

Safety and Security Committee Meeting

Friday, September 28, 2018

1:00 – 2:00 p.m.

Cooper – OB-210

Attendees:

| | | | |
|------------------------|----------------|------------------|--------------|
| Lisa Bell | Scott Coleman | Janie Thompson | Mike Ball |
| Shelley Newman Larabee | Deb Catlett | Michelle Sjogren | Ray Forsythe |
| Mark Manuel | Adrienne Todd | Wayne Cowan | Kay Brewer |
| Laura Parrish | James Chambers | Lou Ann Sunley | Nate Arnold |

- Review Agenda
- Crisis – any unplanned event that can cause deaths or significant harm to employees, students or the public or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution’s financial standing or public image.
- Emergency/crisis management – an ongoing process of planning for and responding effectively to the occurrence of an unplanned event. The process consists of the following four phases: Preparedness, Response, Recovery, Mitigation
- Committee Charge and Sub Committees – Lisa Bell
 - Safety and Security - **preparedness**
 - C.M.T. – Crisis Management Team – **responsible for getting everyone out of the building during a crisis.**
 - P.A.R.T. – Prevention, Assessment, and Response Team – **LET, President, Communications Office**All of these ‘sub committees’ are combined with the Safety and Security Committee, including the same charge.
- Plans – **All are on our BCTC website**
 - Crisis Management Response Plan – **If your name is not on this list (given at our meeting) and you would like to be a part of this plan, please let Scott Coleman know. He will be able to include you. This year reviews of supplies for this Team will be completed to perhaps include an updated “Binder of all Plans” to members. It should include an updated list, a bull horn, a backpack with supplies (crisis supplies). Scott explained that we now have much better communication ability with the cell phones and radios we have**

available on all of our campuses with Safety and Security folks. They can communicate with one another throughout the day very easily.

- Safety and Security Manual (Cooper Campus) – Resides under U.K.
 - Bloodborne Pathogen Plan – Officer Nancy Bronner
 - Chemical Hygiene Plan – Officer Shelley Larabee
 - Hazardous Waste Management Plan – Scott Coleman
 - Emergency Operations Plan (EOP) – Overall KCTCS Plan with specifics to each college. This Plan is not on the internet at this time, but we will get it posted online so this Group will be able to review and update for Bluegrass.
- Education and Awareness – comprehensive training calendar – A training calendar will be posted soon – Scott is doing ‘situational awareness training.’ There is a “Run, Hide, Fight” video online for any of us to review at anytime. We discussed putting this ‘video’ in an ‘easier to see’ spot on the website. Also other video options are now available which this Group could review. Scott and Nate will select the top 3 videos for this Group to review to see which one we believe will be the best to offer on our website. This one is from the City of Houston Emergency Planning Division.
 - SNAP Test – 9/28/2018 – We do have emergency call boxes at the Newtown Campus that have been difficult to keep working, but we have a plan now to make them work and will keep you posted.
 - Reporting
 - Annual Security Report
 - Minger/Clery Update – Scott Coleman
 - Scott explained to the Group that he is required to report crimes on campus. The Minger Act – Arson crimes are reported through. Because our students live in U.K. Dorms we have to use U.K. numbers within our reports. This year Scott created a “Disclaimer’ explaining this to go along with his reporting. He talked about ADA rules for our new website – KCTCS wants it here in pdf form. These laws require ‘boundaries.’ That is why we have completed the ‘fencing’ around our Newtown North Campus.
 - Scott mentioned that next year the state and federal reports will merge.
 - Employees who are hurt – A First Report of Injury must be complete and sent to HR within 72 hours.

- Accident reports are completed by Security anytime someone is hurt on campus.
- Miscellaneous Updates
 - FCPS Partnership – STEAM and OMC
 - Assignments – Review Lisa’s email (below)
- Assignments – - We do have an Integrated Emergency Plan that Lisa will send out via email. Please review her email.
 - Review Integrated Safety & Security Manual – Review and give feedback to Scott Coleman, copying Lisa Bell (lisag.bell@kctcs.edu) and Wayne Coleman. All feedback will need to be completed by November 16 please, prior to our 11/30/2018 meeting. Once okay, we will post updates on the website. FYI – For now, Wayne Cowan and Mike Ball are sharing the responsibility as Interim Deans of Operations until the vacant position is filled.
 - Identify Training Topics and Agenda Items –
 - If an emergency occurs a “Timely Warning’ will be issued. Something would be printed and taped to all exterior doors.
 - We need to find out and discuss if students need to receive this information.
 - Public Service Announcement training (to be in compliance)
 - Emergency Procedures – News people on campus....They should see Mark Manuel or Michelle Sjogren (Crisis Communication)
 - Mark Manuel asked to be invited to the P.A.R.T. Committee Meeting when we schedule it.
- Next meeting: The plan is that this Committee will meet the last Friday of each month. October’s meeting will be Friday, October 26, 2018; November’s Meeting will be November 30, 2018. THERE WILL BE NO MEETING IN DECEMBER.