

## **Building Safety Committee Meeting Minutes October 6, 2015**

The main thing we talked about was the format of our procedures in the Big Book of Procedures. First of all, the book will consist of an index at the beginning, and tabs in between each procedure for ease of access. Then, each of the procedures will look like this:

- Section 1: Contacts (hopefully should take only one page)
  - First will be listed the Emergency Contact info (police, fire department, etc.)
  - Next will be listed the team contact info/chain of command (who to call if each person on that list is unavailable)
- Section 2: Procedures (will almost always have multiple pages)
  - In the event that there are any **immediate** actions that need to take place, these should be first and called out.
  - Afterwards, all other procedures will be listed.
  - There will be a Building A and Building B version for all procedures that will be stored electronically and then only printed for each building separately (to avoid confusion in the event of an emergency.)
- Section 3: Forms
  - After all of the immediately usable information, we will contain any forms that should be filled out, including any After Action Review style forms.

Our goal for the next meeting is for each of us to pick something and try to create the above 3 sections for that particular procedure. Then we'll review everyone's attempts and try to come up with what a more formalized approach would be from our experiences with doing that. The people who were at the meeting picked ours:

**Russ:** Hazardous Material Storage (non-emergency)

**John:** Fire Evacuation

**Alice:** Utility Emergencies

**Lisa:** Hazardous Accident

Rachael/Molly – if you'd like to pick one to try to tackle, feel free to grab one that is not listed above from the emergency flipbook

Now I'll briefly go over some other things we talked about

- John's Updates
  - Ensuring that the emergency exits are clear during winter is taken care of.
  - Heidi is fine with using the YMCA as an emergency evacuation place, wants to be involved with our decisions so she knows where everyone will be going. We're also going to make sure that she has a copy of the "Big Book" of procedures when it is complete.

- Gas lines are all found and accounted for, the shutoff for our missing one was discovered behind a bulletin board.
  - **John:** We need to make sure that we get warning signs in place so that people know it's behind there in an emergency.
- Safety discs containing the materials data have been acquired for both offices.
- Other Topics
  - We need to get some more, non-stapled emergency flipbooks to put into the sub folders (binders) that teachers will be getting. **Alice** has said she will get some more of these printed.
  - Dangerous situation created when kids end up walking in the parking lot loop since they can't go in through the back door of building B.
    - A number of long and short term solutions were discussed
      - Short term: **John** was going to talk about blocking off the nearer to the sidewalk of the two lanes of the loop during the school day, so that if the students do go into the loop they won't be in danger of getting hit.
      - Long term: depending on how much money we raise, as well as how we intend to tackle the security situation around the doors, we'll come up with a solution in the future. It will likely revolve around either a key code system allowing access to the back door or some kind of remote opening system.