**Environmental Health and Safety Committee Minutes**

**January 29, 2020 –Walker Library**

**Members Present:** 15 People attended the meeting. See Sign-in sheet.

**Meeting Discussion:**

1. Greetings and Introductions:
2. Safe Colleges and Mandatory Training:
   1. Rollout of Training to take place in Feb 2020
   2. Facility Services Chose a specific platfor Safe Colleges ®
   3. MOU has been developed for other departments to use platform
   4. Dawn Kilpatrick to host Departmental Administrative training.
      1. How to assign Training
      2. How to make specific or training choices
         1. Who is to take Training
         2. Where they should
         3. When it should Start
   5. Administrative Privileges
      1. To do assigning of Training
      2. Limits/Privileges
   6. Data management and reporting
      1. Has great abilities in these categories
   7. Powerful Tool for University
      1. Ability to capture non-electronic/off-platform Trainings
         1. P.A.S.S. Extinguisher Class
         2. Blood borne pathogen hands on training
         3. Fall protection
      2. Create your own Version of Electronic training sessions and have it capture and record.
   8. Dawn Kilpatrick Will help but will not be overall Administrator for the platform
      1. Each department will have their own Training Coordinator.
3. Current Capitol projects with Safety related components
   1. Fire Alarm System Network Loop Upgrade
      1. From 1 Loop of network to 3 Loops of network Connectivity
      2. Allows greater flexibility to connect to network
      3. Allows more Devices to connect to network
         1. Fire Alarms
         2. Building automation Systems
         3. Et al.
   2. Fire Alarm Control Panel upgrades and replacement
      1. 9 Buildings initially identified for upgrade, installation and/or Retrofit.
      2. 9 of 9 Updates Completed
      3. Final 2 were completed 21 October 2019
      4. Possible addition of 10th Building-Dyslexia Center for upgrade
   3. Smoke Evacuation Systems upgrade and retro Commissioning:
      1. Six smoke evac systems on campus to be updated and re-commissioned
      2. To be complete in spring 2020
4. Emergency Operations Plan:
   1. Emergency operations plan to be used as guide book for Campus Crisis
      1. Awaiting approval from VP and higher-level administration.
      2. Front End Document
         1. FEMA Requirement for universities.
         2. Redacted copy to be made available via University website
         3. Limited number of holders for un-redacted copies.
      3. Operations/Policy Group
      4. Emergency Support Functions
         1. 16 Total positions/Roles
         2. Work was done as a cooperative effort of Terry Logan, Chief Peaster, and Several other persons.
         3. Each role is unique to the specific kind of emergency/Crisis.
            1. Names to be filled in and better descriptions of duties to come later.
5. Crime Statistics and Campus Case Studies:
   1. Presented/Lead by Chief Peaster
   2. New K-9 Officer
   3. New DV/SA investigator
      1. Hired and will begin 1st week of February
   4. Adoption of new Service Weapons with Lights for active duty officers.
   5. Training for MTSU Police Department
      * 1. Active Shooter
           1. ATICS
           2. CHASE - Jeff Martinez-Captain in Charge
        2. Various other kinds of Training.
        3. Victim Advocacy
6. Grilling on Campus guidelines:
   1. Drafted for possible requests that do not fall into normal Tailgating Activities category.
   2. Updated language
      1. Read, commented, requests for correction, Etc.
      2. Understood that any gathering with or without Grilling that has more than 25 people requires a reservation of space and annotation to the Campus-Wide Annual Calendar. Removed Event Coordinator Signature and Added Reservation number Line.
      3. Add Line for Reservation number from;
         1. Event Services
         2. Student unions
   3. Voted On Current Document with agreements to addend as soon as possible
      1. Unanimous vote.
         1. For Adoption
            1. 13 ayes
            2. 0 nays
            3. 2 abstentions
      2. Vote –Quorum on hand
      3. Passed with no opposition
7. Katherine Green, P.E. Storm water Engineer introduction
   1. Came from City of La Vergne
   2. General overall notes as to activities up to meeting date.

**Next meeting is scheduled for April 22, 2020 in Room 475 of the Walker Library**