Safety Risk Management Team Minutes
July 26, 2022 1:00 pm – 3:00 pm
Founders Room & Via Zoom for Remote Employees

Chair: Eric Howard (Interim Chris Clark)

Roll Call:

√	Sabrina Black		Brenda Brown	√	Beth Crowe
√	Chris Clark	√	Dwayne Fehrenbacher	√	Emily Forthman
√	Jennifer Herren		Eric Howard	√	Don Koch
√	Russ Stoup	√	Jonathan Van Meter	√	Brandy Woods
				√	Guest, Tina Dudley

I. Call to Order

Chris called the meeting to order at 1:05 pm.

II. Approval of the June 28 Minutes

Sabrina made a motion to approve the minutes as written, with a second by Russ. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Items for Discussion

A. Update on Frequency of Drills

- Safe Zone Identification
- Inservice on How to Respond, Location(s) of All

There are 4, exterior Safe Zone areas: front parking, parking lot at Rustic, back lot by nursing and the pavilion. Drills are typically conducted in October (Fire Prevention Week) and in March (Severe Weather Preparedness). It was noted that some exterior doors are tricky, and those Building Monitors may require hands-on instruction.

Providing in-service training for all Faculty as well as Building Monitors will be included in the Community Assembly, date in September 2022 to be determined. Also, review employee response to active shooters.

<u>Items Requiring Action:</u>

Seek input from Darci (VP of Academic Affairs) regarding the best times to conduct the two drills, considering faculty schedules. Customarily held on a Wednesday at 9:45 pm.

Seek Kevin to create a virtual tour of the locations of all Safe Zones (exterior and interior).

Order more hex keys (Don).

Send out maps of the Safe Zones (as noted in the Main Campus/Campus Security Plan)

B. Update on Building Monitors (Trainings Completed)

- Reassign as necessary

There are two vacant Building Monitor positions. Members suggest asking Evelyn Davis and Donna Price.

Items Requiring Action

Email communication, seeking the willingness of Evelyn and Donna to serve in these roles.

Update tracking formsof Building Monitors/Completion of any trainings

C. Clery Report Status

Responses are being returned, noting all zeroes.

V. New Business

OSHA Training – check on the certification length, is there an expiration to the OSHA 10 training?

The Covid Mitigation team will be meeting on July 27. Don would like noted that chairs are being moved back into classrooms. Also, the members ranked which entrance doors should be reopened. Currently, doors located at 2,5,6,7 are opened. Ranking the priority of doors to reopen: 11(Nursing), 4(Gym), 15, and last 9. Chris will relay this during the meeting.

Adjournment

Russ made a motion to adjourn the meeting at 2:00 pm, with a second by Sabrina. All members voted in favor and the motion carried. The next Safety Risk Management Meeting will be held on August 23, 2022.

Standing Agenda Items to Keep on Radar

G4O1SD (pg109) G4O1SE (pg110) G4O1SF (pg111)

- **Risk Management Plan (March)**
- **Campus Safety Plans (May)** **Need to Change to September for ICCB Submission**
    a) **Anna**
    b) **Metropolis**
    c) **Cairo**
    d) **Main Campus**
    e) **Vienna**
- **Emergency Plan Update (October)**
- **Clery Act/VAWA (Violence Against Women)/OSHA/ADA to be included in a Campus Safety Report (October)**
- **Disaster Recovery Plan (college operations)**
- **Create a Chemical Hygiene Plan**
- **Collect/Review/Dissemination/Housed (MSDS)**
- **Develop/Implement College-Wide Emergency Preparedness Training Activities**
- **Oversee Health & Safety Training Programs (Employees/Students)**
- **Develop an Annual Safety Inspection Plan**

Current approved policies for review are on the shared drive: Board Policy and Procedures/Draft Administrative Policies by Councils/Administrative Services Council/College Facility