Agenda:
1. Action Items
2. Survivor Safety Revisions

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

Action Items:
- CB will check with DB to see how long it might take for the Student Committee to review the training PowerPoint.
- CB will send out safety training invitations to the staff.
- WM will continue revising the Survivor training materials. See below.

Discussion:
1. Dana asked if we could do safety trainings in the summer semester. There isn't enough time to do this this summer, but perhaps it would be a good idea to do at least the Survivor training in future summer semesters. We would want to do it at the beginning of the summer semester, rather than during May intersession, to ensure the largest possible participation.
2. 1st Student Survivor training will be the afternoon of August 16th. We'll schedule a make-up one for a couple weeks later, depending on the schedules of the students who didn't make it to the first training.
3. Adrianna suggested that we do a staff training before fall semester starts. We decided to offer a Survivor training for staff on July 30th.
4. Survivor training revisions:
   a. Maps need to be reprinted.
   b. We need to update the answer keys.
   c. We will look into getting sticky arrows so that people don’t need to write on the maps. In this case, Challenge 7, question 2 will be need to be reworded.
   d. Challenge 8 – there are no longer two types of medical emergencies. This will need to be corrected on the yellow challenge sheet and on the challenge card.
      i. Revise challenge sheet to say (in bold) “Although the library is not an inherently dangerous place, medical emergencies may occur.” Part one will read “Using your resources, locate the action steps for medical emergencies.” The second sentence can be deleted.
      ii. Revise challenge card to ask “summarize the information that you need to be prepared to provide to a 911 dispatcher in the case of a medical emergency.”
   e. The rest of the challenges do not need to be revised.
Safety Committee Meeting Minutes
7/16/2015
Members present: CB, WM, PB

Agenda:
1. Action Items
2. Survivor Safety Revisions

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

Action Items:
- CB will email DB to let her know she can attend student safety training instead of the staff one.
- CB will email library to ask for the names of student assistant who will be attending the training on 8/16 and names of any students who can’t attend this training.
- CB will get 5 more prize bags from Communications & Marketing.
- WM will fix the font on the Challenge Guide and reprint; print Quick Guides; print evaluation sheets; print Survivor Challenge Answer Keys; make sure we have enough zip ties.

Discussion:
1. Student training
   a. Aug. 16 circ training at 1 p.m., safety training at 1:30
   b. Arrive at 11:00 for set-up
   c. Wendy will bring cookies, condiments, make tea, and check for plates, cups, and napkins. Chelsea will bring a veggie tray and bread. Patrick will bring meat and cheese for sandwiches.
2. Staff training is on July 30 at 2 p.m.
   a. Went over revised materials. See WM’s action item for things that still need to be completed.
   b. We will meet again on Wed. July 22 at 3:00 p.m. to touch base again.
3. We reorganized the files on the K: Drive so that all safety training materials are in the Safety Committee folder instead of the Public Services folder. We also deleted some outdated files.
Safety Committee Meeting Minutes
7/16/2015
Members present: CB, WM, PB

Agenda:
1. Action Items
2. Survivor Safety Revisions

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

Action Items:
- CB will email library to ask for the names of student assistant who will be attending the training on 8/16 and names of any students who can't attend this training.
- WM will separate out tags to facilitate hanging them.

Discussion:
- Wendy got everything updated and found sufficient zip ties.
- 8 people will be attending so we'll have 4 teams of 2
- Tie-Breaker Questions – to be answered without the use of the procedures packet
  - For what three situations do we have intercom scripts?
  - How do you dial-in to the intercom?
  - Where on the K: Drive is the Incident Log?
- We will start setting up at noon.
- We will allow staff to pick their teams and rearrange if necessary.
- We'll go sit with the group while we grade their materials.
Agenda:
1. Action Items
2. Survivor Safety Prep

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

Action Items:
- Wendy will put tags template on the K: Drive
- Wendy will print one more copy of the challenge answer guide, 7 copies of the evaluation sheet

Discussion:
1. We'll have seven teams of three.
2. Wendy updated the theft card to have the appropriate number of lines.
3. We'll need to remind the students to only take their color of tag.
4. Adults didn’t like going in order, but we want to keep it that way.
5. Katie added the fire extinguishers to the maps. Wendy reprinted them.
6. Wendy will bring cookies, condiments, make tea. Chelsea will bring a veggie tray, meat, and cheese, and bread. Nick will get plates, cups, and napkins.
Safety Committee Meeting Minutes  
8/28/2015  
Members present: PB, SB, BH, ND

Agenda:
1. Action Items
2. Survivor Safety Prep

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

Action Items:

Discussion:
1. Wendy put tags template on the K: Drive
2. Survivor Training:
   a. PB has contacted Jen, Sam and Brandi to ask how many new students have been hired this semester.
      i. PB will distribute final students lists to the committee
      ii. There should be 16 students that have to take the training
   b. PB has asked Jen, Sam and Brandi to find out from their students what time will work best
      i. Options are:
         1. Friday after work
         2. Saturday morning (11)
         3. Sunday at noon
         4. Goal will be soon after Labor Day
   c. Items that have to be printed:
      i. New tags – SB will be in charge
         a. Construction paper is behind Circulation or Public Services or in the Dean's Office
         b. PB will update tag templates on the k:drive
         c. In the future, we will add tags for fire alarms
      2. Challenge sheets – yellow sheets of paper
      3. Challenge cards – pink cards
      4. SB will check and see if we need more maps
3. Scenario Training:
   a. We will discuss after the Survivor training is finished
4. Title IX statement
   a. PB will look into adding a Title IX statement in the student training handbook
5. Evacuation and Lockdown procedures
   a. The committee members will review the Lockdown and Evacuation procedures before the next meeting and bring ideas of how to include the Annex
6. Next Meeting:
   a. September 11, 10 am
Safety Committee Meeting Minutes
9/11/2015
Members present: PB, SB, BH, ND

Agenda:
1. Action Items
2. Survivor Safety Prep

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

Action Items:

- **Survivor Training**
  - PB will update tag templates on the k:drive
  - PB will contact Brandi and Jen – Students will have a choice between the 18th and 20th. We will try to get at least twelve students
  - We will provide chips, dip, cookies, drinks, ice, paper plates, napkins, and plastic utensils (at least a spoon for the dip)
  - SB will be in charge of printing challenge tags (team color)
  - SB will print new evaluation sheets (white paper)
  - SB will print new challenge guides (yellow paper)
  - SB will print new challenge cards (pink paper)

- **Lockdown and Evacuation Procedures**
  - Start thinking of effective communication between the main library (intercom system) and annex (no intercom system)

- **Title IX**
  - PB will send Title IX statement to the committee to send to Dana to take to the Student Committee

Discussion:

1. Survivor Training:
   - PB will contact Brandi and Jen to set a date for the training – September 18th or 20th.
   - PB and SB will print the necessary sheets and cards
   - We will determine who will bring which refreshments
2. We will meet on Friday, September 18 at 3 p.m.
   - We will start preparing team folders
   - We will tie up some loose ends (such as the Title IX statement)
Safety Committee Meeting Minutes
9/18/2015
Members present: PB, SB, BH, ND

Agenda:
1. Action Items
2. Survivor Safety Prep

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

Action Items:
- Survivor Training Sunday, September 20
  - We will meet in the Instruction Room at 11 on Sunday
  - We have everything printed, but need one set of challenge cards and seven more fire extinguisher tags.
  - BH will bring cookies
  - ND will bring drinks
  - PB will bring chips and dip
- Lockdown and Evacuation Procedures
  - Start thinking of effective communication between the main library (intercom system) and annex (no intercom system)
- Title IX
  - PB will send Title IX statement to the committee to send to Dana to take to the Student Committee
- PB will put the next meeting on the calendar

Discussion:
1. Survivor Training:
   a. We will meet in the Instruction Room at 11 on Sunday
   b. We have everything printed, but need one set of challenge cards and seven more fire extinguisher tags.
   c. BH will bring cookies
   d. ND will bring drinks
   e. PB will bring chips and dip
2. Next meeting will be Friday, Oct 9 at 3pm
Safety Committee Meeting Minutes  
10/9/2015  
Members present: PB, SB, BH, ND

Agenda:
1. Action Items  
2. Survivor Safety Prep

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

Action Items:
- **Lockdown and Evacuation Procedures**  
  - Start thinking of effective communication between the main library (intercom system) and annex (no intercom system)  
- **Title IX**  
  - PB will add a slide to the student training PowerPoint and send that along with a statement for the student manual to Dana for consideration by the Student Committee  
- **Safety Plan**  
  - Look at list from original minutes for items that haven’t been completed yet, and think of other things that we should begin, continue, or revisit. We will start coming up with a list at the next meeting and begin prioritizing

Discussion:
1. Survivor Training: Discussion for next fall  
   - Twice the tags were stolen from the people mover elevator  
     - How can we make them more secure?  
     - Add fire alarms to the challenge sheets  
     - We will stick to Sundays, including the Sunday before school starts  
2. Scenario Training:  
   - We would like to have one in the spring semester, possibly late February – we should account for bad weather  
   - Most of the materials are already created.  
3. Title IX  
   - Wording: *Title IX federal law prohibits discrimination on the basis of sex in any federally funded education program or activity, as well as sexual harassment. Any employee that is told of, has knowledge of, or witnesses a violation of this has the responsibility to report it within 24 hours.*  
4. Safety Plan  
   - We have to go by the list from the original Safety Committee minutes  
5. Next meeting will be Friday, Oct 9 at 3pm
Agenda:
1. Action Items

