

# Safety Committee

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## St. Cloud Technical and Community College Safety Committee

Meeting Date: 03/31/16

### Agenda

#### Attendance

Present: Chris Loos; Missy Majerus; Brian Johnson, Jacci Netter; Nancy Kircher; Al Raeker

Not Present: Adam Koenig; Anthony Wolbersen; Jennifer Potter; Jerold Mishow; June Hirdler; Nicolle Kuhn; Rita Dingman

#### Old Business

##### 1. Emergency Flip Chart Update

- a. This document, posted in all classrooms and labs, needs to be updated with current emergency response information

Updates:

- i. Emergency Response verbiage has been completed
  - ii. Vendor selected for Emergency Procedure guides. Paperwork awaiting approval since vendor is considered a sole-source for this material
  - iii. Sample
- b. Researching digital app vs. paper flip chart options
  - i. What would be most beneficial? (Going with flip charts)
  - ii. What will reach the most people?

-The group discussed various options and what may work best for all

-The addition of vinyl room numbers to interior rooms was also discussed

##### 2. St. Cloud Hospital Safety Escorts

- a. Carolyn Neubauer brought up before the last meeting the fact that St. Cloud Hospital no longer allows students or staff to park in their parking lots for clinical
  - i. Staff/Faculty have recently been approved to park in the hospital's parking ramp. Carolyn, can you please share the details?
  - ii. Students still must park off-site

#### New Business

##### 1. Active Threat Training (Recap of March 10<sup>th</sup> Staff in-Service)

- a. Successes and Lessons Learned
  - i. Presentation by Sgt. Tad Hoeschen and Walk-Through of Main Building
  - ii. Front Desk Exposure (available resources being researched)
  - iii. PA System – issues in Main Building and “who is responsible” and scripts for announcements

## Safety Committee

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iv. Other Mass Notification ideas

v. Overall Reaction

- There were 3 areas the group walked-through: main lobby, workforce center, and the commons
- The PA system was discussed and Chris stated he will create scripts for announcements as well as reach-out to various contacts for emergency plans.
- Chris is looking at software for various mass notifications

2. Haz-Waste Disposal

- a. Stericycle picked up Haz-Waste from HSB on 03/15/16
- b. No new pickups scheduled
- c. Cage is being inspected weekly
- d. One issue being found is that easy access to the Facilities area is causing people to bring in their own waste and leave next to the cage instead of placing a "Hazardous Waste Disposal Request" with my office
  - i. I will need to send out a refresher email on the SCTCC haz-waste disposal process

-The Dental lab was cleaned out as it had some issues with being over-full

- There will be a process review with an email to "reacquaint" everyone with the proper way to dispose of items

3. Severe Weather Awareness Week

- a. April 11<sup>th</sup> through April 15<sup>th</sup>
  - b. Schedule is as follows:
    - i. April 11<sup>th</sup>: Alerts and Warnings
    - ii. April 12<sup>th</sup>: Severe Weather, Lightning, and Hail
    - iii. April 13<sup>th</sup>: Floods
    - iv. April 14<sup>th</sup>: Tornadoes (w/ statewide tornado drills)
    - v. April 15<sup>th</sup>: Extreme Heat
  - c. Statewide Tornado Drill will take place on Thursday, April 14<sup>th</sup>
    - i. 1:45 pm
    - ii. SCTCC WILL participate in this drill
    - iii. Email will be sent out Monday, April 11<sup>th</sup> notifying the SCTCC community of severe weather awareness week, and the drill on Thursday the 14<sup>th</sup>
    - iv. Email will include instructions and Homeland Security and Emergency Management's PPT presentation
    - v. My office will send out informational emails pertaining to each day's topic
- Chris will send out various educational and informational emails regarding these dates. All individuals will be encouraged to participate

4. Monthly Injury Report Update

- a. See Slide

5. Open Floor

## Safety Committee

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- Goal of creating an online form to report any type of hazardous condition
- Brian discussed the receiving and maintenance door issue. Faculty and staff enter and tend to “help themselves” to items, tools, etc.
  - o Perhaps use a code or card access