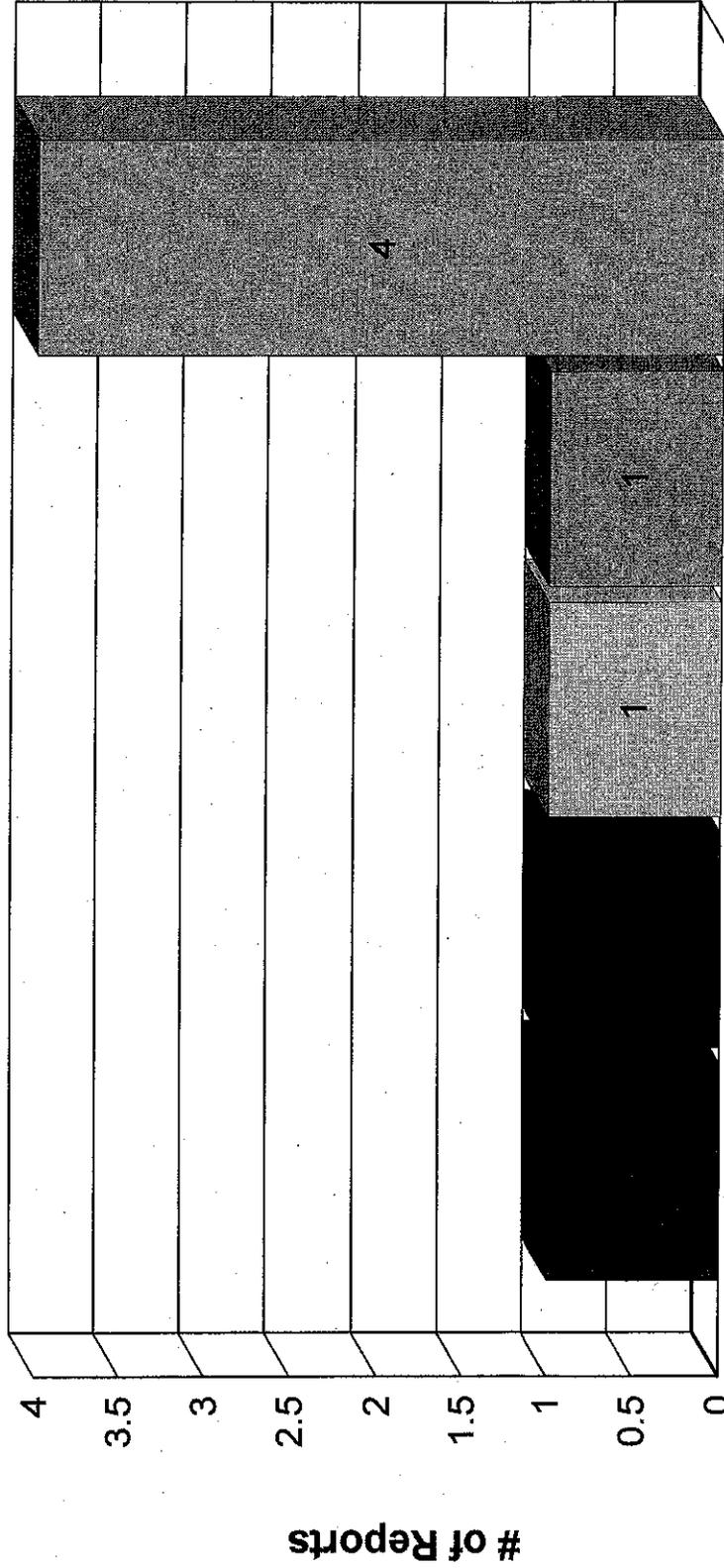
Emergency Reponse  
 Management Team  
 Sign-In Sheet  
 12/16/15  
 S1-09

Print	Signature	Role	Email address	Office Extension	Home Phone Number	Cell Phone Number	Beeper/other
1 Randy Merced							
2 Harry Moore	AT TRAINING						
3 Michael Parker	AT TRAINING						
4 Jim Spiewak							
5 Maryann Yannuzzi							
6 Roberta Massuch		Fanlight - Act Dept	rmassuch@ccp.edu	8299			
7 Keith Bleil	AT TRAINING						
8 Jennifer Ford			JFord@CCP.EDU	8386			
9 Cynthia Reid	AT TRAINING						
10 Mark Pino	AT TRAINING						
11 Keith Skeba	AT TRAINING						
12 Agnes Trummer							
13 WILKIN MARY	WILKIN		wmrsch@ccp.edu		5876		
14							
15							
16							
17							
18							

COMMUNITY COLLEGE OF PHILADELPHIA

1700 SPRING GARDEN STREET PHILADELPHIA, PA 19130

# Count of Incident Types



- ACCIDENT - SLIP AND FALL
- ACCIDENT - TRIP AND FALL
- ACCIDENT-MOTOR VEHICLE: OTHER
- ESCALATOR MISHAP
- MEDICAL ASSIST

616.89042  
150.72.5579  
46

# Incident Counts for Dates: 11/16/2015 to 12/16/2015 for All Officers Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS

Printed on: 12/16/2015

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<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
ENTRANCE	2015-00892	ACCIDENT - SLIP AND FALL	WBULL	12/14/2015

Synopsis: Student reports she slipped and fell entering the Pavilion building.

12.50% ACCIDENT - SLIP 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>
ENTRANCE	2015-00886	ACCIDENT - TRIP AND FALL	DRITCHE	12/9/2015

Synopsis: Faculty member tripped on carpet in 17th Bonnell entrance.

12.50% 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>
N/A	2015-00834	ACCIDENT-MOTOR VEHICLE: OTHER	LNELSON	11/17/2015

Synopsis: Students bike damaged by contractor truck

12.50% ACCIDENT-MOTOR VEHICLE: OTHER Total # of Incident Types Used: 1

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
1ST FLOOR	2015-00859	ESCALATOR MISHAP	SBRIDGES	11/24/2015

Synopsis: Student tripped on West Building escalator

12.50% ESCALATOR MISHAP Total # of Incident Types Used: 1

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
CLASSROOM	2015-00833	MEDICAL ASSIST	AGUZMAN	11/17/2015

Synopsis: Student vomited in bathroom

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
DENTAL LAB	2015-00841	MEDICAL ASSIST	DRITCHE	11/18/2015

Synopsis: Patient suffered chest pains in dental lab

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
CLASSROOM	2015-00873	MEDICAL ASSIST	JMCDEVITT	12/3/2015

Synopsis: Student fainted in class for an unknown reason.

<u>Location</u>	<u>Case # / Event #</u>	<u>Incident Type</u>	<u>Officer</u>	<u>Date</u>
ENTRANCE	2015-00879	MEDICAL ASSIST	WBULL	12/7/2015

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Report Exec c(2015)

**Incident Counts for Dates: 11/16/2015 to 12/16/2015 for All Officers  
Reporting on: ALL AREA SECTORS/BEATS/LOCATIONS & ALL LOCATIONS**

Printed on: 12/16/2015

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Synopsis: Called rescue for a sick person who was a new student

50.00% MEDICAL ASSIST

Total # of Incident Types Used: 4

Total # of Reports Included in this Report: 8

Grand Total: 100.00% Total Count of Incident Types Used: 8