

CAMPUS SAFETY COMMITTEE

Meeting Minutes

January 25, 2024 at 2:30 pm in CPB-135

Attendees: Eric Byers (co-chair), Margaret Yaukey (co-chair), Louise Bird, Jennifer Childs, Brian Hook, Tyler Howsare, RJ Lushbaugh, Lori Manilla, James Niessner

Excused: Cheri McDaniel

Minutes taken by L. Bird

- Minutes of November 30 will be reviewed/approved at the next meeting
- Committee received a copy of the “Hagerstown Community College Laboratory Safety and Chemical Hygiene Plan” that was created by the Mathematics and Science division in 2019
 - ✓ Members to review and modify in order to create an overarching plan for the entire campus
- Safety Data Sheet (SDS) software has been renewed for another year
- SDS sheets binders are currently located in the STEM building and Dental Clinic; binders will also be placed in the Nursing core lab and Food Services areas
- Chemical reviews to do: Nursing, Theater, Art
- Need to develop a waste removal plan along with a cycle for waste removal
- Division directors can contact Chief Byers and Richard Schulman about what can/cannot be stored
- REMINDER: Safety Data Sheets (SDS) easily accessible by phone (free app) or webpage
 - <https://www.hagerstowncc.edu/hcc-campus-police-security>
 - select HCC Hazard Communication Plan
 - select Access to the HCC Safety Data Sheet website
- Each department will enter their chemicals; R. Thomas may develop training
- Committee to review “HCC Hazard Communication Plan” to determine any necessary changes
- M. Yaukey shared the IT response regarding landlines for CPB rooms
 - ✓ Recommendation was for a dedicated iPhone for 911 on Wi-Fi
- Low/high speed survey and traffic counter currently in place due to increased traffic on campus
- There will be some active assault training later this spring with various community agencies
- Chief Byers offered to provide tabletop training exercises to various campus departments; projected duration would be 1-1.5 hours; training customized based on department’s needs
- CPR and AED Instructor Certification training to be attended by Chief Byers, Officer Hook, and J. Baker