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

Action Items:
- **Lockdown and Evacuation Procedures**
  - Start thinking of effective communication between the main library (intercom system) and annex (no intercom system)
  - PB and SB will come up with some ideas to finalize these procedures to accommodate the Annex.
- **Safety Plan**
  - PB will ask DB about where a Safety Plan might be on the web page
  - Look at list from original minutes for items that haven't been completed yet, and think of other things that we should begin, continue, or revisit. We will start coming up with a list at the next meeting and begin prioritizing
- **Scenario Training**
  - Look over Scenario Training materials to prepare for training in the spring semester

Discussion:
1. **Title IX**
   - PB added a slide to the training PowerPoint and a statement for the student handbook. These were sent to the Student Committee and approved.
2. **Lockdown and Evacuation Procedures**
   - PB and SB will come up with some ideas to finalize these procedures to accommodate the Annex.
3. **Survivor Training: Discussion for next fall**
   - Twice the tags were stolen from the people mover elevator
     - How can we make them more secure?
     - Add fire alarms to the challenge sheets
     - We will stick to Sundays, including the Sunday before school starts
4. **Scenario Training:**
   - We would like to have one in the spring semester, possibly late February – we should account for bad weather
   - Most of the materials are already created.
5. **Safety Plan**
   - We will determine if a new Safety Plan is needed.
6. Next meeting will be 12-11-15
Safety Committee Meeting Minutes
6/10/2016
Members present: PB, SB, BH, ND

Agenda:
1. Action Items
2. Student Safety Training
3. Revision of Safety Procedures based on reorganization

Future:
- Emergency quick-reference cards
- First-Aid kit inventory
- Student Safety trainings
- Extreme weather and fire procedures

Discussion:
- The 2015-2016 annual report has been completed.
- Based on the 2014-2015 annual report, the Safety Committee will have to develop extreme weather procedures and fire procedures
- It is time to check first-aid kit inventories
- We will have to start preparing for the fall student survivor training

Action Items:
- PB
  - check on a monitor for existing security cameras
  - Look for arrow stickers for survivor training
  - Send a reminder to staff for suggestions for scenario training
- SB
  - Make a list of materials included in team packets
  - Check on colored paper for survivor training materials:
    - The following need printing:
      - Pink challenge cards
      - Yellow challenge guide
      - Maps
      - Colored checkpoint tags
  - Check on colored paper for security procedures
Safety Committee Meeting Minutes  
6/21/2016  
Members present: PB, SB, BH, ND

Agenda:
1. Action Items  
2. Revision of Safety Procedures based on reorganization

Future:
- Emergency quick-reference cards  
- First-Aid kit inventory  
- Student Safety trainings  
- Extreme weather and fire procedures

Discussion:
The safety procedures document was updated to reflect staff reorganization taking place in January, 2016.

This process led to a discussion about the existing designated individual list. The list was re-arranged to reflect proximity and likelihood of dealing with the public.

The updated list will be presented at the next librarians’ meeting:
1. Director (559-5564)  
2. Librarian/Full-time Staff at Reference Desk (skip to #3 if librarian is on-call or a student assistant is on reference) (559-5371)  
3. Public Services Librarian (559-5308)  
4. Instructional Services Librarian (559-5370)  
5. Circulation Assistant (559-5636)  
6. Instructional Services Assistant (559-5372)  
7. Assistant to the Director (559-5280)  
8. Outreach Assistant (559-5565)  
9. Collection Services Librarian (559-5842)  
10. Collection Services Assistant (559-5369)  
11. Media Services Librarian (559-5373)  
12. Technical Services Librarian (559-5229)  
13. Media Services Assistant (559-5588)  
14. Technical Services Assistant (559-5374)

Sam brought a draft of the emergency quick-reference cards. These are approved and will be distributed to all library phones once the designated individual list has been finalized.

Action Items:
- PB  
  - check on a monitor for existing security cameras  
  - Look for arrow stickers for survivor training  
  - Send a reminder to staff for suggestions for scenario training
Safety Committee Meeting Minutes  
6/21/2016  
Members present: PB, SB, BH, ND

- SB  
  - Make a list of materials included in team packets
  - Check on colored paper for survivor training materials:
    - The following need printing:
      - Pink challenge cards
      - Yellow challenge guide
      - Maps
      - Colored checkpoint tags
  - Check on colored paper for security procedures