

Safety Committee Notes

November 28, 2023

Attendees:

Molly Cornish, Regina Crow, Sharese Hughes, Kim Isley, Eric Milliken, and Rachel Smithson

Absent:

Jaclyn LaBuen and Henry McCray (both of which are now no longer in the committee), Mario Casados

Notes:

- Committee Updates:
 - Gina Crow will take over for the HR Representative and Safety Committee Chair.
 - Kelly Mullin will be the Communications Representative.
 - Program Directors will be responsible for being the program committee's representative for all locations other than the Main Center.
- Upcoming Meetings:
 - The next meeting will be February 27, 2023.
 - The focus of this meeting will be to review and approve for Leadership presentation:
 - Safety Committee Charter
 - EAP/EPP draft
 - Safety Committee Presentation
 - The meetings will be held on the fourth Tuesday of every three months from 1:00 – 2:00 at the main office in the 2nd floor large conference room.
- Automated External Defibrillator (AED)
 - Eric Milliken will look into the removal of the old AED(s) at BFS and the installation and maintenance of new AED at BFS and 3RNC.
 - CSS and the Safety Committee will plan to budget for AEDs at CH and CC in FY25.
- Fire Drills
 - Rosters will be updated and distributed by Gina at the beginning of every month or after a drill/actual event/false alarm.
 - Update the Safety Policies and Procedures to include the procedure on a false alarm.
 - All completed rosters are emailed to HR to be recorded on the Fire Drill Tracking Report (COA requirement).
 - Gina will remind Mario at the beginning of each month which locations are required to participate in a drill.
 - SFH will need to take fire drills monthly instead of annually since they are still in the same building as KCI.
 - Complex Care's roster will be updated to include:
 - Language for in an actual event, guests with ambulatory restrictions that prevent them from descending the stairs, will be assisted by staff to the

landings in the stairways or will be left in their room with doors closed, but not locked. Staff will identify which rooms have occupants remaining in them on the revised roster. This roster will be provided by emergency responders.

- Guests are not required to participate in drills.
 - HR is researching signage for each room to place on room doors to indicate which rooms are occupied in an actual event.
 - Gina will report fire drill durations, issues, or concerns in the following Safety Committee Meeting.
 - Fire Drill Schedule:
 - SFH – Every Month – Starting (again) December 2023
 - CH – October, January, April, July
 - BFS – November, February, May, August
 - CCS – December, March, June, September
 - 3RNC – Every January
 - Welcome Center – Every February
 - Main Office – Every March
 - Mario will notify the tenants and at the Main Center 30 days in advance of a drill and confirm the rally point.
- Safety Committee Charter
 - HR is preparing a Safety Committee Charter for the Committee to review.
 - Items to include in the Charter:
 - Item Funding (priority list pending):
 - CH Parking lot
 - CH generator
 - Security cameras
 - Ice cleats for employees
 - First aid kits
 - Disaster supply kits at each location
 - AEDs
 - Emergency Preparedness Plan (EPP) or Emergency Action Plan (EAP)
 - HR is preparing an EPP or EAP for the Committee to review.
 - This will include incident command contacts and responsibilities. Communications should always be notified of an incident. Include Molly's cell phone number.
 - HR will be working with UAA to complete a safety assessment and policy overview.
 - Once created, look into flip books.
 - OSHA 300 logs and Workers' Compensation (WC) Insurance reports
 - Rachel will check on loss-run reports for WC claims to provide to Eric for budgets; annual cost of claims.
- Safety Policies and Procedures
 - Updates will be added as new policies and procedures are created. Including the above and:
 - Lockdown procedures
 - Determine who and the schedule for maintaining first aid kits and vehicle emergency tools.

- HR will be creating Safety Checklists for each location and will send them to Directors at the beginning of each month to complete them and return to HR.
- Trainings
 - Gina will be working on scheduling trainings including safety trainings for CSS staff.
 - First Aid/CPR
 - CPI De-escalation and Intervention
 - Active Shooter Training (Molly has a contact with the FBI)