ALLEGHENY COLLEGE
SAFETY COMMITTEE MINUTES

DATE: February 2, 2011

MEMBERS PRESENT: Brad Gowetski, Jeff Groff, Joe Hall, Richard Sandieson, Linda Wetsell, Pat Ferrey (joined the meeting in progress)

MEMBERS EXCUSED:

CONSULTANTS: Larry Lee, Jeff Schneider, Cliff Willis, Linda Litzinger

GUESTS:

MEETING CAME TO ORDER: 11:52 a.m.

MEETING ADJORNED: 12:57 pm

SUBMITTED BY: Linda Wetsell

Motion to approve November and January 2011 minutes by Jeff S., second by Richard, motion carried.

I. OLD BUSINESS
   a. Pedestrian safety:
      Update:
      i. Jeff S. reported on his meeting with State employee about our concerns regarding; lowering the speed limit on Main Street, stop signs on key corners, and additional signage. They are researching his requests and will get back to Jeff.
      ii. A crosswalk outside the 454 House has been approved and the project is moving forward
   b. Accessibility:
      Update:
      i. Alden Accessibility Ramp: Railing will arrive soon and will be installed as weather permits.
      ii. Campus Accessibility Map: This project continues to move forward. A working copy of the map will be completed soon.
   c. Fire and smoke doors
   d. Update:
      i. Fire door signage was posted on mechanical room doors in North Village I
      ii. Fire door requirements addressed during January RA training sessions
   e. Key Policy:
      Update: An updated copy of the policy was provided to the members. Jeff S. Larry and Cliff will coordinate a subcommittee to continue the work on the policy. The committee will include areas with heavy key needs and use like Housekeeping, Residence Life and Conference & Events.

II. NEW BUSINESS

   a. Committee Annual Certification Training
      RCM&D will provide training via webinar.
      Our options are: March 2nd from 1 – 2pm and March 15th from 10:30 – 11:30am.
      The committee decided to move the March meeting start time to accommodate
the meeting as well as the training. The meeting will be held in Murray 120 on March 2, beginning at 12:45

b. **Webinar: 9-15 Passenger Van Regulation** - April 13, 1:00 – 2:00 PM targeting specific new management requirements applicable to colleges. Linda W. will schedule this training and invite Larry, Richard, Jeff S., Bob Wright and Bob Irwin to attend

c. **Weather Emergency Exercise**: Crawford County Office of Emergency Services will have an annual emergency drill in April. Jeff S. will coordinate the drill on campus and we will use this event as a training exercise as well as to incorporate the event in the committees marketing efforts.

d. **Security Lighting**: Jeff S. is presenting a report to the Dean of Students later this week which includes recommendations for additional lighting and call boxes on campus as well as issues such as parking, pedestrian safety, educational efforts and key controls. Jeff will report back to the committee next month

e. **Traffic concerns at Admissions overflow parking area.** The overflow drive from the 454 House to the Odd fellow’s parking lot has not been used as designed following traffic pattern modifications during the periods when the city streets were closed. The committee agreed to replace the bollards to limit access from the south entrance to the Odd fellow Parking lot. Modifications for traffic will be coordinated between Safety and Admissions as events may dictate.

III. **STANDING BUSINESS**

a. **Subcommittee Reports: Communication Subcommittee Meeting Report outlined planning and thoughts to date**
   i. The timing of the communication campaign remains targeted for April. April is safety month, we hope to roll our the accessibility map and the weather Emergency Exercise are all planned during that time period providing additional opportunities to highlight safety events
   ii. 3-5 safety tips have been identified to highlight during these efforts. (slips, pedestrians, strains, office safety and car safety were identified)
   iii. Chompers will be incorporated in the pieces
   iv. Postcard blitz to employees and students, table tents, Inside Allegheny home page and posters were recommended as the promotion devises
   v. A dozen slogans were shared with the committee. It was decided that the sub committee would conduct a mini survey to determine the slogan.
   vi. The Subcommittee will meet again to finalize details

b. **Reported Safety Issues:**
   i. A car was observed traveling behind Baldwin Hall. Since that is not a thru-way, the committee discussed signage in that area to deter this from happening in the future. Jeff S. will coordinate these efforts and he will
work with Larry and Jed Miller so our efforts are consistent with the Campus Signage Plan.

ii. A raised area in the brick walkway outside the campus center was noted and will be investigated after the meeting

iii. Occupancy limits were posted in buildings

c. Inspections:
   i. North Village I, Mechanical Spaces:
      Minor housekeeping, fire door, and storage issues are being addressed.

d. Training
   i. Completed:
      1. Lab Safety and Emergency Response for Lab Assistants
         Two sessions: January 20 and 28
         Provider: R. Sandieson

The next meeting is scheduled for March 2, 2011. The meeting will be held at 12:45 to 2:00 in Murray 120. Webinar training will be provided for the Committee Annual Certification at this time.