

# Community College of Philadelphia

## MEETING MINUTES

Safety Committee

5/22/2014

12:00pm Rm L1-09

Community College of Philadelphia

1700 Spring Garden St

Philadelphia, PA 19130

### Committee Members Present:

*Charles Schaffner, Al Kristoff, Joan Monroe, Agnes Trummer, Jennifer Ford, William Finn*

### Guest Present:

*Ricardo Hilaire (AlliedBarton), Ken Norwitz (Willis)*

#### I. Call to Order

-The meeting was called to order at 12:08pm.

#### II. Attendance/Introductions

#### III. Minutes Approval

-Minutes approved

#### IV. Incident Review

-Incidents classified by type from April 17<sup>th</sup> – May 20<sup>th</sup> are as follows:

- Accident (Other) one total.
- Accident (Escalator Mishap) one total.
- Accident (Motor Vehicle) one total.
- Medical Assist three total.

#### V. Old Business - None

#### VI. New Business

- During fire drills cafeteria and bookstore does not evacuate (Soon to be implemented).
- Follow up with Laura, does all contracted vendors conduct training/possess emergency operation procedures?
- Per Charlie, follow up with other institutions on fire drill best practices.
- Future reference, fire drills will be conducted during the switch of class periods for minimal disruption purposes.

#### VII. Adjournment at 12:24p