Agenda:

1. Action Items
2. Training

Action Items:

- **JP will draft addition for confidential info section of Student Training Handbook and email it to us to review**
- PB will label intercom unit and plug
- JP will revise Survivor Training materials according to observations and feedback from first training

Discussion:

- Lock has been installed on Circulation closet.
- Student handbook quiz answers have been posted to K: Drive.
- ECUPD get free soft drinks, but not coffee, at the UC.
- JP updated intercom instructions to include new code *999*
- PB will label intercom “intercom unit” and will label plug “unplug for intercom emergency shut-off”
- Training
  - Survivor training
    - Have senior students who have done it before act as team leader, teaming them up with new students
    - Maybe do two Survivor trainings
      - One the Sunday before school starts around 1 (first 15 minutes as Circulation meeting)
      - One the next weekend, maybe at 5 p.m. on Friday
  - Role-playing training
    - Maybe in early October
    - JP will ask her students to suggest topics for us to write scenarios on
  - Even for returning students, we should have some sort of safety training at least once/year – bingo, Jeopardy, role-playing, etc.—but we won’t necessarily make returning students do Survivor every semester (maybe just repeat it once)
    - For spring semester, we will develop a proposal for Student Committee regarding continuous safety training for students
  - At next meeting, we will review revised training materials
Agenda:

1. Action Items
2. Training

Action Items:

- **JP will draft addition for confidential info section of Student Training Handbook and email it to us to review**
- **CB will email Linscheid Library inviting everyone to schedule their students for safety training on Saturday or Sunday and asking them to respond by the end of the day on 8/4. (7/29)**
- **All (including WM) will email ideas for at least two role-playing scenarios to committee members. (8/6)**
- **JP will bring revised safety training packets to PB and CB to review prior to the next meeting. (8/6)**
- **JP and WM will draft training schedule outlining which students are attending which day of training by next meeting. (8/6)**

Discussion:

- We decided to schedule two safety training sessions at the beginning of the semester
  - Sunday August 17th @ 2:30 (Circ comes in at 2 p.m. for departmental announcements)
  - Saturday August 23 @ 9 a.m.
- Circ will have 11 new students, 9 of whom can attend the Sunday before school, and 6 returning students
  - Wendy and Jolene will make sure to schedule returning students on both days to act as team leaders
- Chelsea will email other library departments to invite them to send their students to one of the trainings
  - Responses due by end of day 8/4
- Jolene will bring revised packets to Patrick and Chelsea to review prior to the next meeting.
- All will email ideas for at least two role-playing scenarios to committee members by next meeting.
- Next meeting will be held the afternoon of August 6.
Safety Committee Meeting Minutes
8/4/2014
Members present: JP, CB, WM

Agenda:

1. Action Items
2. Training

Action Items:

- **PB will draft addition for confidential info section of Student Training Handbook and email it to us to review**
- **PB will email ideas for at least two role-playing scenarios to committee members. (September)**
- **WM will type up training schedule outlining which students are attending which day of training by next meeting. (8/15)**

Discussion:

- **Training**
  - We need to get here 2 hours early to set up
  - 25 students signed up for Sunday training
    - 7 did training previously
    - 2-3 people assigned to each leader
    - We need to see if Cait came last time
    - We’ll have them draw as they come in the door to see what team they’re on – label the tables by team
    - revise challenge 3 (marking exits on maps) to be team selfies with at least two team members at two of the emergency exits (not the main entrances)
    - Designated indiv. Challenge—we’ll just ask them to list first one and color of sheet
  - Have 8 packets
    - Need to print a couple more procedures packets
    - Need to reprint strips and put them on fishing wire
    - Need to reprint a couple of pages of the quick guides
    - Revise challenge sheet to include all fire extinguishers
    - Revise flashlight question from being a map question to being a challenge card question
    - Grading
Safety Committee Meeting Minutes  
8/4/2014  
Members present: JP, CB, WM

