Safety Risk Management Team Agenda
August 22, 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			√	Brandy Woods
				√	Guest, Tina Dudley

I. Call to Order

II. Approval of the July 26, 2022, Minutes

Don made a motion to approve the minutes of July 26, 2022 with a second by Brandy. 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 Risk Management Plan (Board of Trustees Meeting 9.6.22)**
Currently, the Risk Management Plan is being assembled for presentation at the September 6 Board of Trustees meeting.

B. **Community Assembly, 9.21.22**
Overall Safety Plan Items include: identify all safe zones prior to the first drill; virtual tour to navigate locations of fire extinguishers, AED, safe zones; how to respond to drill and location of highlighted maps throughout the buildings; reminder that office keys will open classrooms; calling 911 when no signal, please call Virginia; update all building monitors regarding responsibilities and reminder that ALL doors are exits, but not all allow for reentry.

First Aid Kits should be updated with supplies.

Don will order more hex keys for distribution to building monitors

C. **Update on Building Monitors (Trainings Completed)**
OSHA10 training is still being scheduled with multiple times and dates. Any employee with a notation of "safety" within their job description are required to take the training. However, the OSHA10 training will be open to ALL employees.

Supervisors should arrange coverage of any area when those employees are in training. Training will be during working hours.

D. Clery Report Status

Clery report are still arriving and the site is not live for reporting as of this date.

V. New Business

The Office of the Illinois State Fire Marshal, Division of Petroleum and Chemical Safety, is notifying you that Financial Responsibility for underground storage tank(s) that you own or operate (at the facilities listed below) must be reported by 08/25/2022. Chris will report this on Wednesday.

https://webapps.sfm.illinois.gov/USTPortal/Forms/FinancialResponsibility

Adjournment

Brandy made a motion to adjourn the meeting at 1:30 pm with a second by Don. All members voted in favor and the motion carried.

Standing Agenda Items to Keep on Radar

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

- **Risk Management Plan (September)**
- **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