

**Safety Committee Meeting**  
**Tuesday, March 20, 2018**  
**9:00 am, KRAN 550**

**Attendees:** Tom Brown, Marian Cannova, Joan Gardner, Mike Humphrey, Linda Klotz, Sarah Lee, Scott Nelson, Karen Poore, Connie Reckowsky

**Office Inspections**

The committee briefly discussed office inspections. There was mention that all inspections are in, with the exception of the 6<sup>th</sup> floor of Krannert. A few minor cords and egress issues were found, but the inspections went well on the overall.

It was noted that all KCTR maps are installed, thanks to Karen Poore and Marian.

A key for office entry may be borrowed from Mike's office.

**New Emergency Evacuation Maps**

Tom mentioned that the new emergency evacuation maps are laminated and ready to be displayed.

Mike thanked Tom for his hard work in getting the maps laminated and learning the map functions. Mike delivered maps to AG ECON. It was also mentioned that Eileen picked up the maps for the 4<sup>th</sup> floor of Rawls.

Tom asked if anyone needed to borrow keys to get in the offices. He also mentioned that it was easier to switch the maps when the offices are empty.

**AED Inspections Due by the End of the Month**

Mike and Tom gave a brief reminder that the AED Inspections are due.

**Protective Order**

The email that Logan distributed regarding a Protective Order was discussed.

- Keep vigilant
- Be aware of strangers
- Call 911 if you see the person in question

**Today's 10:15 AM Tornado Drill**

Mike and Tom gave brief description of the tornado drill.

Should there be a tornado warning, please do the following:

- If inside you will receive an alert on your phone and computer to go to the lowest level in the building

- If outside you will hear the sirens and then proceed to the lowest level of a nearby building. Use the tunnels if necessary for space.

Connie mentioned that the All Hands Staff Meeting was a good opportunity to remind others of where to go should a tornado occur.

It was mentioned that while we have not done a "leave office" drill in a while, we should be aware to go to the lowest level and in a room without windows.

### **Safety Chair**

Mike briefly discussed the Safety Chair Meeting and the Safety Fair. Both will take place on Wednesday, March 28.

- The Safety Chair Meeting will take place from 8:00 AM – 11:00 AM in Stewart Center, Room 214.
- The Safety Fair will be held in STEW 218 from 7:30 AM – 11:30 AM

This meeting and fair will have a variety of outside vendors who have products that promote and help facilitate safety. This fair is not open to everyone and is primarily for maintenance, scientific lab technicians and others who help keep our buildings safe.

### **QPR Suicide Prevention Training**

The QPR Suicide Prevention Training is scheduled for Thursday, April 5, 2018. This training session is designed to help faculty, staff and students to:

- Recognize concerning behavior
- Instructions on how to report concerns
- Help suggest outreach and assistance to students

It was mentioned that the QPR training was publicized in Krannert Today.

Mike related that he has a goal of 25 – 40 attendees to the training. So far, we have 25 people signed up. Mike would like to add twelve PhD students to attend the training.

### **Annual Inspection Meeting with R.E.M.**

The annual Inspection Meeting with R.E.M. does not have a firm date, but will take place sometime in late April or May.

Tom mentioned that it be looked into after graduation.

Some topics for the REM meeting would include:

- The new emergency evacuation maps
- Stop the Bleed Training

Tom stated that he would like support from the other committee members at the Annual Inspection Meeting.

No other business and the meeting was adjourned.