

January 12, 2012 Safety Committee Meeting

HMSC Safety Committee

January 11, 2012

Present: Bob Miller, Rick Brown, Russell Haner, Janet Webster, Patty George, Dave Jacobson, Katie Marco, Carol Cole

Discussion:

1. Evacuation signs:

Evacuation and Emergency Equipment maps are being developed for the HMSC buildings and will be posted at all of the drinking fountains in the main building as well as the library. Janet has a copy of the "In case of emergency" signs developed at OSU in Corvallis.

2. Personnel for the County Emergency Planning Commission:

It was discussed that George Boehlert will be appointing someone from HMSC to attend the Lincoln County Emergency Planning Commission meetings. Rick Brown attends for NOAA and it was suggested that two people might be able to take turns attending to keep from tying up two people for the same meeting. Both Rick Brown and Bob Miller attended the last meeting.

- Reverse 911 is no longer in effect.
- There will be a link on the HMSC web site for the emergency notification system for Lincoln County that will notify via e-mail or phone.
- Until the link is on the HMSC website, the Lincoln County Sheriff's website has a link to sign up.

3. OSU facilities shop now has a Zee Medical first aid kit installed and will be restocked quarterly.

4. New custodians need a walk through the NOAA and Campus buildings to familiarize them with the entire campus and what other offices and address are here. Bob Miller will expand the walk through to include the EPA and ODFW, as well. Carol Cole asked if the custodians were a source to ask in case of questions about abnormal conditions in the buildings. It was decided that in most cases of emergency status they would not be.

The Fire Marshall has provided Bob Miller with a formula for calculating Max Occupancy for the meeting rooms and will share if the information is needed. They have come up with Max occupancy posting for the HMSC meeting rooms and auditorium. Placards will be posted soon.

4. Rick Brown – AED pads will be replaced in the RSF AED unit as they were expiring this month (They have been replaced 1/13/12 and are good until 2014)
5. NOAA labs are cleaning up and removing any found mercury thermometers or other undesirable items and properly disposing of them. EPA has a compliance audit in two weeks
6. Dave Jacobson – The HMSC doors will be getting re- keyed and the company was on campus and is setting up the switch to the new locks. Melody and Chelle will insure that the keys are switched before the locks are changed.
7. Patty will send the maps of the shut offs and Knox boxes for the NOAA buildings to Bob Miller for his records.
8. Patty will check to see that Randy Walkers contact information is up dated to Bob Miller.

NEW: Along with the tsunami and fire drills, Rick Brown will provide a copy of the power point presentation for the proper procedures for Shelter IN Place to add to our other emergency drill procedures.

Action Items:

1. Bob Miller to continue on evacuation and emergency equipment posters for posting above water fountains.
2. Emergency contact signs for labs will be made with the Primary individual listed first. Carol Cole will check to see about the order of first responders on the signs.
3. Carol Cole to edit “In Case Of Emergency” signs provided by Janet to reflect pertinent HMSC info.
4. Bob Miller to post Max. Occupancy signs.