Agenda for 07-25-17:
1. Staff and student training prep
2. Emergency and First Aid Kit locations
3. Lunch hour building coverage

Future:
1. Update Safety Procedures

Action Items:
Everyone –

Patrick –
- Send email about student safety training (7-28)
- Schedule next meeting for 2nd week of September (9-8)
- See if the Public Services office has a first aid kit and flashlight (9-15)
- Send email explaining lunch hour building coverage (7-28)

Marla –
- Add names of places that are public tornado shelters on campus to the Reference Desk Binder (9-15)

Barry –
- Move Emergency Kit back to the 1st floor breakroom (9-15)
- Check Emergency Kit supplies (9-15)

Sam –
- Print and put together materials for survivor kits for the training (8-7)
- Inventory First Aid Kits (9-15)

Discussion:
Staff and student training prep
- The 1st floor fire extinguisher will still be on the survivor training scavenger hunt because it may be the closest to a fire and it doesn’t hurt for staff to know that it is there.
- The committee will need to make sure the 1st floor and breakroom are unlocked before the training starts.

Emergency and First Aid Kit locations
- The emergency kit should go back to the 1st floor breakroom because it is still used as a tornado shelter.

Lunch hour building coverage
- Sam volunteered to cover upcoming August intersession. He will ask for coverage if he does need to leave between 12-1.
- Before each time period that has open hours at the reference desk, Patrick will email everyone and ask for volunteers to be in the building from 12-1.
  o Staff can still take a lunch break, just earlier or later than 12-1.
  o Staff covering the building will not answer reference questions, just be available for emergencies.
- The schedule will be put on LLStaff and the Safety Committee will remind students’ supervisors to make the information available for the students working during that time.
Safety Committee Meeting Minutes from July 25, 2017

Present: Patrick, Barry, Sam, Marla

Next Meeting: 2nd week of September (Patrick will schedule)
Next Minute taker: (need a volunteer)
Safety Committee Meeting Minutes from August 23, 2017

Present: Patrick, Barry, Sam, Marla

Agenda for 08-28-17:
1. Second student training prep
2. Emergency and First Aid Kit locations
3. Update outdated or confusing safety training materials

Future:
1. Update Safety Procedures

Action Items:
Everyone –
Patrick –
• Check into fire procedures for other academic libraries (9-20)
• Meet with Sam to locate fire alarms (9-20)

Marla –
• Create a folder/holder for the tornado signs and a cheat sheet for where they are placed (9-17)

Barry-
• Move Emergency Kit back to the 2nd floor breakroom (9-17)

Sam- 
• Print and put together materials for survivor kits for the training (9-17)
• Update safety training questions and eliminate references to the first floor (9-17)
• Meet with Patrick to locate fire alarms (9-20)
• Inventory First Aid Kits (9-15)

Discussion:
Student training prep
• Sam will make necessary changes to the training materials.
• We will eliminate references to the first floor.
• Training is now scheduled for September 17th at noon.

Emergency and First Aid Kit locations
• The emergency kit should go back to the 2nd floor breakroom as students and faculty will rarely or never be on the first floor.

Safety procedures manual
• We need to, at some point in the future, add fire procedures and inclement weather procedures to the Safety Procedures Manual.

Next Meeting: September 20th at 9:00am
Next Minute taker: Barry
Agenda for 09-20-17:
1. Alternative safety training
2. Changes to the scavenger hunt
3. Add severe weather and fire to procedures

Future:
1. Update Safety Procedures

Action Items:
Everyone –
Patrick –
• Find out which students missed both Sunday safety training sessions
• Meet with Sam to locate fire alarms (10-18)
Sam–
• Put together alternative training for students who missed both Sunday sessions
• Meet with Patrick to locate fire alarms (10-18)

Discussion:

Alternative safety training
• Students can sign sheets when they locate features. The sheets can be collected for scoring.
• Students can still fill out cards.
• The training can be done when the library is open.

