Safety Committee Meeting Minutes  
7/19/2013  
Members Present: JP, CB

Agenda:

1. Action Items  
2. Designated Individual List  
3. Student Training PowerPoint  
4. Packets

Action items:

1. JP: will send inventory of first aid kits and emergency kits to CB  
2. CB: will purchase supplies to replenish first aid kits and emergency kits  
3. JP: will direct a student worker to collect old procedures packets and distribute new packets

Discussion:

1. Wellness center does have an automatic defibrillator.  
2. CB talked to Jenny about change in designated individual list.  
3. JP is working on photos for student training PowerPoint.  
4. Packets have been sent to MS for laminating.
Agenda:

1. Action Items
2. Student Training Module
3. Intercom Usage Policy and Scripts

Action items:

1. JP will develop an inventory list for inventorying the emergency and first aid kits
2. JP will replace utility failure image in student training on safety procedures
3. All read the Extreme Danger procedures before next meeting and bring comments

Discussion:

1. First aid kits and emergency kits have been replenished
2. New procedures packets have been distributed and old ones have been collected
3. During the meeting we reviewed the additional material for the student training module and reviewed the Intercom Usage Policy and Intercom Scripts
Safety Committee Meeting Minutes
11/15/2013
Members Present: JP, CB, PB

Agenda:

1. Action Items
2. Inventory Checklist
3. Extreme Danger Procedures

Action Items:

1. JP will replace utility failure image in student training on safety procedures
2. CB will check to see if Tech Services has a key to outside door in first floor annex
3. Think about whether to put lock on storage closet behind Circulation

Discussion:

1. JP produced an inventory checklist. She will add Media Services and additional instructions stating who should complete the inventory and who has responsibility the forms.
   a. Circ will inventory
   b. Circ supervisor will collect the forms and make supply purchase recommendations to committee chair or Dean’s assistant.
   c. Will be saved to K: Drive in Safety Committee folder
   d. JP will email inventory list or bring to next meeting for final review.
2. The committee began another review of the Extreme Danger Procedures
   a. Decided to change the name of the document to “Lockdown and Evacuation Procedures”
   b. Reviewed content from the beginning of the document through the procedures for the fourth floor (p. 3)
   c. We will resume our review with the procedures for the third floor (p. 3) at the next meeting
Safety Committee Meeting Minutes  
11/21/2013  
Members Present: JP, CB, PB

Agenda:

1. Action Items  
2. Lockdown and Evacuation Procedures

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Action items:

1. JP will add a column to the Emergency Kit Inventory Log for suggested amount of each item.  
2. JP will oversee inventory of Media Services First Aid Kit.  
3. PB will check to see if Tech Services has a key to outside door in first floor annex  
4. All: Review Safety Procedures Student Training PowerPoint and bring suggested changes to make the slideshow more appropriate for students (located on student training webpage)  
5. JP will ask Katie to submit a request to put a lock on the Circulation closet

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Discussion:

1. We continued reviewing the Lockdown and Evacuation Procedures.  
2. We will pick back up at Second Floor Annex (p. 4) at the next meeting.  
3. Next meeting will occur during December intersession.
Safety Committee Meeting Minutes
12/18/2013
Members Present: JP, CB, PB

Agenda:

1. Action Items
2. Student Training Safety Procedures

Action Items:

1. JP will ensure that Media Services first aid kit gets restocked.
2. JP will send out the emergency kit inventory log for final review.
3. PB will get Tech Services a key to outside door in first floor annex.
4. JP will ask Katie to submit a request to put a lock on the Circulation closet.
5. CB will finish revising Student Training Safety Procedures and send to Dana for her to post them.
6. JP will have students test Safety Procedures PPT and quiz before school starts

Discussion:

1. We revised the Student Training Safety Procedures PPT.
Safety Committee Meeting Minutes  
1/24/2014  
Members Present: JP, CB, PB

Agenda:

1. Action Items  
2. Emergency Kit Inventory  
3. Student Safety Procedures Training  
4. Lockdown and Evacuation Procedures

Action Items:

1. **JP will ensure that Media Services first aid kit gets restocked.**  
2. **JP will ask Katie to submit a request to put a lock on the Circulation closet.**  
3. **JP will have students test Safety Procedures PPT and quiz**  
4. **CB will ask Marcus about: limiting announcements by floor and utilize recordings for standard messages, know the make and model with the goal of getting the user manual, volume control**  
5. **CB will send Intercom Scripts and Intercom Usage Policy to all librarians (1/30)**

Discussion:

1. Emergency kit inventory log was approved  
2. Barry has all keys required to secure the outside door of the annex  
3. Student safety procedures training update has been posted  
4. Lockdown and Evacuation Procedures  
   a. We need to include Distance Ed in the procedures  
   b. Intercom did not reach MS, TS, or Distance Ed  
   c. We need to test the intercom and see if it can be heard in MS then perhaps set up a phone tree to notify distance ed. and tech services about the danger  
   d. If speaker cannot be heard in MS, perhaps there is an amplifier we can buy??
Agenda:

1. Action Items
2. Safety Procedures PowerPoint and Quiz
3. Intercom
4. Tornado and High Wind Procedures

Action Items:

1. JP will get burn gel and antibiotic cream for Media Services
2. JP will follow up with Katie about submitting a request to put a lock on the Circulation closet.
3. JP will continue having students test Safety Procedures PPT and quiz
   o JP will rewrite question 6 as indicated below and send the new quiz to Dana to post
4. CB will follow-up with Marcus about: limiting announcements by floor and utilize recordings for standard messages, volume control
5. PB will look for user manual for intercom system online
6. JP will make sure all tornado signs are current, update Wendy, and ensure that we have a sign holder for Circ Desk.

Discussion:

1. Media Services needs a burn gel and antibiotic cream
2. Students have started testing Safety Procedures PowerPoint and quiz
   o Rewrite question 6 to say
   ▪ In the case of a medical emergency, call 911 immediately because Health Services will not dispatch a nurse to provides services outside of their office.
   • Answer: True
3. Marcus says that access code for intercom is *999*
   o He is looking into the cell phone call in feature
   o Intercom should turn off when phone is hung up but it doesn’t currently. Marcus is looking into it.
   o CB will continue to follow-up with Marcus.
4. We began drafting Tornado and High Wind Procedures, but realized we needed to know about intercom reach before proceeding.
Safety Committee Meeting Minutes  
2/21/2014  
Members Present: JP, CB, PB

Agenda:

1. Action Items  
2. Student Worker Privacy  
3. Student Training for Safety Procedures

Action Items:

1. PB will get make sure burn gel and antibiotic cream are placed in Media Services first aid kit  
2. JP will follow up with Katie about submitting a request to put a lock on the Circulation closet.  
3. JP will continue having students test Safety Procedures PPT and quiz  
   o JP will rewrite question 6 and send the new quiz to Dana to post  
4. JP will update tornado sign to make it appropriate for 4th floor placement and place that sign behind Special Collections sign in holder  
5. JP will prep arrow sign and sign holder for 3rd fl. regarding tornado shelter and store behind Circulation  
6. JP will update Wendy regarding tornado procedures  
7. CB will follow-up with Marcus about: limiting announcements by floor and utilize recordings for standard messages, volume control  
8. PB will bind intercom user manuals and place in closet with intercom  
9. JP will draft addition for confidential info section of Student Training Handbook and email it to us to review  
10. JP will also propose to Student Committee the creation of a handbook quiz  
11. JP drafts proposal for training students on safety procedures  
12. CB make copies of computer use policy to place in folder at Reference Desk  
13. Read materials from When Patrons Don’t Show you Love Workshop

Discussion:

1. JP proposed drafting procedures for how to handle questions about other student worker’s schedules and locations in the library  
   o Perhaps this would fit in to confidential info section of student handbook  
   o JP will draft addition, email it to us  
   o Once we agree, we will submit it to Student Committee  
   o JP will also propose to Student Committee the creation of a handbook quiz  
2. JP is planning student training on safety procedures for Sunday after spring break  
   o She will draft proposal for training by next week so we can tell what PB and CB can help with
Safety Committee Meeting Minutes
2/28/2014
Members Present: JP, CB, PB

Agenda:

1. Action Items
2. Safety Powerpoint
3. Student Worker Workshop on Patrons

Action Items:

