

## **Safety Committee Agenda**

**November 28, 2023**

- Safety Committee Updates
  - Welcome Gina!
  - The committee was updated with a representative from each location for all sites except the main center
    - Main center will include:
      - Facilities Director
      - CCO
      - HR Generalist
- Fire Drills
  - All programs/departments have updated rosters.
  - For shelters, fire drills will be required to happen quarterly. All non-shelter locations will be required to do one fire drill per calendar year.
  - The HR Generalist (Gina) will be responsible for collecting and tracking the rosters. Then issuing updated rosters after each drill, actual event, and at the beginning of each month.
- Fire Safety and Evacuation Plans training
  - Shelter staff will take the training quarterly. Non-shelter staff will take the training bi-annually.
- Policies and Procedures are updated and posted on the Staff Resources page.
- Safety Committee Charter
- Will be working with UAA's Safety Manager for a safety plan and procedure overview. Meeting to follow.

### **Committee Representatives**

Communications – Kelly Mullin

BFS – Jennifer Stoehr

Facilities – Mario Casados

CH – Sharese Hughes

HR – Regina Crow

CCS – Jessie Talivaa

3RNC – Ariel Berg

SFH – Dwayne Patterson