1/11/2013
Present: Jolene Poore and Chelsea Baker

Action items:

CB: Add phone numbers to designated individuals document (1/25)

CB: email Jolene the updated Lockdown Procedures Document


Updates on action items:

CB emailed out approved policies to all supervisors and posted them on the internal policies page of the website.

CB bulleted the lockdown procedures.

Still waiting on intercom and Special Collections phone.

Intercom Policy:

JP called a public library in Indiana:

- They had a recording set up for closing.
- Also used it for emergencies or evacuations.
- Limited paging—only for missing child
- People will often call and ask for paging, claiming that it is an emergency—they don’t page based on phone calls. People without cell phones try to use it as an answering service.
- They do offer to take a message in case that person is identified when checking out books or something

Usage Policy Draft:

All intercom use other than for standard closing announcements should be initiated by the designated individual. See the Designated Individual List for the order of designated individuals. The intercom system should only be used in the following instances:

- Closing announcements
  - Standard daily closing announcements are made 20 minutes prior to closing, 10 minutes prior to closing, and at closing
  - Emergency closing
- Situations requiring evacuation to 2nd floor shelter
- Situations requiring evacuation of the entire library
- Situations requiring lockdown
- Other emergency situations as determined by the designated individual

Next Meeting: 1/16 at 10 a.m.
2/1/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

- All: think about what to include in presentation for all-library meeting in March

Updates on action items:

CB added phone numbers to designated individuals document

CB emailed Jolene the updated Lockdown Procedures Document

JP read updated Lockdown Procedures document

Intercom Policy:

CB took intercom policy, scripts, and designated individuals list to Librarians’ Meeting.

- Minor changes were proposed to intercom policy and script. These changes have been made.
- Librarians asked Safety Committee to make a presentation at the March all-library meeting about safety procedures, to include:
  o Intercom policy
  o Location of emergency kits, weather radio, fire extinguishers, etc.
  o Designated individuals list
  o Would like this to happen every year in February. This year’s meeting doesn’t have to be as extensive as in the future.
- Librarians would like the safety procedures to be stored in the emergency kits.
- Librarians left it up to Safety Committee to develop lockdown codes.

Lockdown Procedures:

- Changed from “lockdown” to “extreme danger”
- Developed extreme danger codes
- Made other minor revisions
- Extreme Danger Procedures draft is now complete. Will be submitted for approval along with other procedures at the end of the semester.

We briefly discussed doing training for student assistants during the summer over whatever procedures have been developed and approved by that time.

We will begin discussing the March presentation at the next meeting.
2/8/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

All members brought ideas for what to include in presentation.

Planning for March presentation

- What to include
  - Theft procedures
  - Inappropriate verbal
  - Inappropriate physical
  - Incident log
  - Intercom policy
    - Scripts
  - Designated individuals
  - Fire extinguishers
  - Emergency exits
  - Tornado shelter
  - Emergency kits
  - Weather radios

- Use students to take fun pictures to illustrate ppt. Do play on airline safety guidelines.

- Check for locations of emergency kits—is there one in collection services and in dean’s office
  - Inventory—Add gloves and Benadryl to them
  - Put safety procedures in emergency kits

- Give them print copies of all policies & procedures we’re talking about and print handouts of ppt
  - In future, once all procedures are done we want to bind them together. Make pocket out of sheet protector or card stock to hold University Emergency Procedures
Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
   b. Who developed and who approved
2. Inappropriate verbal
3. Inappropriate physical
4. Theft procedures
5. Incident log
6. Intercom policy
   a. Scripts
7. Designated individuals
8. Emergency kits
9. Weather radios
10. Tornado shelter
11. Fire extinguishers
12. Emergency exits
3/1/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
   b. Who developed and who approved

2. Inappropriate verbal

3. Inappropriate physical
   a. Completed today

4. Theft procedures
   a. Completed today

5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed today

6. Intercom policy
   a. Scripts

7. Designated individuals

8. Emergency kits

9. Weather radios

10. Tornado shelter

11. Fire extinguishers

12. Emergency exits
3/8/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We made a list of photos to be taken for the slide show.