1. **JP will follow up with Katie about submitting a request to put a lock on the Circulation closet.**
2. **JP will continue having students test Safety Procedures PPT and quiz**
   - **JP will rewrite question 6 and send the new quiz to Dana to post**
3. **JP will place that sign behind Special Collections sign in holder**
4. **JP will investigate pricing for arrow signs**
5. **JP will formally update Wendy and Katie regarding tornado procedures**
6. **JP will prep arrow sign and sign holder for 3rd fl. regarding tornado shelter and store behind Circulation**
7. **JP will draft addition for confidential info section of Student Training Handbook and email it to us to review**
8. **JP will also propose to Student Committee the creation of a handbook quiz**
9. **JP drafts proposal for training students on safety procedures**
10. **CB will continue to follow-up with Marcus about making the intercom function properly**
11. **CB make copies of computer use policy to place in folder at Reference Desk**
12. **CB will ask Katie to fill out incident log on recent pornography incident**
13. **CB will check with Dana to see about giving free coffee to Campus Police**

Discussion:

1. All Circ students except one have completed the Safety PowerPoint and quiz
2. JP has updated all tornado signs
3. Finished discussion about workshop “When Patrons Don’t Show you Love”
4. Might be good to include info from workshop about types of problem patrons (relatively harmless nuisances, disruptive or threatening, violent) from “Problem Patrons: The Other Kind of Library Security” in Illinois Libraries in our next presentation to the library
Agenda:

1. Action Items
2. Arrow Signs
3. Incident Log Issues
4. Free Coffee for Campus Police
5. Safety Survivor Game

Action Items:

1. JP will follow up about lock on the Circulation closet.
2. JP will rewrite question 6 of Safety Quiz and send the new quiz to Dana to post
3. JP will place Tornado Shelter sign behind Special Collections sign in holder
4. JP will research other options for tornado shelter signs (instead of buying a new arrow sign)
5. JP will prep arrow sign and sign holder for 3rd fl. regarding tornado shelter and store behind Circulation
6. JP will make cheat sheet for students about where tornado signs need to be placed and hang this sheet behind circulation
7. JP will draft addition for confidential info section of Student Training Handbook and email it to us to review
8. JP will create a quiz for student handbook
9. CB will continue to follow-up with Marcus about making the intercom function properly
10. CB will send an email asking everyone to record incidents where people try to exit through emergency exits and reminding people to carry keys with them to turn off emergency exit alarm
11. CB will check with AL to see if she is okay with giving free coffee to campus police, then sends email to library to this effect, and to Campus Police
12. CB will talk to DB about restocking first aid kit issue
13. CB will come up with evaluation/feedback method for safety training game.

Discussion:

1. Arrow signs cost $102 for arrow signs
   o $90 elsewhere
2. KS doesn’t remember enough about pornography incident to record in incident log
3. Someone tried to exit through emergency exit last night. Should this be recorded in Incident Log?
   o Might help with justifying cameras
   o Might help us figure out who is doing this based on time of incident
4. DB is on-board with giving free coffee to campus police. CB needs to run it past AL.
Safety Committee Meeting Minutes
3/13/2014

Members present: JP, PB, CB, WM (guest)

5. JP and Wendy presented Safety Survivor Game. PB and CB offered revisions, but overall the game idea was well-received.
   - Will be delivered to Circ. Students the last Sunday of spring break.
Safety Committee Meeting Minutes
4/25/2014
Members present: JP, PB, CB

Agenda:

1. Action Items
2. Circulation Closet
3. Tornado Materials
4. Safety Survivor Training
5. Intercom

Action Items:

1. **JP will follow up about lock on the Circulation closet.**
2. **JP will draft addition for confidential info section of Student Training Handbook and email it to us to review**
3. **JP will create a quiz for student handbook**
4. **All will see if Campus Police get free drinks at the UC**
5. **CB will tell AL that we would like to give Campus Police officers one free card each in the fall semester, as proposed by LLAF**
6. **CB will make sure AL is okay with us purchasing supplies to restock the first aid kits and emergency kits**
7. **PB look into feasibility of recording a sound to play at the beginning of an announcement**
8. **CB will arrange another test of the intercom system for Tuesday to see if turning up the intercom volume will help**

Discussion:

