

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: 04-25-18

Attendees: Rick Cohen, Lori Sundberg, Wendy Ohman, Andrew Pollom, Adam Cortright,
Blake Theisen, Paul Gladen

Start time: 4:04 pm

I. Unfinished Business

A. Reports

Recommendations from the insurance carrier continue to be addressed including:

1. The chairs for the science departments will be reminded to prohibit the storage of chemicals inside of the fume hoods.
2. The special collection appraisal was completed. Wendy Ohman has worked with Anne Thomason who keeps the appraisal current.
3. Contact will be made with Karen Lebergott regarding the storage of materials in the fire rated stairwells. Karen will be asked to notify faculty and staff members within Durand about not storing anything in the stairwells.

B. Review action items

Emergency Lights – inspection checklists are being completed and will be shared with designated personnel this summer. The checklists will identify the location of the lights and be used to document inspections.

III. New Business

A. Accident review (employees and student employees)

One employee injury was experienced in the virtual reality room inside of the library. An employee was assisting a guest when she was accidentally struck in the head with a controller. The guest, who was wearing the VR goggles turned as the employee leaned over to provide assistance when the guest made contact with the employee.

B. Review findings from inspections

Quarterly sprinkler inspections continue to be completed for all buildings.

Documented quarterly AED's inspections in Public Safety are completed. The question was raised about the inspection of AED's in athletics. Blake Theisen indicated that Mike Gilboe is completing annual inspections of the devices.

The ownership of the AED in the Health and Wellness Center was raised as it is not known if the device is inspected. Rick Cohen will speak with Jennifer Fast or Kathy Salinger to determine who the device belongs to. The College wants to be sure that each device on campus is properly maintained. After the meeting it was determined that the AED belongs to the College so it will be added to the inspection checklist.

A question was raised if an AED remained in Deerpath. The device had been removed and relocated when the exercise room was dismantled. It was suggested that the campus maps, which identify the buildings where AED's are located be updated.

The current campus maps identify AED locations. Rick Cohen questioned if the location of AED's were necessary? Adam Cortright asked if people would know to look at a map when searching for an AED to which it was not believed they would. The committee agreed to make contact with Emma O'Hagan to have the AED symbol removed from future maps.

C. Employee education and training

Rick Cohen reported that Public Safety Officers completed recertification training on CPR, AED and first aid.

The use of SafeColleges training programs will be expanded to include material handling training for Facman, Blood Borne Pathogens training for Athletics, Facman and the Residence Life Staff.

A discussion of on-line safety courses identified that Everfi provides free options that can be obtained. Agnes Stepek was identified as the administrator who is familiar with the program and she will be contacted to discuss the potential options. Andrew Pollom questioned if Title IX training was available to which Lori Sundberg responded that Wendy Ohman will follow up with Agnes regarding its' availability.

Kristen Nolan will be contacted in regards to the contact information for summer camp personnel. The purpose of the contact will be to verify that the contact information is provided to Public Safety so it can be added to the Rave Alert system.

D. Safety policy creation, evaluation, updates

The Chemical Hygiene Committee met and approved the current chemical hygiene plan. The plan has been given to Rick Cohen who will format the plan and add it to the website.

Remaining campus safety policies are current as no changes to the OSHA regulations have taken place.

E. Other business

A chemical disposal email was sent to department chairs for Biology, Chemistry, Psychology, Physics and Arts. An inventory sheet was provided and the departments were asked to complete and return by mid-June in order to submit the combined inventory to disposal companies. Disposal quotes will be obtained and evaluated before being awarded.

The Rave Emergency Notification System was reviewed by Public Safety in order to update the training requirements. During the review, it was determined that an #800 number is available for worst-case scenarios when all other forms of communication are lost. Unfortunately, the number is only made available to persons with specific

designations recognized by Rave. A phone call was placed to Rave to discuss the options and a viable solution was created.

Rick Cohen discussed an available weather alert service provided through Rave. The system is capable of sending alerts to the community but before the service is utilized Rick wants to make sure the system only sends tornado warnings. The decision on how to use weather alerts will be implemented this summer.

Lori Sundberg reported that the contract signed with Parkhurst, the new food service company includes stipulations for health and safety requirements.

Andrew Pollom suggested that Parkhurst be asked about their food service plans during power outages. Lori asked Wendy Ohman to follow up on this question.

Lori Sundberg raised a question about the recent power outage, specifically how the committee members felt the situation was handled.

Andrew Pollom praised Stacey Oliver for maintaining communication with students and felt that the situation was handled very well by the committee formed to address the outage. Andrew also reported that the students appreciated the communication.

Rick Cohen seconded Andrew's comments about the committee and stated that the EOC was utilized to help with the event.

Facman was complimented on the manner of their response and their commitment to working through the situation. When asked if a business continuity plan was available to help quickly locate resources Adam responded that they worked closely with contractors on site for the Lillard Science Center. It was suggested that additional planning be developed by Facman in order to have a list of resources available should another situation like this arise.

Lori Sundberg reported that one issue regarding emergency group communication was raised. The situation required the need to build a group of persons participating on the committee. It was suggested that an application for the Crisis Management team be sought in order to increase communication capabilities. Rick Cohen identified a costly option of turning cell phones into two-way radios. The idea will be considered if an effective application can't be identified.

The outage did not result in any business interruption claims however; potential claims for property damage may be submitted.

Andrew Pollom questioned if a power outage would result in residence halls losing heat? Adam Cortright indicated that not every building would be impacted. Rick Cohen responded that part of the Emergency Response Plan addresses how to deal with student housing in the event of a power failure or loss of heat.

F. Action items

None

III. Next Meeting

Date to be determined

Meeting adjourned: 4:46 pm