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
   b. Who developed and who approved

2. Inappropriate verbal

3. Inappropriate physical
   a. Completed 3/1

4. Theft procedures
   a. Completed 3/1

5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed 3/1

6. Intercom policy
   a. Completed 3/8

7. Designated individuals
   a. Completed 3/8

8. Emergency kits
   a. We need to place an inventory list and safety procedures (card stock and/or laminated with ring in the corner) in each safety kit. –JP

9. Tornado shelter

10. Fire extinguishers
    a. JP will send someone to make list of fire extinguishers and emergency exits

11. Emergency exits

We’ll talk about handouts at the next meeting—what order, how many copies, how to package them, etc.
3/14/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We made a list of photos to be taken for the slide show.

We decided on the order for our presentation and worked on the PowerPoint presentation.

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   a. Impetus for committee
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3. Inappropriate physical
   a. Completed 3/1

4. Theft procedures
   a. Completed 3/1

5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed 3/1

6. Intercom policy
   a. Completed 3/8

7. Designated individuals
   a. Completed 3/8

8. Emergency kits
   a. We need to place an inventory list and safety procedures (card stock and/or laminated with ring in the corner) in each safety kit. –JP

9. Tornado shelter
10. Fire extinguishers
    a. JP will send someone to make list of fire extinguishers and emergency exits

11. Emergency exits

Handouts

- We’re going to the same packaging and order as what Jolene has designed for the emergency kits (color paper, card stock, laminated, ring in top corner)
  o TS-2
  o MS-2
  o PS-4
  o CS-2
  o IS-2
3/14/2013
Members Present: Jolene Poore, Chelsea Baker

- Dean’s Office-2
- Jolene will get 15 made before meeting

Tomorrow’s meeting:

- Insert pictures
- Insert locations for fire extinguishers
- Prepare opening and closing
- JP will print handouts, finish inventory list and order list
3/15/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We made a list of photos to be taken for the slide show.

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
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2. Inappropriate verbal
3. Inappropriate physical/
   a. Completed 3/1
4. Theft procedures
   a. Completed 3/1
5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed 3/1
6. Intercom policy
   a. Completed 3/8
7. Designated individuals
   a. Completed 3/8
8. Emergency kits
   a. We need to place an inventory list and safety procedures (card stock and/or laminated with ring in the corner) in each safety kit. –JP
9. Tornado shelter
10. Fire extinguishers
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  - MS-2
  - PS-4
  - CS-2
  - IS-2
3/15/2013
Members Present: Jolene Poore, Chelsea Baker
   
   o Dean’s Office-2
   o Jolene will get 15 made before meeting

Tomorrow's meeting:

- Insert pictures
- Insert locations for fire extinguishers and
- Prepare opening and closing
- JP will print handouts, finish inventory list and order list
Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We made a list of photos to be taken for the slide show.

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
   b. Who developed and who approved

2. Inappropriate verbal

3. Inappropriate physical
   a. Completed 3/1

4. Theft procedures
   a. Completed 3/1

5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed 3/1

6. Intercom policy
   a. Completed 3/8

7. Designated individuals
   a. Completed 3/8

8. Emergency kits
   a. We need to place an inventory list and safety procedures (card stock and/or laminated
   with ring in the corner) in each safety kit. –JP

9. Tornado shelter

10. Fire extinguishers
    a. JP will send someone to make list of fire extinguishers and emergency exits

11. Emergency exits

Handouts

- We’re going to the same packaging and order as what Jolene has designed for the emergency
  kits (color paper, card stock, laminated, ring in top corner)
  o TS-2
  o MS-2
  o PS-4
  o CS-2
  o IS-2
4/5/2013
Members Present: Jolene Poore, Chelsea Baker

- Dean’s Office-2
- Jolene will get 15 made before meeting

To Do:

- Insert pictures
- Insert locations for fire extinguishers and
- Prepare closing
- JP will print handouts, finish inventory list and order list

- Let’s bring emergency kits to the meeting on 4/12 so that people can go through them and take them back to their departments.
4/8/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action Items:

Updates on action items:

Planning for March presentation

We made a list of photos to be taken for the slide show.

