



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

May 24, 2016

10:00AM

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

Members Present: *Matt Carver, Donette Mizia, Barbara Sanders, Amy Crickenberger, Tina Plaughter and Robin Taylor*

Members Absent: *Malcolm Modrzakowski, Millie Mattox, Larry Ware and Bobbi Morgan*

### **PROCEEDINGS**

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.  
Last meeting (February 9, 2016) minutes were approved.

#### **ITEM 1. NEW BUSINESS-May 24, 2016**

##### *AED/Student Center*

Amy ordered new AED's for the new student center.

##### *Active Shooter*

Matt informed the committee about an active shooter class taken place on campus for the staff.

##### *Brim*

Matt updated the committee regarding a walk through with Brim.

##### *Fire Drills*

Matt discussed an issue with the fire alarm in the Old Clinic area of the Main Building. The problem has since been corrected.

#### **ITEM 2. OLD BUSINESS-February 9, 2016**

##### *Safety office*

Matt has updated the Emergency Safety Response Manual with names, maps, etc. The manual is located on WVSOM's website for anyone to print out. HR will still hand out hard copies to new employees. Matt will validate with HR that new employees are given hard copies of the manuals.

##### *Compressed Gas Cylinders*

Matt updated the committee on the gas cylinders on campus.

*Pre-Event Planning*

Tina and Matt discussed the procedures and protocols with filling out the forms. Tina suggested sending out reminders to staff.

*Safety Issues*

Matt updated the committee about putting straps around the stretchers in the CEC storage room. Maintenance has completed this task.

*CPR/AED*

Amy discussed setting up a CPR class with the Maintenance staff. Tina and Amy discussed setting up additional classes for staff to attend.

*Fire door Science Building*

The prox/ID door is protected by the generator in case of power outages.

*Science Building*

Matt updated the committee regarding the cell culture room. The equipment was replaced and the mold issues were corrected.

*MSDS*

Barbara will update the MSDS in the animal quarter's this summer.

The meeting was adjourned.

Respectfully submitted,

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Jill Trent