

Evelyn Wood	X	X	X	X	X	X	X	X	X	8
Connie Watts	A	X	X	X	A	X	X	A	A	6

* = Chair

** = Co-chair

*** = Student

**** = Guest

***** = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

I. Number of meetings held: 9

1. Review of Progress on annual objectives from all 2012

- **Review and respond to comments from 4-12 drill**
 - **M & O and IT agreed to review the list and follow up on suggestions that area practical. It was noted that all campus classroom doors should be set to lock when the door is closed. A weakness addressed was to add thumb locks to doors , such as office suites, that had door closers and needed to remain unlocked. Most such areas were equipped with appropriate locks.**
- **Follow up on OSHA safety training and record keeping**
 - **HR and M & O agreed to review OSHA guidelines and our OSHA plan and devise proper record keeping and training. It was pointed out the need for continued safety inspection and orientation for labs and shops.**
 - **During the year a focus group looked at how the college was complying with OSHA standards and agreed that we were doing pretty well, but probably needed more documentation of the things being done, such as safety inspections, training etc. More training is projected for 2013-14**
- **Emergency Fire Drill with Fire Dept responding – Hindman**
 - **Fred to work with campus supervisor and M & O director**
 - **Due to the difficulty in getting fire personnel organized in these small community settings it was decided that the campus administrator would work invite the Fire Chief to campus to walk the buildings and discuss fire safety**
- **Emergency Fire Drill With Fire Dept responding- Hyden**
 - **Fred to work with campus supervisor and M & O Director**
 - **Due to the difficulty in getting fire personnel organized in these small community settings it was decided that the campus administrator would work invite the Fire Chief to campus to walk the buildings and discuss fire safety**
- **Mock Exercise at Tech Campus**
 - **Jennifer agreed to pull together a team from Tech Campus to spearhead the planning for this event.**
 - **This exercise was completed, with great success, the police participation was great and likewise participation from campus personnel. The event**

involved much campus planning and after the event a questionnaire was administered to the campus community for suggestions on ways to improve security.

- **Conference call with Keila Gatewood to discuss managing emergency room care for campus incidents**
 - **Fred to call Keila and discuss liabilities for emergency ambulance and hospital calls for students and others experiencing life threatening issues.**
 - **Fred called Keila and reported the CMT that the major question regarding emergency ambulance service was to first try to have the patient request an ambulance and therefore the responsibility for the financial liability but in cases where this was not possible, college personnel should call an ambulance if he/she deemed that the person was in a life threatening situation.**
- **Installation of security cameras on Hazard Campus**
 - **Funds are established and need to move ahead with purchase and installation. Agreed to ask James and Terry to begin this process**
 - **Security Cameras were installed on the Hazard Campus. All campuses now have cameras except, Leslie County Campus.**
- **Continue Safety/Security professional development with staff. Train for CMT assignments.**
 - **Each CMT member needs to review her/his responsibility and have appropriate support materials. Could be part of our test in the Tech Campus Mock exercise. SNAP responders should have or still participate in Derrell Cones SNAP training. Sessions on Wednesday and Thursday.**
 - **During the year CMT members looked at the various areas of the CMT, especially the areas that seemed most likely to happen. They reviewed the protocol for action as published in the College Emergency Procedures and found those procedures to be very adequate. The specific areas with the highest attention were**
 - **Fire**
 - **Tornado**
 - **Bomb Threats**
 - **Suspicious Mail**
 - **Criminal Activity**
- **Review College Warning systems, esp. for lockdown and tornado warnings, Outside Notifications, Inside building Notifications,**
 - **IT agreed to lead on addressing hallway speakers and outside speakers to alert individuals of lockdowns, approaching tornados and other advice.**
 - **Special notices were placed on all telephones identifying the number to call in a crisis.**
 - **Progress continues in getting VOIP speakers for campus tornado warnings**
- **Campus Signage on how to access security assistance**

- Do we need signs on how to access security help? Campus Directors were asked to consider his/her campus needs and advise CMT.
 - This Objective was not addressed
2. Review incident reports in recent months
 - a. Cluster indicated that issues related to harassment through social media were becoming more prevalent and challenging. Lines of violations are difficult to determine.
 - b. Cluster also mentioned that due to recent sexual harassment events across the nation that liability had become greater for colleges. Knowledge of such events requires a college investigation. Not adequate to just turn over to law enforcement.
 - c. All violent crime incidents were identified to CMT and evaluated on how well we managed them and how we might could improve.
 3. Review recent survey reports.
 - a. FEMA on NIMS checklist- Fred reported that we need training in this area and is hopeful that KCTCS will lead us in this effort.
 - b. KCTCS Security Survey on organization, training and resources – Fred reported that a recent security survey that he had completed made HCTC appear very weak in security. He suggested that some minor adjustments could greatly improve our image. With the assistance of CMT the college has many strong initiatives in safety-security.

