Safety and Security Committee Minutes

Friday October 30, 2015

Start Time:  11:02 am

Attendees: Matthew, Wyatt, Roger, Gordon, Jan, Russ, Matt, Barb, Elizabeth, and Donna

Matt passed out a bulleted list of items to cover in today’s meeting.

Matt: Looking into the Rave Guardian mobile application. This is a campus safety application that can be used by all staff and faculty on their cell phones to know when there is an emergency on campus.

- Matt and Roger (anyone else who would like to join) are watching a webinar on Rave Guardian on 11-12-15 to help determine the pros and cons to the application.
- Matt wants to watch the webinar before deciding on panic buttons.

Matt: College Council wants us to determine the exact locations for panic buttons.

Jan: Is there anyone in the MUS system that has background in this area?

Matt: No.

Matthew: I think we need to talk to law enforcement.

Jan: Russ, would you have any contacts?

Russ: When it comes to panic button locations, College Council did not feel comfortable determining the locations. They want to leave this up to the Safety and Security Committee.

Barb: College Council wants you, as a committee, to tell us where they should be.

Elizabeth: We need to look at the environment to determine where the buttons need to be.

Russ: Each environment is different, we need to decide what will work for our campus.

Jan: We should put buttons in an open space area (near AEDs)

Barb and Elizabeth: We cannot put the buttons in open areas.

Russ: Look at places that are busy or places that are not very busy. Must determine the criteria.

Jan: Look where people are coming into the building.

Elizabeth: I disagree with putting panic buttons in 119 and the nursing area because more than one button would have to be necessary. What good is a button that is not near your area where there is a problem?

Russ: The Rave application would be a better option in the Faculty area, than panic buttons. Can buttons be justified for every person?
Matthew: I still think that the Lewis and Clark County Police need to be called and brought in to get some advice. They should be able to do a walk-through and give some insight into what we could do.

Russ: If we bring in the police, we need to have set perimeters/questions for them.

Matt: Let’s decide as a group where the best locations are for the buttons for each campus.

### Donaldson
- Library
- Bookstore
- Cashier
- Access to Success
- Faculty
- Maintenance Carts (?)

### Airport
- Front entrance-Bridget’s office
- Bookstore
- Resale Shop-Gordon’s area
- Instructor offices (?)
- Labs (?)

*Matt, Wyatt, and Gordon will talk to instructors to help determine if and where panic buttons need to be put in the offices and labs at Airport Campus.*

Matt: Installations to begin on School Safe Door locking devices from Maintenance starting next week. Maintenance will start in the Faculty area first.

Matt: On Friday November 6, 2015 we have our Active Shooter meeting with Dean Bingham—I encourage you all to be there for this important meeting.

Matt: October 21st was the Shake Out and we had our earthquake drill. I did not participate because I was walking through the hallways to see how people responded.

- Student center and common areas did not hear emergency
- Look into speaker to broadcast the emergency

Elizabeth: Library and student support heard the message and took appropriate cover.

Matt: Safety committee will be doing some training on emergency preparedness and response.

Elizabeth: OCHE requested we get safety information out to the campus and this is why I sent the email. Dean Bingham encouraged SGA to do training.

Matt: A fire drill needs to get set up.

- Do we want a surprise drill or scheduled drill?
- How to do an assessment with an unplanned drill:
  - Craft a message to send campus wide of to respond to a fire drill
  - Then have a drill in the near future
- An assessment is required during the drill to determine where extra training is needed.
• Address the training, then have another drill

Russ: We need to focus on training—this is the most important area

End Time: 12:05 pm