



**LAKE SUPERIOR COLLEGE SAFETY COMMITTEE  
MEETING MINUTES  
January 23, 2008  
2:00—2:45 p.m.**

**LSC Representatives:** Gary Adams, Bill Berg, Lorrie Fox, Roxanne Frederick, Mary Hardtke, Jacob Haydon, Link Hunter, Minor Miller, Jean Pehl, Lolly Rushenberg, and Dave Sarazin

**Welcome:**

Gary Adams opened the meeting at 2 p.m.

**911 Issues/Concerns:**

The committee received an inaccurate report at the December 5, 2007, meeting regarding the status of our 911 phone system. Minor Miller, our Cisco phone system specialist, reported the system has not yet been changed internally to accept only 9-911. The phone system presently accepts both 911 and 9-911 calls. Minor will inform the committee when the system switch-over to only 9-911 calls has been completed.

**Campus Lock Down Plans/Update:**

There is no update to report.

**Defibrillator Update:**

Link Hunter, Security, reported that he has checked defibrillator units. He is reordering the expired supplies. The committee agreed we need to purchase three more defibrillator units for placement on the far west side of campus, in the new Academic and Student Services Building, and in the Art Building.

**Updates/Discussion Items:**

- There is not an auto-prompt phone feature available for reaching Security. Minor Miller is addressing this; Security will be added to the phone system auto-prompt menu.
- The handicap door at the entrance near the center entrance flagpole has had the barrier-free operators removed. New operators will be installed on these doors with the addition of the Internet Café.
- Minor Miller will provide instructions and training to essential personnel on the paging capabilities of our phone system over the spring break.
- Safety reminders and general safety tips will be placed on our video monitors.

- It was discussed that many staff members would like to receive CPR. This could possibly be offered at one of our staff duty days. Staff Development will be contacted to facilitate this training.

**Accidents/Injuries/Concerns:**

Security reported the following events:

- ✓ A woman fell and was injured in one of the parking lots. Her husband was notified and transported her to the hospital.
- ✓ A student fell in one of the parking lots.
- ✓ A student cut his hand while working with clay in an art class.

There was no report of staff accidents/injuries/concerns.

**Next Meeting:**

The next Safety Committee meeting is scheduled for Wednesday, March 5, 2008, at 2 p.m. in Gary Adam's conference area, W2580.

The meeting adjourned at 2:40 p.m.