

**Health & Safety Committee  
Meeting  
Wednesday, February 20, 2008  
12:30 – 1:30 p.m.  
Isadore A. Shrager Boardroom**

**Agenda**

1. Introductions
2. Review and approval of minutes; minute taking
3. Review of Incident & Injury reports
4. NIU Shooting
5. Update Emergency Communications
6. Escalator issues
7. Fire Drills

New business, announcements, next meeting times and tasks

**(Wednesday March 19, 2008 - 12:30-1:30 PM Safety Committee)**

# **Minutes for Safety Committee Meeting**

## **January 2008**

In Attendance: Randy Merced, Michelle Casciato, Craig Weintraub, David Watters, Agnes Trummer, Cynthia Reid.

Meeting called to order at 12:35pm.

1. Approval of minutes
  - Suggest that Security Staff be trained on Bloodborne Pathogens for accreditation.
  - Suggest CPR training for large amount of CCP community.
2. Incident Review
  - Missing case # 2008-00002.
  - Suggestion made that employees not drive other employees when seeking medical treatment in an emergency situation.
3. Safety Inspections
  - Jim Speiwak, Theresa Tsai and Robin Krefetz volunteered to do inspections. None were present at this meeting for an outcome review. Issue tabled until next months meeting.
4. Calendar of events for Safety Committee
  - Liberty Mutual gave Fire Safety and Identity Theft information seminars.
  - Would like to tie in a safety demonstration from the fire department and a safety information table during Spring Fling. The safety table will have information and give aways.
  - 3/26/08, Dr Curry is hosting a health fair/expo.
  - Would like to develop a safety web page which could house info and the safety calendar.
  - Suggestion made to develop web based training.
5. New Business
  - There will be an e-mail blast as well as a flyer put out as a reminder for slip and fall reporting and injuries.
  - Update on the Emergency Response Management Team Meeting.
  - Door bell in the Mint Building needs repairing.
  - Lighting issues are being addressed.
  - L & I violations at the child care center are being addressed.
  - Door closure issues are being addressed.
  - Escalator covers are in place and in use.
  - Reminder to committee to be mindful and observant during the upcoming construction.

Next meeting will be held on 2/20/08

Respectfully Submitted.

# **Minutes for Safety Committee Meeting February 2008**

In Attendance: Randy Merced, Michelle Casciato, Therese Tsai, Craig Weintraub, David Watters, Agnes Trummer, Margaret Stephens, Jim Spiewak.

Meeting called to order at 12:39pm.

1. Approval of minutes
2. Incident Review/New Incident Reports
  - Need to revamp the report in order to expand on the information shown, specifically outcomes of the incidents.
  - Complaints during the last snow fall about the sidewalks not being cleared in a timely manner.
3. Northern Illinois University Review
  - Incident only took about 3-4 minutes which made it impossible for instant communications.
  - They closed their campus and sheltered in place within minutes of the incident.
  - The incident was contained quickly.
  - They did not have a mass communication system.
  - The city of Philadelphia's L&I department are really inspecting for a shelter in place policy.
  - Need to identify evacuation plans which include gathering places.
  - Would like to identify "fire marshals" for the campus to assist in evacuation processes.
  - Suggest more signage be post for evacuation procedures.
4. Emergency Communications
  - Phones are installed in classrooms. They could use instruction signs posted with them.
  - Code Blue boxes/poles to be installed. Vendor is chosen. It has a PA system attached for use in evacuation situations. They will also be installed at the regional centers.
  - Lynx System is up and running. Suggestion made that the alert function be also installed on the public access computers.
  - Alertus System is being installed and will eventually tie into the Avaline system.
  - E2campus needs to be updated by the user. Each person needs to check their status. Suggestion made that information on e2campus be included in the hiring packages.

**\*\*Committee made a motion for the security department to have a web page for links and information. The motion was seconded and approved.**

5. Escalator Issues

- There is a protest being held at noon on 3/21/08 by our disabled students due to the problems caused by the escalators not operating as it relates to their population.
- It is unbelievable that this problem continues without a solution being found.
- Security will now have the ability to restart the escalators instead of waiting on an engineer. If Security cannot restart the escalators, the engineer will be called in to fix the issue.
- CCP has hired a FT escalator/elevator repair company to be on site.
- Suggestion was made to create a work study position for be a safety patrol for the escalators/elevators.
- Suggestion made for an elevator pass system.

6. Fire Drill review.

- Winnett has an issue hearing the fire alarm in areas where the reconstruction occurred. Specifically the Vanguard office within C1-12. R. Merced said he would contact the Alarm vendor to see if it can be rectified.
- All other drills had no issues.

7. Drill Planning

- Last years drill went well and helped to show problems that are being addressed, especially in the communications area.
- This will be a very similar scenario but will happen in the Winnett building around the Dean's office.

**\*\*Motion made by the committee that the possibility of a full scale drill be investigated and planned in the wake of the NIU incident.**

- Requested that the EMRT suggest possible dates by the next meeting.
- The newly acquired communication equipment will be tested in stages leading up to this next drill.

Next meeting will be held on 3/19/08

Respectfully Submitted.