

**NDE Safety Committee Meeting**  
**10:00-11:00 a.m. Monday, May 14, 2012**  
**V-Tel Conference Room**

**Members Present:** Pat Bracken, Jeff Schneider, Jayne Uher, Amy Spellman, Julie Kokrda, