Safety Committee Meeting Minutes
April 16, 2015

Present: Doug Carty, Liz Coll, Michelle Comeau, Doug Lear, Sarah Melo, Nathaniel Peirce, Sandy Pyer, Vicky Rank, Bob St. Jean, and Maureen Sturgis

Not Present: Mary Call, Sue Connors, Cheryl Flood, Judy Kerr, Jan Merideth, Roland Pillsbury, Lee Potter, and Matthew Vaillette

Bob St. Jean shared the updated Vehicle Use Policies and Procedures form. He directed us to changes, the first being, that trips over four hours or 300 miles need to be approved by the Risk Manager (Bob St. Jean) and the Director of Facilities (Doug Lear). Those trips longer than the 4 hours/300 miles threshold will require getting a Wilson or Thomas Transportation vehicle. One reason is team coaches won’t be overly tired after playing a game to drive the team back safely. Another new section placed on the form is the directions on what to do in the case of a breakdown. This info is always in the glove box of all University vehicles but is now included on this form. You can locate the form at Campus Safety Dispatch or online under the HR web pages.

Concerns/Issues:
Michelle Comeau – stated that Natural Sciences now has a chemical inventory online. They are pleased to have this project done.

Doug Carty – the ice skating rink sunk and will need to be retrieved from Pearly Pond.

Sandy Pyer – is concerned we are an open campus. There were strangers in Petrocelli that didn’t seem to know where they were going. It cleared up quickly when they were identified as an outside vendor contracted to do heavy cleaning prior to Open House. Sandy asked if in the future it would be possible to be alerted to these types of visitors. Bob & Doug said they do their best to notify key personnel when possible, but in this particular instance they were hired on short notice. Normally, these types of workers come in during off hours.

Sarah Melo – concerned there are too many near accidents at the Mountain View parking area. Better signage and painting on the roadway is needed. Doug Lear said painting takes place every summer.

Nathaniel Peirce – returned to the idea that we are an open campus and this is a safety concern particularly from Mountain Road & University Drive. He asked about practicing fire drills, lockdowns, etc. Maureen Sturgis stated that we are required to hold fire drills every semester in the dormitories and that we recently had Blue-U Defense come and speak to two different groups on campus about an active shooter scenario. This led to putting up video cameras and using access key cards which would help with safety and also cut down on vandalism. Nathaniel will speak to Jim Earle & Ken Ervin about a past proposal on rolling out the key card access & video cameras on campus. Maureen will try to bring back speakers on active shooter on campus at our next meeting.

Vicky Rank – asked about closing down the shuttle in bad weather while classes are still going. A couple of students on crutches came to the CAE to take exams and because they
had to walk across campus they were late and these students already have test anxiety. Bob & Doug explained that the shuttle gets shut down as the student drivers don’t need to put themselves or others in jeopardy while on slippery roads. Maureen pointed out that students can call Campus Safety requesting transportation if necessary. We discussed the usage of the campus shuttle bus loop from Lakeview to Peterson Manor. The student drivers will be asked to maintain a log of ridership. Nathaniel will ask development about the status of a mobile app for the shuttle. Doug Carty mentioned the lack of sidewalks and how this could provide opportunities for a safer walking campus.

Notes submitted by Vicky Rank.

**Meeting Schedule:**

May 21
June 18