



## **SAFETY/SECURITY COMMITTEE MEETING MINUTES**

February 9, 2016

9:30AM

2<sup>nd</sup> Floor Quad Conference Room A231

Members Present: *Matt Carver, Barbara Sanders, Millie Mattox, Amy Crickenberger, Bobbi Morgan and Larry Ware*

Members Absent: *Donette Mizia, Malcolm Modrzakowski and Robin Taylor*

### **PROCEEDINGS**

Meeting called to order at 9:30am by Matt Carver, Safety Coordinator.  
Last meeting (August 25, 2015) minutes were approved.

### **ITEM 1. NEW BUSINESS-February 9, 2016**

#### *Safety office*

Matt updated the committee on the fire extinguisher classes and manual updates he has completed. The Emergency Response manual will need to be updated in the near future with names, phone numbers, and maps.

#### *New Appointment*

Two year classified staff member Christina Plaughter will be joining our future quarterly meetings. This position will replace Donette Mizia, who has moved to the Alumni representative.

#### *Compressed Gas Cylinders*

Matt will contact Amy regarding the cylinders in the CEC building. Matt and Millie discussed the inventory list of cylinders.

### **ITEM 2. OLD BUSINESS-April 13, 2015**

#### *Pre-Event Planning*

Matt explained the importance of having departments fill out this form and return it to him in case of emergencies.

#### *Hazardous Communication Manual*

The materials are now located on the WVSOM website. Millie inquired about the location on the website of the Science Building Safety manuals.

*Safety Issues*

Amy has filled out a trackit for the Maintenance Department to put a strap around the stretches in the CEC storage room.

*CPR/AED*

Amy discussed the cost of the new CPR class materials for future classes. Matt and Amy discussed installing AED for the new student center. Matt suggested first aid classes for the Maintenance staff. Amy discussed teaching a CPR class to the Science Building staff in March. Matt discussed holding a fire extinguisher class the same day as the CPR class.

*Fire door Science Building*

Matt updated the committee regarding the effects on the prox/ID card doors in the event of a power outage. Matt will inquire about having the door on the generator for security reasons.

*Lights*

LED's will be replaced on as needed basis for cost efficiency.

*Science Building*

Millie updated the committee regarding the decontamination of the cell culture room. New ceiling tiles were installed for contamination purposes. The mission was an overall success.

*MSDS*

Barbara inquired about the animal quarter's information of the Science Building being uploaded to MSDS website.

The meeting was adjourned.

Respectfully submitted,

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Jill Trent