- Have team leader organize all of their stuff at their table. Grader will come to their table.
- Each task gets no points or 1 point
  - Wendy will bring cookies and make tea. Chelsea will bring a veggie tray, plates, cups, and napkins
  - WM will ask Katie and Kaylie to come
  - CB will ask Natalie if she wants to come
  - JP will revise materials and develop a checklist of what should be in each packet.
Safety Committee Meeting Minutes  
8/13/2014  
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Training

Action Items:

- **PB will draft addition for confidential info section of Student Training Handbook and email it to us to review**
- **PB will email ideas for at least two role-playing scenarios to committee members. (September)**
- **WM will type up training schedule outlining which students are attending which day of training. (8/15)**
- **WM finishes prep for safety training**
- **All bring assigned goodies for training**

Discussion:

- **Training**
  - Wendy and Jolene got most of the revisions done and printed most things.
  - Still to be done:
    - Challenge sheets revision – selfies should be sent to cbakerlibrarian@gmail.com – need to be reprinted
    - Map answer key needs to be re-done with only tornado shelters circled
    - Evaluation sheets need to be printed for answer packets
    - Table labels need to be printed
    - Finish stringing tags on fishing wire
  - Wendy will bring cookies and make tea
  - Chelsea will bring a veggie tray
  - Patrick will bring cups and plates.
  - We will arrive at noon to set up.
  - For next survivor training we want to change the designated individual challenge card to ask students to just list the first designated individual and say what color paper the designated individuals list is on
  - Also need to fix the margins on the flood slide in the quick guide PowerPoint in the future
  - CB will explain game instructions to students on Sunday
  - Training on the following Saturday needs to start later than 9 a.m. to allow for setup.
Safety Committee Meeting Minutes
9/9/2014
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Training

Action Items:

- *PB will draft addition for confidential info section of Student Training Handbook and email it to us to review*
- *PB will develop ideas for at least two role-playing scenarios.*

Discussion:

- Survivor Training Debrief
  - Overall went well.
  - Having additional graders and a more organized grading process helped a lot.
  - Key to go down hallway – since we are closed during training they need to get key to get back in building. Add to directions to get key from filing cabinet.
  - Make sure to put together prizes beforehand.
  - Could we play music over intercom? Does it time out?
  - Took new students 1 hour and 15 minutes. Teams led by experienced students took more like an hour or less.
    - Group leaders really helped.
  - DB wanted them to do timesheets before leaving, but that takes too much time.
    - CB will send email reminders to supervisor before and after trainings re: timesheets.
  - Think of way to solicit student feedback in the future.
  - Think about how to make March staff safety presentation more interactive. Dana thought staff should do survivor training, but they might resent having to come in on weekend. Maybe there is a way to adapt it for when we are open and shorten it to just an hour.
  - Develop bonus questions for groups who finish early (1 point if you get them all right)
    - Campus police number
    - When and how to use intercom
    - Patron/library responsibilities
  - Timeline
    - Develop role-playing this fall
Present Survivor to student committee in spring
  - Everyone does it in fall. In spring it's just new students, but we ask older students to be team leaders if they want
Deliver role-playing in spring
Present role-playing to student committee in ?
Have student committee decide how many x each student should do each training
Agenda:

1. Action Items
2. Training

Action Items:

- PB will draft addition for confidential info section of Student Training Handbook and email it to us to review
- PB will develop ideas for at least two role-playing scenarios.

Discussion:

- Role-play training
  - Worked on developing scenarios and “wrenches” for each scenario
  - While walking through the student lounge to go to Media Services, you notice two students making out on the couch.
    - Wrench: After a discussion about their behavior, the students leave the lounge, but you later find them on the 4th floor, going at it again.
  - A patron approaches you to tell you that they hear yelling from the elevator. It sounds like someone is stuck inside.
    - Wrench: When you go to investigate, fire is coming out of the doors. OR The yelling has stopped by the time you get to the elevator and you can't get any response from the person inside. It seems like they have passed out.
  - During your shift at the Circulation Desk, a patron walks through the security gates and the alarm goes off.
    - Wrench: Patron gets confrontational when you ask them if they have any materials they forgot to check out.
  - A patron returns from the restroom to find their laptop missing. They come to you to report this situation.
    - Wrench: While they’re telling you about this situation at the Circulation Desk, they think they see someone walk out the door with their laptop.
  - A student comes to you and complains that someone is talking loudly on their cell phone on the 4th floor.
    - Wrench: When you talk to the person, they invade your personal space.
  - A tornado warning has been issued and your supervisor indicated that you need to get ready to go to the shelter.
Wrench: Patrons refuse to go to shelter.
  o A patron comes into the library very upset over material presented in a lecture in Estep. Another patron disagrees with his objections and an argument ensues.
    ▪ The people initially involved have calmed down and left, but now the entire reference floor erupts in discussion about the lecture and the incident.
  o It’s Sunday afternoon and it has been storming all day. With a large clap of thunder, the electricity goes out, leaving the library in the dark.
    ▪ With the power still out, someone trips and falls on the stairs.
  o While doing book pick-up on the 4th floor, you notice water dripping from the ceiling over one of the bookcases.
    ▪ Wrench: The drip turns into a downpour, braking through the ceiling tile and dumping a continuous stream of water onto the stacks.
  o We still need to discuss ideal answers for each scenario and logistics for the training.
Agenda:

1. Action Items
2. Training

Action Items:

- **PB will draft addition for confidential info section of Student Training Handbook and email it to us to review**
- WM will check quick guide and safety procedures packets and make more as necessary
- Patrick will make scenario and wrench cards
- CB will make score sheets and gather prizes
- Revise Inappropriate Physical Procedures (sexually suggestive part)

Discussion:

1. Training
   a. Agenda
      i. Intro (7 mins)
         1. Break into 9 groups
         2. Think about how to address each situation both if you can find a supervisor and if a supervisor is unavailable.
      ii. Discuss scenario (10 mins)
      iii. Discuss wrench (10 mins)
      iv. Develop skit including wrench (10 mins)
         1. Can play roles other than students or student workers in the skit
         2. You may play the role of a librarian or staff person
      v. Present skits (3-5 mins) = 30-45 mins
         1. All teams vote on best skit
      vi. Conclusion (7 mins)
         1. It is okay to deviate from procedures as long as you are being safe and smart. For instance, if you feel comfortable asking the couple to stop making out, that’s fine.
         2. You should feel empowered to handle situations on your own, but also need to know what the ideal way of handling them is.
   b. At least two people on each team, but can have more.
   c. Just have people number off to form teams.
   d. Needed materials
Safety Committee Meeting Minutes
10/13/2014
Members present: CB, WM, PB

i. Safety procedures packets for each team – WM will check Survivor materials
ii. PowerPoint quick guides for each team – WM will check Survivor materials
iii. Scenario cards - PB
iv. Wrench cards (in the shape of a wrench) - PB
v. Score cards: -- CB
   1. For each team
      a. Each team votes for most original skit and skit that best adheres to the procedures
      b. Give a point for each vote
      c. Add categories together to determine the winner
   2. For scorers
      a. To tally scores
   3. In case of a tie, have a vote off to determine overall best (vote as an individual rather than team)
vi. Prizes – CB
   e. We started discussing how we would like students to respond to each scenario and will continue this at future meetings.

2. Procedures
   a. We’d like to revise the sexual activity part of the Inappropriate Physical Behavior procedures to be less extreme.
Safety Committee Meeting Minutes  
11/04/2014  
Members present: CB, WM, PB

Agenda:

1. Action Items  
2. Training

Future:

- Revise Inappropriate Physical Procedures (sexually suggestive part)  
- Revise elevator emergency procedures to say notify supervisor instead of designated individual or the closest full-time staff member.  
- Revise theft procedures to not include asking to look through people’s personal belongings. Instead, have supervisor ask follow-up questions about whether they have a textbook from the bookstore, electronics, ILLs

Action Items:

- Patrick will send confidential info draft to Dana for her to bring to Student Committee for approval  
- Patrick will update wrench cards with question numbers  
- Patrick will make scenario cards  
- Wendy will update safety procedures packets with intercom procedures  
- Chelsea will gather prizes

