Safety Risk Management Team Agenda

September 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
X	Chris Clark		Dwayne Fehrenbacher	X	Emily Forthman
X	Jennifer Herren	X	Eric Howard	X	Don Koch
	Jonathan VanMeter		Brandy Woods	X	Guest, Tina Dudley
X	Vicky Cornelissen				

I. Call to Order

II. Approval of September 26, 2022 meeting minutes:

there was not a quorum, zoom link was not working, so a few attendees were not able to participate.

III. Additions to the Agenda

IV. Items for Discussion

A. Risk Management Plan was completed on 08-25-2022.

B. Community Assembly, 9-21-2022

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 o 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.

C. First Aid Kits

Vicky Cornelissen will be responsible for ordering kits and replenishment.

- A label will be placed in each kit, to contact Vicky in the event a supply is no longer available.
- Vicky will check kits each semester.
- Vicky will create a log of where each kit is located.

First Aid Kits should be updated with supplies.

a. Basic Electricity kit needs to be refilled.
b. Welding does not have a kit.

Don will order more hex keys for distribution to building monitors. – Three more keys to be ordered.

D. Update on Frequency of Drills

- Fire Drill will be October 12, 2022 at 9:45 AM

  This should give students time to exit the building and return to class on time for 10 am classes.

  At 9:45 am the alarm will go off followed by an audio recording instructing everyone to exit the building using the closest exit.

  Once the building monitors determine that building is cleared a chime will sound followed by instructions that say the building emergency has been cleared. This is when we can enter the building.

- Don will announce the "all clear".

- Vicky will establish a meeting with Building Monitors prior to the fire drill. (Both previous monitors and new monitors).

NEW MEMBERS	PREVIOUS MEMBERS
Tanya Hill - Declined	Karen McGoy
Cecilia Knight	Kristin Shelby
Ronnie Rice	Danielle Boyd
Timothy Cornwell	Dwyane Fehrenbacher
Eric Howard	Jonathan VanMeter
Michelle Williams	Rob Lucas
Amanda Hannan	Lora Clark
Matthew Steinmetz	Sabrina Black
Daniel Kineman	Christina Faulkner
Mindy Reach – Declined	John Sparks
Debbie Vines – No longer with SCC	Brett Whitnel

  - Scheduled for Tuesday morning, October 11 from 11:30 – 12:00 pm.
    - Drill will be Wednesday, October 12 at 9:45 am.

- The tornado drill will be March 1, 2023 at 9:45 am.

This will be similar to the fire drill, but we will be instructing everyone to move to the interior safe zones.

E. 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.

- Training dates are November 9 and 14, instructor is Ron Duncan.

F. Clery Report Status

Shawnee Community College received our Campus Safety and Security Survey Completion Certificate on August 30, 2022.

- Main Campus ID: 148821001
- Anna Extension Center ID: 148821002
- Metropolis Regional Education and Training Center ID: 148821003

G. Gymnasium / Bleacher Update - Work is progressing, currently removing the subfloor, then the laying of the wood floor, painting and top seal. Needs time to cure/dry then the bleachers will come in for installation. We are still looking for a completion of December 2022.

H. **Ballfield Road Construction Update –** Work has started, and we are striving for a three-week completion date (not including installation of lights/poles). Culverts were added with drain pipes. An asphalt road will be created to the tennis courts for additional parking. (Tennis court asphalt will need to be re-sealed to be included with the rest of asphalt project).

- Lighting will include 8 poles, with a switch that can be turned on and off.

I. Active Shooter Training – Eric is going to work with local law enforcement to assist with training, would like to also include students with this training. A date will need to be selected.

V. New Business – no new business.

Adjournment

Please join us face to face, however if you are working remotely, a Zoom link is attached. An agenda will be sent prior to the meeting. Join Zoom Meeting
https://shawneecc-edu.zoom.us/j/94525416279?pwd=N2lXZm9HbCtHVDJFazQ2OUU0MmF3dz09

Meeting ID: 945 2541 6279
Passcode: 365098
One tap mobile
+13126266799,,94525416279# US (Chicago)
Dial by your location +1 312 626 6799 US (Chicago) Meeting ID: 945 2541 6279

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