1. **Action Items**
   - Work order was put in for lock on Circulation closet door in March
   - Revised safety quiz has been posted
   - JP has prepped materials for circulation for handling a tornado
     - JP placed Tornado Shelter sign behind Special Collections sign in holder
     - JP put Velcro on arrow sign so that athletic study hall and tornado signs can be used interchangeably—has been put on with temporary tape
   - We asked if we could give Campus Police free coffee. LLAF countered that we could give one free card to each officer once and see how it goes.
   - Safety Survivor Training went well—
     - Overall went well. The students were very engaged and it helped to familiarize them with the library and the procedures.
     - Definitely need to do a role-playing training next.
       - Maybe pilot role-playing with the summer students. Then they can act as mentors/guides for the training in the fall.

2. **Intercom**
Safety Committee Meeting Minutes
4/25/2014
Members present: JP, PB, CB

- Intercom does appear to be working, thought it cannot be heard within the offices and restrooms.
  - We need to see if turning up the volume will help. Otherwise, we can talk to Marcus about adding speakers, but he seemed to think that there are limited places where this could be done.

- PB proposes that we need a noise to indicate that an announcement is about to be made.
Safety Committee Meeting Minutes  
5/16/2014  
Members present: JP, PB, CB

Agenda:

1. Action Items  
2. Police Coffee Cards  
3. First Aid Kits  
4. Security Webinar

Action Items:

1. **JP will follow up about lock on the Circulation closet.**  
2. **JP will draft addition for confidential info section of Student Training Handbook and email it to us to review**  
3. **JP will create a quiz for student handbook**  
4. **All will see if Campus Police get free drinks at the UC**  
5. **CB will coordinate recording of closing announcements**  
6. **CB will continue follow-up with Marcus about the additional speakers, including seeing if it’s possible to put a speaker closer to the lounge by running the wire through the door**  
7. **CB will follow-up on email to Daryl Overstreet re: whether fire alarm notifies Campus Police automatically**

Discussion:

1. Make sure to say that coffee cards for police were purchased by LLAF  
2. Send coffee cards over first week of fall semester  
3. AL is fine with us inventorying and restocking first aid kits  
   - She wants us to test batteries each inventory  
   - We’ll test all loose batteries. For batteries still in the package, we’ll just check the expiration date  
   - Also testing anything that requires batteries (flashlights, radios)  
   - This all has been added to the inventory  
4. We are going to try to record the closing announcement.  
5. JP and CB attended an American Libraries Live Library Security webinar. One of the speakers suggested posting your patron code of conduct so that you can adequately enforce it. JP had the idea of doing a fun whiteboard with some of the more important guidelines. We’ll pursue this idea in the fall.  
   - 2 patrons have recently mentioned that they liked the whiteboards.
Safety Committee Meeting Minutes
6/13/2014
Members present: JP, PB, CB

Agenda:

1. Action Items
2. Intercom
3. Fire Alarm
4. Security Cameras
5. Student Training

Action Items:

1. *JP will follow up about lock on the Circulation closet.*
2. *JP will draft addition for confidential info section of Student Training Handbook and email it to us to review*
3. *JP will create an answer sheet for student handbook quiz and send both to Student Committee for review*
4. *All will see if Campus Police get free drinks at the UC*
5. *CB will Talk to AL about camera placement*
6. *JP will update intercom instructions to include new code *999**
7. *PB will hang intercom instructions in closet and label intercom unit and plug*

Discussion:

1. Marcus has been asked to install additional speakers in PS/IS, Circ, and Dean’s Office, as well as the Lounge
   - Timeline for this is early fall semester
2. Upon Marcus’ request, a work order has been placed to see if the concrete wall above the door into the lounge can be drilled through
3. The fire alarm is not currently communicating with the ECUPD. Overstreet is looking into the situation. For now, ECUPD should be called in the case of a fire or fire alarm.
4. Discussed putting security cameras in the following locations
   - Circulation/front door
   - Public Elevator (inside)
   - Former staff elevator (inside)
   - People Mover Elevator
   - Reference (middle)
   - Student Lounge
   - This leaves the annex elevator—where vandalism has occurred—unmonitored. CB will bring this up with AL. PB will communicate final decision to IT.
5. *Student Training*
   - We’ll next meet on July 11 and work on student training each week until school starts.