Discussion:

1. Training  
   a. Chelsea presented scorecards, which were approved.  
   b. Patrick presented wrench cards. A suggestion was made to add the question number to the card to make it easier to hand them out. Patrick will revise accordingly.  
      i. These will be printed on regular paper and laminated.  
   c. Wendy has made enough procedures packets and quick guides, but still needs to add the intercom procedures to the packets.  
   d. Worked on scenario responses  
2. Decided to revise some of the procedures to make them more logical. Will finish the scenario responses, then revise procedures and take them to Librarians’ Committee before end of the semester so we can still deliver training on‐schedule.
Agenda:

1. Action Items
2. Training

Future:

- Revise Inappropriate Physical Procedures (sexually suggestive part)
- Revise elevator Emergency, Flood, and Utility procedures to say notify supervisor instead of designated individual or the closest full-time staff member.
- Revise Inappropriate Verbal Behavior Procedures to tell student assistants to contact their supervisor first.
- Revise theft procedures to not include asking to look through people's personal belongings. Instead, have supervisor ask follow-up questions about whether they have a textbook from the bookstore, electronics, ILLs.

Action Items:

- *Wendy will update safety procedures packets with intercom procedures*
- *Patrick will re-type scenario card 6 to reflect changes made in Scenario Responses document*

Discussion:

- Student Handbook confidential info section has been revised and approved
- Training
  - Prize bags have been acquired
  - Scenario cards
    - PB’s design was approved
    - We decided that we didn’t need to add to the card instructions about considering scenario with and without supervisor present. We can explain this beforehand, directing them to discuss both scenarios, but only do one skit, either with the supervisor or without. If the students choose to act out the scenario with the supervisor, they should include the supervisor role in the skit.
  - Wendy will add a couple sheets of scratch paper to each packet
  - We will use the accordion folders from the Survivor training for the role-playing packets
  - Patrick will back the scenario and wrench cards with colored paper (to match the existing packets) before laminating them
  - Timeline
If we want to revise the procedures and get the revisions approved before the next trainings, we will not be able to hold the Survivor training for new students during the first week of school.

Since there will not be many new students, it shouldn’t be too difficult to coordinate training times later in the semester.

We’d like to wrap up our planning and prep for role-playing training at one more meeting this semester, then start in with revising the procedures in the spring semester.

Chelsea will schedule a meeting during Dead Week or Finals Week to finish up the role-playing training preparation.
Agenda:

1. Action Items
2. Training
3. Emergency Kit Inventory
4. Spring Meetings

Future:

- Revise Inappropriate Physical Procedures (sexually suggestive part) and then revise response for role-playing scenario 1
- Revise elevator Emergency, Flood, and Utility procedures to say notify supervisor instead of designated individual or the closest full-time staff member.
- Revise Inappropriate Verbal Behavior Procedures to tell student assistants to contact their supervisor first.
- Revise theft procedures to not include asking to look through people’s personal belongings. Instead, have supervisor ask follow-up questions about whether they have a textbook from the bookstore, electronics, ILLs
- Revise Flood Procedures to say notify supervisor, who in turn notifies Designated Individual
- After revising procedures, re-read role-playing responses document to ensure that they match new procedures and include any references to calling the Dean

Action Items:

- WM will follow up on emergency kit inventory and let CB know what needs to be purchased
- CB will schedule meeting for January intersession and meetings for every other Tuesday at 4 p.m.

Discussion:

1. Role Playing Training
   a. Finished scenario responses
   b. Went over Agenda
      i. Intro (5 mins)
         1. Break into 9 groups
         2. Think about how to address each situation both if you can find a supervisor and if a supervisor is unavailable.
      ii. Discuss scenario (8 mins)
      iii. Discuss wrench (8 mins)
      iv. Develop skit including wrench (15 mins)
Safety Committee Meeting Minutes
12/12/2014

Members present: CB, WM, PB

1. Skit can’t just be tell the supervisor and you’re done! If you tell the supervisor, then you need to act out what the supervisor will do. You may play the role of a librarian or staff person.

