

Community College of Philadelphia

MEETING MINUTES

Safety Committee

3/18/15

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Jim Spiewak, Agnes Trimmer, Al Kristoff, Susan Hauck, Jennifer Ford, William March.

Guest Present:

Ricardo Hilaire (AlliedBarton), Ken Norwitz (Willis)

I. Call to Order

-The meeting was called to order at 12:03pm.

II. Attendance

III. Minutes Approval

-Minutes approved (AL Kristoff)

IV. Discussion of Monthly Incidents

Incidents classified by type from the dates of February 19th - March 18th are as follows:

- Accident (Slip and Fall) 7 total
- Accident: (Motor Vehicle Other) 1 total
- Accident: (Motor Vehicle Student) 2 total

V. Old Business

- *No old business*

VI. New Business

- *Spiewak: During last month's fire alarm within the Bonnell/Mint concerns regarding 16th Aud entrance not staffed - students and visitors began entering the building during an active emergency/alarm that had not been cleared yet. Proposed afoot patrol should zone this area immediately during an emergency.*

- *Spiewak: Art Studio near the computer lab B2 level, can vaguely hear alarm bells during an emergency.*

- *Kristoff: Security is making a concentrated effort to appoint fire captains per designated area to assist with evacuations, proper protocol and disable individuals during emergency situations. E-Mail blast will be sent notifying the college community to join and helps us with this effort.*

- Spiewak: During last month's fire alarm Jim was properly equipped with his "Go Bag" listening to radio transmissions heard approx. 3 times checks for disabled individuals from A/M Hilaire. Once alarms are active, immediately evacuations should begin with emphasis on checking stairwells and halls for the disabled individuals.
- Spiewak: Training/Retraining on emergency evacuation chairs should be conducted, per Al current chairs are not user friendly. Looking to purchase more user friendly equipment.
- Spiewak: Signage needed for AFD/Defibrillators
- A. Trummer: Effective April 1, 2015 the college will be granted 5k in efforts to become to "Smoke Free Campus"
- J.Ford: two alarms in the back entrance of the library are none operational- on order.
- Spiewak: By June 30th west phila regional older ludlow rear entrance will be closed off, all patrons will be instructed to use the new entrance closest to the learning commons.
- Van driver training need per Ken Norwitz. Per Jim the college has recently purchased a 15 passenger transit bus is a CDL required? Ken Norwitz to look into this.

Adjournment at 12:36pm