

DATE: December 15, 2022
 TO: Lafayette College Safety Committee Members
 FROM: Matt Hammerstone
 SUBJECT: **December 2022 Safety Committee Minutes**
 MEETING DATE: Wednesday, December 14, 2022
 MEETING TIME: 2:00 PM – 3:00 PM
 LOCATION: Public Safety – 901 Bushkill Drive and Google Meet

Sign-in Sheet (quorum 51%)					
Member	Initials	Member	Initials	Guest/Consultant	Initials
Nathan Breiner	No	Cristie Lazart	Yes	Ryan Snyder	Yes
Don Brinker	Yes	Bob Meyer	No		
Brittany Clouser	Yes	Christine Oliver	Yes		
Matt Hammerstone (Chair)	Yes	Cindy Pursel (Vice Chair)	Yes		
Karen Howell	Yes	Grace Reynolds	Yes		
Justin Kutzman	Yes				

- I. Review of Prior Meeting Minutes: Reviewed 11/9/2022 Minutes
 II. Recommendations Made at Meeting Refer to Table 1 – Recommendations List
 III. Review of All Accidents, Incidents and Near Misses: Refer to Table 2 – Campus Accidents
 IV. Review Building Inspections Conducted: Refer to Table 3 – Building Inspections Conducted
 V. Review of New/Old Business: Refer to Table 4 – New/Old Business
 VI. Next Meeting: Wednesday, January 11, 2023, 2:00 to 3:00 p.m. – Public Safety Office and Google Meet

Table 1 – Recommendations List

#	Recommendation	Responsibility	Assigned Date	Completion Date	Status
4.1 - 2022	Investigate fire alarm/response for APK 328.	Bob Meyer	4/13/2022		Conducted test of the fire alarm system in APK on 5/31/2022. A contractor from Johnson Controls evaluated the system on 6/17/2022. Funding has been secured, equipment has been ordered, and work is tentatively planned to begin on December 26 th .
10.1 - 2022	Consider supplying glucose tubes in Public Safety first aid kits for responding to diabetic emergencies.	Karen Howell	10/12/2022	11/9/2022	Per Jeff Troxell, Public Safety will not carry a supply of glucose tubes in first aid kits.

Table 2 - Campus Accidents November 7, 2022 through December 10, 2022

INCIDENT DATE	DEPARTMENT	TASK	ACT	BUILDING	BODY PART	TYPE	CLASS
No accidents or injuries							

Table 3 – Buildings Inspected

Building	Notes
Steam Plant	
Buck Hall	Theater supplies and equipment storage in stairwells

Building	Notes
Williams Visual Arts	2 nd floor clean and organized; housekeeping issues in Sculpture Studio
248 N 3 rd /FAMS	Ladder on stairs blocking mechanical room access.

Table 4 – New/Old Business

Item	New/Old	Notes
Parking concerns around McCartney and Clinton intersection.	New	Cars are parking up to the corners, which is obstructing sight lines for drivers and pedestrians. With construction beginning in February no lines or curbs will be painted. Easton Parking was contacted and asked to increase parking enforcement in this area.
Student injury at Kirby Sports Center and Public Safety response on 11/2/2022.	New	Jim Meyer reviewed incident response with dispatcher and officers. Jim took officers on tour of Kirby Sports Center and reviewed access locations for EMS based on where in building an incident occurs.