Safety Risk Management Team Agenda
October 24, 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
☐ Jonathan VanMeter	☐ Brandy Woods	☐ Guest, Tina Dudley
☐ Vicky Cornelissen	☐	☐

I. Call to Order

II. Approval of September 26, 2022 meeting minutes.

III. Additions to the Agenda

IV. Items for Discussion

A. Review 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 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.

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.

B. Review Drills & Hall Monitor Issues

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

- 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.

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.

D. 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

E. Gymnasium / Bleacher Update

F. Ballfield Road Construction Update

G. Active Shooter Training US marshals will do the training on a prearranged date.

V. 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
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