Present: Ann Wagoner (chair), Sharon Gromis, Frank Koczur, Mike Lear, Deb Miller, three guest speakers, fifteen professional staff.

Absent: Kelly Bertani, Butch Morrison, Mary Ann Russell.

The meeting began at 10:00 am with Ann welcoming the thirteen non-exempt (and two exempt) staff members present. After introducing the members of the Staff Advisory Committee, Ann turned the program over to Sharon, who introduced the first guest speaker, Derek Thomas, director of compliance and risk management. Derek spoke briefly on his role managing risk and compliance. He noted that risk management dealt with handling areas such as insurance, contracts, and liability waivers, while compliance issues involve OSHA (Occupational Safety and Health) laws, Title IX (Patsy Mink Equal Opportunity in Education Act) laws, FERPA (Family Educational Rights & Privacy Act) laws, and environmental health and safety laws.

Denise Freeman, risk and compliance coordinator, was the second speaker and spoke on environmental health and safety, specifically Automatic External Defibrillator Devices (AEDs) and how to use them. She began by showing a five-minute video on the use of the AED. After the video, Denise demonstrated the use of the AED using a training model and mannequins. Through watching the video, Denise’s demonstration, and from questions and answers, key takeaways include:

- AED will prompt you on how to use it and what to do.
- The use of 100 beats per minute chest compressions (at the nipple line) to circulate blood in conjunction with the AED is key. Rescue breathing is no longer as important.
- For babies, there are smaller chest pads available for use.
- Pads must be placed on bare skin in order to work. Chest hair interferes with electrical signals and must be removed either by shaving (a razor is included in the AED kit) or by using spare pads to tear away hair.
- Bras with underwires must be removed as this may interfere with signals or result in burns.
- Don’t be afraid to act, as good Samaritan laws prevent lawsuits.
- Need parental consent for underage victims.
- AEDs are battery powered and are checked periodically.
- Is there a list of AED locations? AEDs are located at entrances to all buildings.
- For more information, Denise recommends taking a course.

At 10:38 am Sharon introduced the next guest speaker, Crime Prevention Officer
Keely Johnston, who spoke on the topic of mass killings. As he noted, there are not just mass shooting incidents, as often reported, but other attacks with knives, chemicals, etc. Key points included:

- All campus buildings now have numbers on them, but they are not for 911 purposes as they are keyed to a map for campus visitors. For 911 purposes, in addition to College, Race, and Harrisburg Ave. addresses, there are also real street addresses for the interior of campus (mainly off “Williamson Way” and “Old Main Drive”, the drives leading from Williamson parking lot and Race Ave. respectively).
- Be aware of your surroundings at all times.
- Take social media tip offs seriously and report them. Someone contemplating something will often provide clues.
- In any mass killing situation, be aware that first responders will act to neutralize the threat first, then rescue and provide first aid to victims.

Officer Johnston went on to describe the FBI video, Run, Hide, Fight (Survive) and the tips it provides to the public. The video recommends the following actions:

- Run (Escape).
- If unable to escape one should hide behind doors, furniture, or walls and silence your cell phone to prevent discovery.
- If discovered, survive by fighting back if necessary by throwing furniture, hitting the perpetrator with a heavy object, etc.
- Always show hands to Police since they may not know victims from perpetrators.

A question followed concerning emergency building coordinator training and if that will be offered. One coordinator noted blocked exits and unknown fire extinguisher locations. It was noted that there are 1,000 fire extinguishers on campus.

Ann concluded the meeting by reminding staff of the SAC website from which they can send comments and suggestions to the Committee. She also noted that we are open to new members. The general meeting adjourned at 11:00 am.

Respectfully submitted,
Michael Lear, Secretary