

Community College of Philadelphia

MEETING MINUTES

Safety Committee

04/16/14

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

Committee Members Present:

Charles Schaffner, Al Kristoff, Agnes Trummer, Joan Monroe, Susan Hauk, Ron Jackson, Mary Ann Wagner-Graham, William Finn, Harry Moore.

Guest Present:

Julian Fields (AlliedBarton)

I. Call to Order

-The meeting was called to order at 12:05pm.

II. Attendance

III. Minutes Approval

-Correction: Under Old Business- all of the equipment outside of the Learning Lab has Not been removed, the Buffer Machine is still located outside of the Lab... they are looking to put an electrical outlet in that area. (Harry Moore)

-Minutes approved

IV. Discussion of Monthly Incidents

-Incidents classified by type from Mar 26th, 2014- April 11th, 2014 are as follows:

-Accident (Other) three total.

-Accident (Slip/Fall) three total.

-Accident (Motor Vehicle) three total.

-Medical Assist one total.

- **Old Business** - *None.*

V. New Business

- *Question* posed by Joan Monroe - with regard to the recent Fire Drills, what are the actual procedures for evacuating the building? What's the policy on how far away from buildings should people stand? When do you get the "all clear" to get back in the building... is it when the bell stops ringing? What do we do if someone can't get out of the building?

-*Answer:* presented by Charlie Schaffner- when there is a fire drill when the alarms go off students are required to leave the building and people should get as far away from the

building and as close to the street as possible unless there is a fire truck there, they should not stand next to the building. Security personnel should be moving them along. The security officer's will be getting people out of the building and make sure it is fully evacuated. Even if the alarm is silenced, security officers will continue to check the building to ensure all personnel are out and afterwards continue to check the building until it is confirmed that there is no reason to keep the evacuation in place the officers are alerted to let people back into the buildings.

- *Concern:* of Joan Monroe - there seems to be no clarity as to when the alarm is being silenced, that it is not the all clear to go back in the building.
- *Answer:* presented by Charlie Schaffner- we have officers at the main points of egress to confirm that the ok has been given to come back into the buildings.
- *Suggestion:* presented by Harry Moore- that officers at the main entrance points have access to portable broadcast megaphones.

- *Situational Concern:* presented by Mary Ann Wagner-Graham - a Non-student was inside of the building and faculty member felt uncomfortable with the conversation that was taking place; however, she was cornered in an area where she had nowhere to go and no one to assist her. Question of what is a faculty member/employee to do in that situation?
- *Answer:* presented by Charlie Schaffner- Suggest that due to the area some faculty are in, that they should install the Lynx system to trigger emergency response via keyboard panic buttons. – There was some discussion regarding an emergency alert system (UTIP).

VI. Adjournment at 12:35pm