THE OHIO STATE UNIVERSITY  
WOOSTER CAMPUS SAFETY COMMITTEE  
OARDC, ATI, & Research Stations  
Minutes of November 16th, 2011 Meeting

PRESENT: Ryan Brooks, Tamela Brown, Dave Drake, Clay Dygert, Greg Ferrell, Jim Hacker, Mike Kauffman, Mike Klingman, Jenny Moyseenko, Karen Myers, Mo Saif, Mark Schleppi, Jeff Strouse, Chip Styer, Seth Walker, Kristen Willie, Lee Wilson, and Donna Wyatt.

The meeting was called to order by Jim Hacker, Chair.

POINTS OF DISCUSSION

1. Approval of the minutes from October 19th, 2011. Motion to approve the minutes as written with corrections by Mark Schleppi, seconded by Karen Myers.

2. Mo Saif was introduced as the new faculty representative.

3. Seth Walker announced that he is now living in Wooster. His work phone is 263-3665, email: walker.439@osu.edu, and his office is located on the second floor of Police Headquarters.

4. Old Business
   a. Paper Towels: In a follow up discussion from Jim Hacker’s email of Oct. 26th it was concluded that the extreme paper towel use was isolated in a couple of buildings. In these buildings it has been mandated that those labs should purchase their paper towels above those supplied in the towel dispenser within laboratories and restrooms. Seth said that spill supplies can be used in lieu of the paper towels in these situations since all labs should have these supplies on hand. He said he and Tami would gladly help anyone lacking these supplies.
   b. Threat Assessment Survey: Seth said that this survey will be comprised of two parts. The first part will be weather events that have impacted public safety the last fifty years. Part two will be for the campus to rank these and other events by the level of importance as seen by each individual. Events to be considered in the assessment include, but are not limited to, tornados, bombs, guns, blizzards, wildfires, and flooding. The individual survey goes beyond the printed record and includes the public safety events or issues as seen by each of us. The results will be compiled and used to develop an overall assessment of campus threats. This assessment is driven by the need to have a risk assessment for the PARR facility. It was suggested that the difference between this and the LDRPS plan was that the Threat Assessment survey will lead to a risk plan and that the LDRPS plan concentrates on recovery.
   c. Sgt. Nester Retirement: With his retirement a search was done to fill his position. The position is being filled at an officer level and not supervisor as was his position. The position is going to be filled by current part-time officer Jennifer Johnson. Her vacated part-time position will be refilled.

5. New Business
a. **LDRPS/Continuity Plan:** Dave Drake confirmed that we have entered into the process of creating a new plan for each building/group with one objective per month. This month’s objective is creating a call tree. Many individuals have found it difficult to access the plan. Reasons include that it does not work in Firefox, 64-bit Microsoft Windows 7 or the wrong version of Net Framework is installed on the local computer. Jim said that this is a work in progress and that a hands-on help session to rectify the problems is being planned. *When Jim hears more on this session he will let the committee know.*

b. **Interactive Form for Inventory Recycling:** Chip completed this form and will send it on to Tami for posting on the website. Tami will let us know once that it is in place on the website as well as other pertinent use information of the interactive form. Tami also noted that individuals are putting non-inventoried items into the recycling area during unauthorized times. *Dave will see if the materials are being put there by Facilities Services.* Tami reminded all to complete the form before bringing items to the recycling opportunities.

c. A fire drill was conducted on ATI housing as well as an inspection of the ATI campus. Dave said that both the drill and inspection went very well.

d. Dave Drake said that with the backlog of inspections on the docket for the Wooster Fire Department that we will conduct our own Fire Inspections. Additionally, all fire drills should be coordinated with Dave Drake so that no false alarms are generated.

e. **Traffic Concerns:** There have been complaints about an increased failure to obey traffic rules on both OARDC and ATI campuses. *Greg will send out a notice to comply with our traffic rules.* Additionally, he will suggest to the officers to step up traffic stops as needed.

f. Kristen reported that USDA employees have to renew their osu.edu email addresses yearly. This creates a problem for accessing the online chemical inventory. This has driven many to only use their USDA email addresses, but they cannot be used to access the online inventory because they are used through an unsecured network. *Seth will check this out and see what can be done to improve this situation.*

g. **Switch Meetings to Bi-Monthly:** This issue was tabled until the January meeting.

Motion to adjourn the meeting was made by Chip Styer, seconded by Seth Walker, motion carried.

**The next meeting will be January 18th, 2012 at 8:30 A.M., in the Fisher Auditorium Conference Room.**

Respectfully submitted,

Lee Wilson, Secretary