Changes to the scavenger hunt
• Arrange the training by location (4th Floor, Circulation, 3rd Floor minus Circulation, Library 2nd Floor, Annex 2nd Floor, People Mover).
• Each team can start at a different location.
• Experienced students can serve as guides during the training or they can help with the set up.
• The 2nd training session of the fall semester can start at 12:30. Removing the 1st Floor Annex speeds the training up and arranging it by location may speed it up even more.

Add severe weather and fire to procedures
• We need to add severe weather and fire procedures to the Safety Procedures Manual.

Next Meeting: October 18th
Next Minute taker: (need a volunteer)
Safety Committee Meeting Minutes from October 11, 2017

Present: Patrick, Barry, Marla

Agenda for 10-11-17:
1. Alternative safety training
2. Changes to scavenger hunt
3. Review Silent/Quiet/Group zones

Future:
1. Update Safety Procedures
2. Changes to scavenger hunt
4. Add severe weather and fire to procedures

Action Items:
Everyone –
Patrick –
• Look for editable zone signs file and library map file (10-12)
• Propose changes to the 2nd floor zones in the Librarians’ Meeting (10-12)
• Schedule next Safety Committee meeting (10-18)
• Find out which students missed both Sunday safety training sessions, notify supervisors, set an alternative training date (10-27)
• Meet with Sam to figure out alternative to putting cards on scavenger hunt items for alternative training (10-27)

Marla -
• Look for editable zone signs file and library map file (10-12)

Discussion:
Alternative safety training
• Patrick has the list of all student assistants from Dana and needs to compare it to the list of students who attended the trainings.

Changes to the scavenger hunt
• Patrick and Sam found all the fire alarms and will add them to future trainings.

Silent/Quiet/Group study zones
• All signs need to have the definition
  o The Silent sign in the 2nd floor atrium needs the definition added
• It is confusing for students to have the Collaborative Spaces area designated as Quiet.
  o We concurred that changing it to Group was best so that students would know they are encouraged to collaborate in that area.
  o A new Group sign needs to be printed for this area and the current Quiet sign removed.
  o The new Group sign should go on the pillar by the tables in front of the Collaborative Spaces.
• The area in front of the copiers on the 2nd floor should remain Quiet due to its proximity to the atrium.
  o However, the sign should be against the wall or on the pillar by the copiers and not on the pillar by the new group study rooms.
• The 3rd floor will remain Quiet and the 4th floor will remain Silent.
• It would be useful to have a map or sign on each floor designating where the different zones are.
  o The maps could also have other library features, such as the call numbers located on each floor, the new group study rooms and the Collaborative Spaces.
Next Meeting: Last week of October
Next Minute taker: Sam
Agenda for 01-12-18:

1. Severe Weather Procedures
2. Fire Procedures
3. Timeline for Safety Committee
4. Scenario Training
5. Alternative Scenario Training

Future:
1. Manuals for Scavenger Hunt and Scenario Training

Action Items:
Patrick –
- Email supervisors about Scenario Training. (1-18)

Patrick and Marla –
- Discuss Severe Weather Procedures, Fire Procedures, and Safety Committee Timeline in librarians meeting. (1-18)

Discussion:
Severe Weather Procedures
- The library is only a shelter when it is open.
- The break room on the 1st floor of the library annex will remain a severe weather shelter for now.
- Should we leave patrons who refuse to take shelter during a tornado warning in the library?
- Should we lock the cash boxes during a tornado warning?
- Should we lock the outside doors during a tornado warning?
- The severe weather procedures will be discussed at the next librarians meeting.

Fire Procedures
- The fire procedures will be discussed at the next librarians meeting.

Safety Committee Timeline
- The timeline will be discussed at the next librarians meeting.

Scenario Training
- The next scenario training will be in early February.
- The days of the week and the times are included in the Timeline for Safety Committee.
- Patrick will send an email to the supervisors about the training.

Alternative Scenario Training
- A student worker who cannot attend the regular training will be given scenarios involving severe weather, patron behavior, security alarm, and maintenance procedures.
- The student worker will write a description of how each scenario should be managed.
- The student worker’s supervisor will discuss the answers with the student worker.