Suggested Events for 2013-14

- **Crisis Management Issues and Progress Steps to be in Place by September 2013**
 1. Follow up on Suggested calendar of drills and safety training: March minutes reflected a suggested calendar for these events. A team focused on this area will review and edit as needed.
 2. Domestic violence response program to minimize dangers related to domestic violence-
 - **VP Student Services. Doug Fraley and Cluster Howard are still working on this project. A sexual assault awareness program has been implemented a different campuses.** May meeting reflected that this work is still in process and will still need development during the 2013-14 year. Among other areas, a brochure on sexual assault and domestic violence and workshops are in the planning.
 3. Follow up on MSDS training. GHS
 - The major areas of MSDS needs have been identified and will be developed into a plan after the KCTCS June training related to the new MSDS process. May meeting reported that a KCTCS training program on a new approach to MSDS would be presented on the Hazard Campus in June to M & O and others that might have a relevant interest.
 - Continue to pursue orientation of employees regarding this information system.
 4. Focus on plans for the OSHA list as applicable to HCTC- See list below OSHA List below- **Dean of Operations, M & O, HR;**
 - **The major focal areas of OSHA for HCTC have been identified and training suggested for each of the areas.** Discussion in May meeting was that this item

needs to continue into 2013-14 with Workforce providing a training program for M & O and other supervisors.

5. Follow up on a written plan for safety training -
 - March minutes reflect an employee safety training agenda beginning with some training at the time of hiring and other training and refresher training taking place during the year. May meeting continued to emphasize the need for an annual calendar with specific schedule for M & O safety training.
6. Written Plan for maintaining Incident Reports, Responses and annual reports to Cleary and Minger-
 - **VP Student Services; Dean of Operations have been working on a safety plan to update the website as part of meeting Cleary and Minger guidelines. They will continue to lay out the steps and calendar to stay compliant. May meeting discussion was that is is a urgent compliance area and that the above mentioned parties needed to complete this plans ASAP.**
7. Purchase First Aid Kits and make sure signage is in place for official first aid stations-**M & O.**
 - **This project has become lost in the process of addressing other issues. Dean of Operations to get process back on track. May meeting discussion was that Director of Operations should work with M & O Campus Directors to order cabinet and supplies and install at appropriate locations ASAP in the new fiscal year.**
8. Complete installation of security cameras at Leslie County Campus-
 - Installation of Leslie County cameras need to occur next fall
9. Install Automated External Defibrillators at all campus locations-
 - **A recommendation to order 20 AED units was drafted to Dr. Greiner.** Locations included Knott Opportunity Center; Cosmetology Classroom; Nursing Building; Devert Owens; Heavy Equipment; Leslie County; Jolly Classroom Center: UCM; Jolly Classroom center near fitness room; First Federal Conference Center; E.O Robinson Library; Van Meter Gym; Jackson Hall. Also recommended were another unit in industrial ed; School of Craft; second unit in Devert Owens; Jolly Classroom near faculty lounge; Challenger Center; Second unit in First Federal; Smith administration Building
 - A quote of 1200-1300 per unit was given suggested that the college negotiate more on this and that the full 20 units needed by the college be purchased at one time. Also suggested that units be located in cabinets in hallways for easy access and use.
 - President has agreed to purchase at least one per campus
10. Work with city/county officials to install storm sirens.- VP Student Services and Dean of Operations
 - **Recommended that college personnel continue to work with community first responder and leaders to install some warnings and the college move forward with VOIP storm and shooter warnings**
11. Suggested that certain critical areas should have a resource team that could respond to threats that might arise in those areas and could also serve as a monitoring team in regards to college readiness in the area.

- Suggested focus areas were:

SNAP Team with frequent Drills –team should not be senior leadership
Domestic and Sexual violence
Flu and infectious diseases
Building and grounds safety
Employee Safety-OSHA
Safety –Security Drills
Cleary and Minger Compliance.

Chair Signature and Date: D Fred Landrum 6-25-13