

# Community College of Philadelphia

## MEETING MINUTES

Safety Committee

1/16/13

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

### Committee Members Present:

*Charles Schaffner, Al Kristoff, Jim Spiewak, Jennifer Ford, Susan Hauck, Ron Jackson, Agnes Trummer, Joan Monroe, Mary Ann Wagner-Graham, Cindy Walls*

### Guest Present:

*Ricardo Hilaire (AlliedBarton)*

#### I. Call to Order

-The meeting was called to order at 12:06pm.

#### II. Attendance/Introductions

#### III. Minutes Approval

-Minutes approved

#### IV. Discussion of monthly incidents

#### V. Old Business

-Reminder to all officers in particular Rover officers please be aware of walk off floor mats should be straightened out to reduce trip and fall accidents.

-17 Mint area floor mat headed to the library area is a concern.

-Air quality has not yet been done, not sure on the estimated time this will be conducted.

-Any reports from emergency response in regards to door locking issues. Jan meeting was postponed, to follow up in February's meeting.

#### VI. New Business

-Memo on 911 emergency calls distributed. How to request emergency assistance for the most effective/efficient response time.

-215-751-8111 can be used as the external number to security for emergencies. Internal use 5555 can be used from any phone throughout campus for any emergency. connects to security immediately. Security will notify 911 for rescue if needed.

-Follow up to be done with IT Bill Bromley for an emergency external 5555 prefix line.

-All should remember 5555 is the priority line for all internal emergencies.

**A.) How to disseminate information to employees about security communication measure.**

- There are a number of ways this info is distributed and can be distributed for future projects: Email Blast, Student handbook, professional development, new hire orientation, soon to be posted on plasma TV's, E2 campus and alertus boxes.
- Another more effective/efficient way to distribute info to employees is through the dept. head meetings.

**VII. Adjournment at 12:29pm**