

Peru State College Safety Committee Meeting

April 23, 2019

0830 - 0930

Jindra Conference Room

- I. Call to Order by Tim Robertson, Security Supervisor
- II. Roll Call:
 - Present:
 - Chairman: Tim Robertson, Security Supervisor
 - Professional Staff: Amy Oestmann
 - Support Staff: Sarah Eickhoff, Hope Keiler
 - Athletics Representative: Brent Melvin
 - NAPE Representative: David Dowdy, Amanda Cole
 - Not Present:
 - Facilities Representative: Darrin Reeves
 - Faculty Staff: Daniel Hayes
 - Student Senate Representative
- III. Security Report – Tim Robertson
 - No Student or Staff Accidents Reported to security
 - One vehicle accident involving a state vehicle
 - Two full fire alarms
 - Library: burning wire smell Peru Fire called – No Fire/No injuries
 - Cats Building: No fire contractor working on fire alarm system - full evacuation
 - Minor crime reports – No safety issues
- IV. Facility Services update on campus maintenance and building projects – Darrin Reeves
 - Darrin not present to give Facilities report
- V. Student Senate Report
 - No student senate member present to give student senate report
- VI. Improvement recommendations (continued)
 - Old Recommendations:
 - Signs on Hoyt street and 5th street marking the crosswalks
 - Completed at 5th street crosswalk
 - New Recommendations
 - Signs at other crosswalks
 - Security Supervisor Robertson – Looking into signs throughout campus
 - Recommendation by Hope Keiler to send E-Mail reminding people to not cross in middle of block or on hill
- VII. Lighting recommendations (continued)
 - Old Recommendations
 - Hoyt Street

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- Haco will be replacing a light pole in Delzell Parking lot to get better lighting
- Between Library and Administration:
 - Some ballast are bad and will be replaced by Haco
- Steps from Hoyt Street to Hoyt Science
 - Facilities is aware of the issue but no plan is in place at this time
- New Recommendations
 - Hope Keiler reported the safety light that stays on all the time in the business office is not working.
 - No work order was put in on this light
 - Security Supervisor Tim Robertson will put in a work order.
 - i. Staff are reminded to put in work orders when they notice a mechanical or maintenance issue in their area

VIII. Personal Safety Recommendations (continued)

- Old Business:
 - Emergency Panic Buttons
 - Currently under review by Administration
 - Doors
 - David Dowdy reported he has no news on Business office or Admissions new door
- Emergency Drills
 - Fire Drills were conducted in Resident Halls – See below for details
 - Security Supervisor Robertson Reported
 - Plan is underway for additional fire and other safety drills starting in summer and fall

IX. Safety Concerns

- Amanda Cole Reported:
 - Concerns with asbestos abatement in Student Center this summer
 - Facilities employee reported to her unsafe conditions
 - Both concerns were forwarded to Director of Facilities Jill McCormick
- Hope Kieler Reported:
 - Light out in Business Office. (Safety light that is always on)
 - Work order completed by Security Supervisor Robertson
 - Advised to please complete work orders on maintenance issues
- Sara Eickhoff Reported:
 - Trash Cans in front of fire extinguisher and AED cabinets in AV Larson
 - Security will check on and move trash cans to a different location
 - Advised to please move trash cans and report concerns if they continue

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- Blood Mobile parked personal cars on ramp behind student center
 - No safety concern advised that the Blood Bank has permission to park in this location

X. Fire Drills

- Resident Hall Fire Drills

The following information is the results of the Fire Drills in resident halls

- Morgan:
 - 3/27/2019
 - Start 1301 – End 1318
 - All Students exited the building
 - Several students did not know the meeting area once they exited. Safety Committee Staff instructed them to go to the front of Jindra.
 - Recommendation:
 - Have RAs meet with students at each semester and explain to them the meeting area if there was a fire in the building.
- Delzell:
 - 3/27/2019
 - Start 1344 – End 1407
 - Building was cleared by security one student did not exit the building
 - Several Students did not know to meet in the South upper parking lot Safety Committee Staff instructed them on the meeting area
 - No one utilized the fire escapes on the west side of the building
 - Fire evacuation maps are not posted in the building
 - Security has maps and will get them up
 - Recommendation:
 - Have RAs meet with students at each semester and explain to them the meeting area if there was a fire in the building.
 - Have updated fire/tornado evac maps posted on each floor

Complex

- Davidson/Palmer
 - 4/01/2019
 - Start 1300 – End 1320
 - Building was cleared by security one student did not exit the building
 - Security Found when clearing the building a covered smoke detector
 - All students were directed to the Basketball Court and Baseball field parking depending on which direction they exited by safety committee staff
 - Recommendation:
 - Have RAs meet with students at each semester and explain to them the meeting area if there was a fire in the building.

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- Nicholas/Pate
 - 4/01/2019
 - Start 1322 – End 1345
 - Building was cleared by security two students did not exit the building
 - RA exited his room did not acknowledge security presence and did not assist
 - All students were directed to the Baseball field parking area
 - Fire evacuation maps are present but not attached to the walls (removed when painted)
 - Recommendation:
 - Have RAs meet with students at each semester and explain to them the meeting area if there was a fire in the building.
 - RAs need to follow fire procedures during fire drill as if it was an actual fire alarm – including calling security and checking in with security at the end of the alarm.
 - Have updated fire/tornado evac maps posted on each floor
- Mathews/Clayburn
 - 4/01/2019
 - Start 1347 – End 1415
 - Building was cleared by security all students exited the building.
 - Security found during clearing rooms a burning candle in one room
 - RA exited his room and left the area
 - All students were directed to the Basketball court area
 - Fire evacuation maps are present but not attached to the walls (removed when painted)
 - Recommendation:
 - Have RAs meet with students at each semester and explain to them the meeting area if there was a fire in the building.
 - RAs need to follow fire procedures during fire drill as if it was an actual fire alarm – including calling security and checking in with security at the end of the alarm.
 - Have updated fire/tornado evac maps posted on each floor

XI. Discussion of meetings for May, June, and July

- Will continue meetings in May June and July on second Tuesday at 830 location TBD

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