

NDE Safety Committee Meeting
10:30-11:30 a.m. Monday, March 12, 2012
V-Tel Conference Room

Members Present: Pat Bracken, Jeff Schneider, Jayne Uher, Amy Spellman, Denise Thege, Peg Kirby, SuAnn Witt, Dena Johnson (by phone).

Members Absent: Julie Kokrda, Patsy Shald

Amy Spellman, Safety Committee Chairperson, opened the meeting.

Old Business

Supplies for first aid kits have been purchased and distributed to VR Offices. The remaining supplies will be used to replenish NSOB kits. More supplies will be ordered as necessary.

Dena Johnson will check with ECTC staff to see if they need a first aid kit.

The new Safety and Wellness website is up and running. It includes safety committee members and their contact info, Safety and Wellness meeting minutes, and general information. The email address is nde.safetywellness@nebraska.gov. This email account is to be used by NDE employees to communicate safety/wellness concerns to the safety committee.

Currently, work on the emergency procedure flip charts is on hold. We hope to get back to that project as soon as possible.

New Business

Severe Weather Awareness Week is 3/19/12 through 3/23/12. Important reminders will be emailed each day that week with safety procedures for severe weather outbreaks.

Jeff Schneider again suggested that advance notice should be given when the State sends out test emails or when the building intercom system is being tested. Otherwise, employees may not be aware if there's a problem. Jeff will contact Capitol Security and AS Building Division with this request.

The committee discussed having each quadrant do a tornado drill walk-through on Wednesday 3/21/2012 to become familiar with where employees need to go, designated assembly areas, and other safety information. Amy Spellman will meet with quadrant captains prior to the tornado drill to review procedures. Denise Thege will contact Building Division with our request to disconnect the stairwell alarms for a short time while the corner stair wells are being used for the drill.

Other locations will be encouraged to review plans and do a walk-through if possible.

Administrative Memo #507 will be reviewed and updated as necessary. One of the updates will be to change the Homeland Security Advisory System which is no longer using the color-coded alert levels.

The committee discussed evacuation plans for individuals with disabilities, and the need for more volunteers to assist. After the false-alarm NSOB building evacuation last October, we found the intercom call button in the lobby area was not used effectively. We were later informed that fire/emergency personnel routinely go to every floor (by the elevators) to check and evacuate individuals with disabilities. All ambulatory people are encouraged to use the stairs if possible, with assistance from NDE staff volunteers.

Peg Kirby showed the committee a picture of the universal sign, familiar to all emergency first responders, which will be used to document which quadrants have been fully cleared during an emergency evacuation. These universal signs will be posted at every quadrant, and quadrant captains will be trained to use them.

Next Meeting

Our next meeting will be in May.