

Community College of Philadelphia

MEETING MINUTES

Safety Committee

5/15/2013

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, Susan Hauck, Agnes Trummer, Harry Moore, Ron Jackson, Tanya Brown, Jennifer Ford, Joan Monroe, Mary Ann Wagner-Graham, Cyndy Walls,

Guest Present:

Ricardo Hilaire (AlliedBarton), Andy Cole (Lackawanna Insurance Group)

I. Call to Order

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

II. Attendance/Introductions

III. Minutes Approval

- Typo correction: seen on campus*
- Minutes approved

IV. Discussion of monthly incidents

V. Old Business

- Id update: Id's can be printed here on the main campus & NERC. NWRC & WPRC machines are down.
- Air quality reports shared with departments.
- Library lamps will be dusted within the next couple weeks.
- B1-28 learning lab phone – issue not resolved; invalid TN message.

VI. New Business

- BG-7 counseling dept. requesting air quality checks to be done. Complaints of staff member sick since moving into the new space: dry cough, bronchitis, watery eyes and constant coughs. Air flow/ventilation to be checked first. Request needs to be put in writing.
- Vent cover would be against code.
- Contractors who have completed this work assured facilities management the system is balanced.
- Desk relocation for counseling area to be discussed with another committee.
- Joan shared AFT magazine community college in Texas shares safety concerns and

procedures.

- As the EMRT currently plan for active shooter exercise, closely monitoring current trends of terror acts. Communications available to us: broadcasts messaging pop ups on PCs, Alertus and E2campus.
- Testing done on a periodic basis.
- Rash of opportunistic thefts: example of communication email blast sent promptly.
- 2-4 table top exercise done per yr.
- Live active shooter drill to be conducted spring 2014.
- Question raised is there a designated meeting place for staff during an emergency? Every division should have a plan in place and reinforced at least once a semester. Updated every fall.
- Effectively communicate plans and importance of roles during an emergency.
- New college website should be up within the next 4-5 months.
- Emergency plan brochure, book marks etc... – shared with students and staff on a yearly basis and are posted online. Also shared during new hire orientation, workshop, professional development and intermission week.
- Email blast of emergency plan to be sent to all at least once a semester.
- Suggestion: emergency plan should to be placed in classrooms or by telephones throughout campus.
- Electronic notification of an emergency would go out in a matter of mins, unless power/connectivity is down.
- Of the 33,000 student within this college only 4,000 are signed up for E2campus, which is a free service.

VII. Adjournment at 12:42pm