Next meeting: 1st week of February (Patrick will schedule)
Safety Committee Meeting Minutes from March 5, 2018

Present: Patrick, Sam, Marla, Barry

Agenda for 03-05-18:

1. Updates on Scenario Training
2. Alternative Scenario Training
3. Start work on Safety Committee Manual

Future:
1. Safety Committee Manual
2. Scavenger Hunt reorganization

Action Items:

Patrick –
- Update Outlook calendar reminders according to Safety Committee Calendar. (3-30)

Patrick and Sam –
- Reorganize and document Scavenger Hunt training (7-27)

Sam –
- Send out alternative training to his 2 students and Gabe’s 1 student that missed the training. Ask Gabe if he will go over the student’s work or if he wants Sam to. (3-9)

Discussion:

Updates on Scenario Training
- Went well
- Only 3 students missed

Alternative Scenario Training
- Sam created a worksheet with scenarios covering patron behavior, medical emergencies, severe weather and patron/employee personal safety.
- The last question is a reflection about what the common steps are for all of the scenarios.
- Sam will send the worksheet to supervisors of students who missed the training. Sam will ask if they are comfortable going over the student’s answers or if they would like Sam to do it.

Safety Committee Manual
- Patrick started a document based on the manual template. Table of contents included:
  - Calendar
    - Add a statement or sub-category about the Safety Procedures and them being reviewed each year
  - Scavenger hunt training
    - Add alternative training as a sub-category
  - Scenario training
    - Add alternative training as a sub-category
  - Safety and 1st Aid Kit checks
  - Add zone signs and maps
- The topics will be divided among the Safety Committee members so it is not only 1 person writing it

Next meeting: Patrick will schedule
Safety Committee Meeting Minutes from May 21, 2018

Present: Patrick, Sam, Marla, Barry, Megan

Agenda for 03-05-18:
1. Tornado warning
2. Summer lunch emergency contact
3. Handbook updates

Future:

Action Items:

Patrick –
• Email staff about summer lunch emergency contact (6-1)
• Contact supervisors about safety training in August (7-13)

Patrick & Barry –
• Write inventory section of manual (8-17)

Patrick & Sam –
• Add fire and tornado procedures to everyone’s safety packet (7-1)

Sam –
• Update Scavenger Hunt challenges (6-15)
• Add scenario for someone acting erratic and email to the committee (7-30)
• Write steps to preparing scavenger hunt training

Marla –
• Put fire alarms on library safety maps (6-15)
• Write Overview/Scheduling section for scavenger hunt training (7-30)
• Help put together scavenger hunt training according to Sam’s written steps (8-17)

Discussion:

Tornado warning
• Everything went well except the annex wasn’t called, the text from the university came late and the signs didn’t get put out in time.
• In the fall Circulation Student training, Marla will ask Miles to go over putting out the signs and reminding whoever is making the intercom announcement to call the annex.

Summer lunch emergency contact
• Marla won’t be taking a lunch until 2 except on Thursdays
• Sam can cover the lunch half hour on Thursdays
• Patrick will email all library staff and ask supervisors to let their students know who to contact in case of emergency

Handbook updates
• Patrick asked if we need to do a test run of the new scavenger hunt training this summer
  o Could get 4-5 students to do a run through and just have them initial a sticky note at each feature instead of getting all the tags ready
• Sam and Marla are documenting the scavenger hunt training section
  o Sam made a list of all the features by floor
  o Marla made safety versions of the library maps listing those features
Patrick and Sam discussed making changes to scenario training
  - Scenario of patrons making out isn't a safety issue
    - Can take it out and still have enough scenarios
  - The wrench for the elevator scenario is highly unlikely
    - Change it from the elevator catching fire to the person stuck inside starts panicking
  - Sam will add a scenario for someone acting erratic and send an email to the committee
Patrick said emailing library staff asking for new scenarios has not been successful in the past
  - Marla suggested emailing staff asking if they have any safety concerns instead
For make-up training for students in the future, Sam needs to give student supervisors a deadline to turn in the make-up training to him
Deadline for completing handbook- August 20th

Next meeting: Patrick will schedule