

## **Safety and Security Committee**

Friday, November 22, 2019

1:00 p.m. to 2:00 p.m.

Cooper – OB210

### **AGENDA**

- Review Previous Meeting Agenda & Minutes  
**Minutes from the previous meeting were approved without discussion.**
  
- Status of Updated Policies and Procedures:
  - Bloodborne Pathogen Plan
  - Chemical Hygiene Plan – Officer Shelly Larrabee
  - Crisis Management Response Plan
  - Emergency Operations Plan (EOP)\*
  - Hazardous Waste Management Plan
  - Safety and Security Manual (Cooper Campus)  
*\* Not on the BCTC website*

**All plans have been updated and are now on the BCTC safety and security plans and procedures webpage. A tab for Hazardous Waste has been added. The EOP is not a public facing document. It will be shared with the appropriate parties.**
  
- Safety - Security Training & Communication Efforts:
  - Emergency Procedures Training (Scott & Beecher)  
**Scott and Beecher discussed emergency procedures outlined on the same document being used for all faculty and staff.**
  - Monthly Safety - Security Highlights email  
**Brief discussion of items for improvement, this monthly letter will continue.**
  - Frequent contact with LPD  
**Officer Thurman (LPD Resource Officer) is continuing to patrol the Newtown campus on a frequent basis.**
  - Creating new Safety – Security Postings for all Campuses  
**Beecher is working on this and plans to be completed for the beginning of the Spring semester.**
  
- Discussion Topics:
  - Security Camera Upgrades (Update)  
**Installation of physical hardware (Delta) is to begin at Newtown on 12/02/19. All campuses are expected to be completed by 06/31/20. Software installation is complete at all extended campuses and the Lexington campuses are in progress. New Security Officer Workstations have been ordered.**

- Door Access Upgrades (Update)  
**Alpha Mechanical began their upgrade project on 11/18/19 at the Newtown campus. Updates will be provided as they progress.**
- Emergency Call Box Upgrades (Update)  
**Delta will begin upgrades to this system on 12/02/19. Beecher displayed visuals of the changes that will be occurring and there was a brief discussion on the changes in callbox locations.**
- Set date for next meeting  
**The next meeting will occur on 02/28/20, Cooper OB210, 1-2pm.**

- Open Discussion & Adjourn

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