2. Can play roles other than students or student workers in the skit.

v. Present skits (3-5 mins) = 30-45 mins
   1. All teams vote on best skit
      a. Originality
      b. Best demonstration of procedures
      c. Cannot vote for your own group!

vi. Conclusion (7 mins)
   1. It is okay to deviate from procedures as long as you are being safe and smart. For instance, if you feel comfortable asking the couple to stop making out, that’s fine.
   2. You should feel empowered to handle situations on your own, but also need to know what the ideal way of handling them is. Preparation is key!
      c. At least two people on each team, but can have more.
      d. Just have people number off to form teams.
      e. Went over scorecards
         i. We will not allow them to vote for themselves

2. Emergency kit inventory
   a. Wendy and Emily are finishing this up and will let CB know what items need to be purchased

3. Spring meetings
   a. We’ll meet the Friday of January intersession and every other Tuesday at 4 p.m.
   b. First order of business will be to revise current procedures as noted in Future section above
Safety Committee Meeting Minutes
1/9/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Revise Inappropriate Physical Procedures (sexually suggestive part) and then revise response for role-playing scenario 1
- Revise Inappropriate Verbal Behavior Procedures to tell student assistants to contact their supervisor first.
- Finish reviewing Theft Procedures – pick up at Emergency Exit Doors
- After revising procedures, re-read role-playing responses document to ensure that they match new procedures and include any references to calling the Dean

Action Items:

- WM will finish emergency kit inventory and let CB know what needs to be purchased

Discussion:

1. Revised theft, elevator emergency, and utility failure procedures, and started on theft procedures revision
Agenda:

1. Action Items
2. Procedure Revision

Future:

- Revise Inappropriate Physical Procedures (sexually suggestive part) and then revise response for role-playing scenario 1

Action Items:

- CB will order items identified on inventory log

Discussion

- Finished revising theft procedures and revised Inappropriate Verbal Procedures
Agenda:

1. Action Items
2. Procedure Revision

Future:

- Take revised procedures to Librarians’ Meeting
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. All should review Our/Patron Responsibilities document and bring comments
2. CB will print off copies of all revised procedures so we can review them one more time and ensure consistency before bringing to Librarians' Meeting

Discussion

- CB has submitted inventory purchase request to Jenny
- Revised inappropriate physical procedures and medical emergency procedures
Safety Committee Meeting Minutes
3/3/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Take revised procedures to Librarians’ Meeting
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. **Wendy will oversee distribution of replacement inventory and emergency kit items (3/10)**
2. **Review revised procedures packet for next meeting (3/10)**

Discussion

1. Replacement emergency kit/first aid kit inventory items have been received. Wendy’s students are working on distributing these.
2. We revised Our Responsibilities/Patron Responsibilities document.
3. At next meeting we will review all revised procedures as a whole to look for additional changes that may need to be made for consistency.
4. PB and CB will put revised procedures on Librarians’ Meeting agenda for 3/23.
Safety Committee Meeting Minutes
3/10/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Take revised procedures to Librarians’ Meeting
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Discussion:

1. Wendy finished restocking first aid and emergency kits.
2. Revised safety procedures for consistency.
4. PB and CB will put revised procedures on Librarians’ Meeting agenda for 4/2.
Safety Committee Meeting Minutes
4/7/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Send cover page/General Safety Guidelines to librarians for final review.
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. CB will update file path and links to Incident Log in all procedures. (4/21)
2. CB will combine all procedures into one document and update the TOC accordingly. (4/21)
3. CB will move procedures to Documentation folder and update footer accordingly. (4/21)
4. WM will see how many packets need to be printed to provide one to each librarian, staff person, and student work station. (4/21)
5. PB will go to Staples and see if there are any packs of 5 suitable pastels that don’t duplicate what we already have. If not we will purchase from Staples website. (4/21)

Discussion:

1. Patrick and Chelsea took the revised procedures to the Librarians’ Committee.
   a. Most changes were relatively minor. These were made during the Safety Committee Meeting.
   b. One more meaningful change was that Employment Services needs to be notified anytime there is a medical emergency, even if the injured party is not an employee.
   c. Suggested that we have a cover page with a table of contents and the General Safety Guidelines on the back. PB started this. CB will finish this.
   d. Suggested that we move the Incident Log to the Documentation folder of the K: Drive. Did this during the safety meeting, but file paths still need to be updated. CB will do this.
2. We’re going to combine procedures into one document to facilitate page numbering and improve accessibility
3. Retain colored pages, but reprint on pastel colors.
Safety Committee Meeting Minutes
4/21/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Send cover page/General Safety Guidelines to librarians for final review.
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. **Send email to other librarians regarding proposed location of safety materials and responsibilities document. (5/19)**
2. **CB will update file path and links to Incident Log in all procedures. (4/21)**
3. **CB will update the TOC accordingly. (4/21)**
4. **CB will move procedures to Documentation folder and update footer accordingly. (4/21)**
5. **WM will have a student count how many sheets we have of each of the decided-upon colors. (5/19)**

Discussion:

1. Wendy found out that we have 36 old packets and Dr. Stan does not have one at all. We will make 40 new packets.
2. Patrick found two additional colors to use. We’ll also use a beige and a light grey. Wendy will have a student count each of the 9 colors to see if we have enough to make 40 packets.
   a. We decided on the following colors for each procedure:
   b. General Safety Guidelines - white
   c. Designated Individual List - pink
   d. Intercom Usage Policy - orange
   e. Intercom Scripts - orange
   f. Medical Emergency Procedures - yellow
   g. Elevator Emergency Procedures - light green
   h. Theft Procedures - teal
   i. Flood Procedures - blue
   j. Utility Failure Procedures - lavender
   k. Inappropriate Verbal Behavior Procedures - grey
   l. Inappropriate Physical Behavior Procedures - beige
   m. Note: after the meeting, Patrick found two more possible colors to use.
3. Location of documents
   a. We discussed where the procedures and responsibilities should reside on the website and the K: Drive.
   b. We will propose the following to the other librarians:
      i. Change name of Policies tab of Library Employees page to Policies & Procedures and keep the Safety Procedures there.
      ii. Change the name of the Policies sub-folder in the Documentation folder to Policies & Procedures and create a Safety sub-folder within that. But we don’t think Responsibilities should go here either. They should just be in the main Documentation folder.
      iii. Leave Responsibilities as its own tab on the About the Library guide.
      iv. Put Responsibilities in the main part of the Policies & Procedures sub-folder.
      v. Remove the Responsibilities document from the purview of the Safety Committee and fold it into the library’s policy review structure.
Safety Committee Meeting Minutes
5/27/2015
Members present: CB, WM, PB

Agenda:

1. Action Items
2. Procedure Revision

Future:

- Send cover page/General Safety Guidelines to librarians for final review.
- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. Wendy
   a. Select beige paper and give it to Chelsea.
   b. Double-check fire extinguisher count.
2. Chelsea
   a. Update Safety Procedures and TOC as noted below and send to librarians.

Discussion:

1. We will put Inappropriate Verbal and Inappropriate Physical on separate pieces of paper, one on grey and one on beige. Wendy will find the beige paper and Chelsea will update the TOC. Then Chelsea will send the document out to the librarians for one final approval.
2. We started updating the student assistant training PowerPoint. We’ll pick back up with the Tornado slide at the next week.
Agenda:

1. Action Items

Future:

- Revise role-playing scenarios based on revised procedures
- Hold safety trainings

Action Items:

1. Wendy
   a. Send out an email to make sure she has distributed all of the new packets and picked up all of the old ones

2. Chelsea
   a. Submit revised Safety Procedures training PowerPoint to Dana for the Student Committee to review.

Discussion:

1. Finished revising the student training PowerPoint.
2. At the next meeting, we’ll look at revising the Survivor training materials and the Role-Playing training materials.