

MINUTES

SAFETY COMMITTEE MEETING

February 16, 2005

Don Bailey began the meeting at 1:08.

Don Bailey welcomed Jamie Moore with Facility Services. He is here to inform the committee of snow and ice removal on campus.

Bland Wade made a motion to approve the minutes of the October 13, 2004 meeting. Motion seconded by Bill Parrish. Minutes approved.

Old Business

Training Class – How To Take A Bomb Threat

- Don Bailey informed the committee that the training on how to take a bomb threat went very well and that it will be scheduled again. It is suggested that all members of campus who answer phones (receptions, departmental secretaries, etc.) take this class. It is open to anyone on campus.

Training Classes “Fire Extinguisher Use

- The most recent class was held for Development. There are now 278 qualified/trained for fire extinguisher use. There is an official list being kept with all names of those who have participated in the training. Bland Wade and Brent LaFever requested a copy of the list. Don is to send them a copy.
- College Academics is to be scheduled for class.

Fire Drills Residence Halls

- Anne White has asked the Police Department to conduct fire drills for Bailey Street.
- Fire drills will be held once per term at Bailey Street.

Open Flame Permit

- In 2004 we issued 69 permits, saving the school \$6,900.
- A signature line has been added for the applicant to sign affirming that they understand the compliance policy.
- The committee was reminded that the Open Flame Policy is the Chancellor’s policy and everyone needs to help with compliance. Anyone seeing open flames in use (i.e.: candles, etc.) should request to see the permit. If not is available or it does not appear to be authentic, NCSA Police should be called immediately for verification.

NCSA CAS

- Don Bailey noted that this system seems to be working well. He did mention that there have been a few problems with the small Nextel’s because they do not show enough characters to display complete messages. He stated that he may begin using a few abbreviations in order to shorten messages.
- It was also noted that there has been good feedback from the e-mail notifications.

New Vendor for NCSA Pagers

- The committee was informed that we have completed the switch to the new vendor and it is working well. The new vendor provided a number of extra pagers so that as any problems arise with any given pager, it could be immediately replaced.

Fire Alarm Systems Modifications (Stage 6)

- Don is still working with Dale Pollock and his crew. They are raising the money needed to make the needed modifications.

ICS 100 Class

- No one has taken this class yet. Don reminded the committee that NCSA cannot qualify for Homeland Security grants until we are in compliance. Police Department, Facility Services, Information Technology, and Residence Life must take the class. Cost for the class is approximately \$8.00 per person.
- Each department needs to have at least 1 “FOG” (Field Operations Guide).
- New “Emergency Response Guide Books” are on the way.
- Bland Wade mentioned that he has a new “CHRIS” (Chemical Hazard Response Information System) manual for campus wide use.

NCSA Emergency Operations Center

- Eddie Cavanaugh informed the committee that it was going to be too costly to have a generator to power anything but the computer system so they have scaled back the plans. They will need to go to committee to get more generators for lights, etc.
- The committee will need to discuss with Chuck Peterson the feasibility of moving one of the Film Schools mobile generators to run the Operations Center in the event of a power outage. This generator will be more than enough to run the Operations Center however a transfer switch will be needed.
- A question of the possibility of tying the NCSA Police Dept. into the Gray Building Generator.

Department Safety Reports

Police and Public Safety

- Ben Sutton informed the committee that he is working with Rod Ring with the City of Winston-Salem to try to change the speed limit on Sunnyside. He is also working with David Kiger with the Winston-Salem Police Department on speed enforcement on Sunnyside Avenue.
 - Mary Taylor noted that there is no place for the employees in College Academics to park as students park overnight on Sunnyside Avenue in front of the Academic House, which is the only place they have to park.
 - Ben mentioned that he is still trying to get the lot where “Barefoot” used to be made into a parking lot for the students.
- Ben also informed the committee that there is still a problem with larcenies on campus.

- Ann Potter mentioned that there have been multiple instances of the drug Adderall, a drug used for ADHD, being stolen.

Environmental Safety – Bill Parrish

- Bill Parrish told the committee that Mike Chatman with OSP (Office of State Personnel) will be here to inspect on Wednesday, February 23, 2005.
- He also noted that Ken Houglan, Fire Safety Inspector, was pleased with his follow-up inspection.
- Bill also mentioned that Residence Life is to report to the Chancellor on progress of their corrections.
- He asked that all departments help with compliance as there has been a problem with items being cleared, and later found to be a problem again (i.e.: items stored in front of electrical boxes.)

Sub-Committee Reports

Disaster Recover and Terrorism]

- No meeting since the last Safety Sub-Committee Meeting.

Workplace Violence

- Beth Cox was not able to attend the meeting.

New Business

CAS School Cancellation

- Don asked the committee to please notify him immediately if an error is noticed on the CAS notices so that corrections can be made as soon as possible. (i.e.: if you notice that a cancellation notice comes out for a performance and the time is listed wrong, immediately call so that the time can be corrected.)
- Ben Sutton stated that the policy is being worked on for improvements and clarification.
- It was requested that all CAS messages be posted on the electric sign boards in the Commons Building. Don is to check with Lauren Whitaker, the person that handles this sign.
- It was also noted that Jennifer Claggett in Information Technologies is informed by Nancy Dawson-Sauser of the closings as soon as the decisions are made, so she can update the webpage.

Ingress and Egress Maps and Evacuation Procedures

- Don Bailey told the committee that most of the Ingress and Egress signs have been completed and will soon be posted along with the Evacuation Procedures.

Building Captains (Training for Building Captains)

- It was noted that we not only need building captains, but department and floor captains. There was a discussion of this. Nothing was decided except that we need to make sure that all buildings do have a building captain.
- Training for building captains will take approximately 2 to 2 ½ hours. This will be scheduled in the near future.
- Don requested that anyone knowing who the building captains are to please notify him as soon as possible.

Task Force Campus Safety

- Ben Sutton reported that anyone can join this Task Force and that the first meeting is next week.
- The NCSA Campus Task Force must address the recommendations made by The Office of the President's Task Force on the Safety of the Campus Community dated December 14, 2004 as soon as possible.

Other Business

- Jamie Moore advised the committee of how snow and ice removal was accomplished. He also told them he now had access to a phone number where their "Ice Melt" could be replenished even in the middle of the night.
- He informed the committee that this year they are keeping some of the grounds people on campus overnight when bad weather is forecast. This will insure that someone is on campus to clear the ice/snow when it falls.
- Jamie also asked that he be informed of scheduled performances and rehearsals as he needs to know to make sure areas are free of ice and snow. Brent LaFever informed him of the Campus Wide Calendar at ems.ncarts.edu.
- It was also mentioned that Facility Services does not take care of ice on overhangs and that everyone must be cognizant of overhead ice dangers.

Next meeting date: April 27, 2005 at 1:00 pm in the Facility Services Conference Room.

Ben Sutton made a motion to adjourn the meeting. Brent LaFever seconded. Meeting adjourned at 2:35.

Attendance:

Don Bailey – Co-Chair
Mary Taylor
Kendall Wilson
Bill Parrish
Ann Potter

Ben Sutton – Co-Chair
Bland Wade
Chuck Peterson
Carol Cooper

Jamie Moore
Brent LaFever
Eddie Cavanaugh
Paula Bowling