

Lane Community College Safety Committee Minutes

Date: November 15, 2005

Time: 3:00 pm

Location: Building 4, Room 125

Members Present:

Barbara Dumbleton

Mary Glenn

Jennifer Hayward

W.D. Perkins

Mike Ruiz

Sandy Ing-Wiese

Observers:

Karol Rourke

Business:

1. The Committee approved minutes from the October 18, 2005 meeting with one change.
2. The Committee discussed membership. There are currently one vacant classified position and two vacant faculty positions. Jennifer e-mailed both the classified and faculty union presidents and asked them to appoint members. Barbara noted that staff from high-risk areas should be asked to be on the Committee. Jennifer will ask Nadine Wilkes from Student Health if she would like to be on the Committee.
3. Members discussed the Safety Committee Charter and Policy. Barbara suggested revising the Policy to be policy statements and not procedures. It was also noted that the Charter should be compared against the college's current charter template. The Charter and Policy sub-group (Jennifer, Dawn, and Mary) will incorporate the changes discussed at this meeting and develop updated drafts for review at the next meeting.
4. Sandy presented the incident command system presentation that Goshen Fire Chief, Randy Woods, presented to the Executive Team recently. For a small incident LCC Public Safety would be the incident commander. For a larger incident, either the Fire Department, Lane County Sheriff Department, or the medical emergency responders would be the incident commanders depending on the type of incident. The Executive Team will revise the Red Book to designate one person from Lane to liaison between the incident command and the LCC Emergency Response Team for a large incident.

Sandy reviewed the campus emergency notification system. It currently consists of the telephone tree, e-mail, and building sweeps. Additional notification avenues that she is currently pursuing or researching are a siren for the Center Building, zone paging on speakerphones, and telephone notification by an outside agency.

5. The Committee reviewed SAIF claim data and discussed getting safety related repairs done. Mike will bring a list of safety items and the status of each item to the next meeting.
6. The discussion of the Building Safety Inspections for Summer 2005 and Fall 2005 was deferred to the next meeting.
7. No safety concerns were reported since the last meeting.

Next Meeting - December 6, 2005

Completed by: Jennifer Hayward

C: Safety Committee