We decided on the order for our presentation and worked on the PowerPoint presentation.

1. Introduction to Safety Committee and Procedures
   a. Impetus for committee
   b. Who developed and who approved

2. Inappropriate verbal

3. Inappropriate physical/
   a. Completed 3/1

4. Theft procedures
   a. Completed 3/1

5. Incident log
   a. Use your discretion to determine if entire library needs to be emailed
   b. Completed 3/1

6. Intercom policy
   a. Completed 3/8

7. Designated individuals
   a. Completed 3/8

8. Emergency kits
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9. Tornado shelter

10. Fire extinguishers
   a. JP will send someone to make list of fire extinguishers and emergency exits

11. Emergency exits

Handouts

- We’re going to the same packaging and order as what Jolene has designed for the emergency kits (color paper, card stock, laminated, ring in top corner)
  o TS-2
  o MS-2
  o PS-4
  o CS-2
  o IS-2
4/8/2013
Members Present: Jolene Poore, Chelsea Baker

- Dean’s Office-2
- Jolene will get 15 made before meeting

To Do:

- Insert pictures
- Insert locations for fire extinguishers and
- Prepare closing
- JP will print handouts, finish inventory list and order list

- Let’s bring emergency kits to the meeting on 4/12 so that people can go through them and take them back to their departments.
4/19/2013
Members Present: Jolene Poore, Chelsea Baker

**Safety Committee Minutes**

**Action items:**

- All: Review ECU emergency policies
- JP: will send inventory of first aid kits and emergency kits to CB
- CB: will purchase supplies to replenish first aid kits and emergency kits
- JP: will review revised PowerPoint from the Safety Committee Presentation

**Safety Committee Presentation at all-library meeting:**

- The presentation went well.
- Some changes have been made to the PowerPoint to address accidents and calling the police in general.
- Dana and the Student Committee will be adjusting the presentation for student training.
- The proposal to acquire additional emergency kits for Collection Services, Media Services, and the Dean’s Office was not approved. Each of these departments do have first aid kits, which we will inventory during the fall and spring emergency kit inventories.

**Remaining Work for the Fiscal Year:**

By the end of the fiscal year, the Safety Committee is to complete the following procedures: extreme danger, medical, elevator, utility failures, and floods. These procedures do not have to be approved by the end of the fiscal year, they just need to be developed. In order to complete these procedures on by the required date, we have developed the following schedule:

- 4/26: Medical emergencies
- 5/3: Elevator emergencies
- 5/10: Utility failure
- 5/17: Flood
5/2/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action items:

- JP: will send inventory of first aid kits and emergency kits to CB
- CB: will purchase supplies to replenish first aid kits and emergency kits

JP and CB drafted the Medical Emergency Procedures and the Elevator Emergency Procedures.

Remaining Procedures:

5/10: Utility failure

5/17: Flood
5/10/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action items:

- JP: will send inventory of first aid kits and emergency kits to CB
- CB: will purchase supplies to replenish first aid kits and emergency kits

We drafted Utility Failure Procedures today.

Remaining Procedures:

5/17: Flood
5/17/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action items:

- JP: will send inventory of first aid kits and emergency kits to CB
- CB: will purchase supplies to replenish first aid kits and emergency kits

Started on Flood Procedures.
5/24/2013
Members Present: Jolene Poore, Chelsea Baker

Safety Committee Minutes

Action items:

- JP: will send inventory of first aid kits and emergency kits to CB
- CB: will purchase supplies to replenish first aid kits and emergency kits
- CB: Send utility, flood, medical emergency, and elevator emergency procedures to librarians on Tuesday, 5/28.

We completed flood procedures and reviewed other procedures developed this year.

JP and CB will present procedures at Librarians’ Meeting on Thursday, May 30th.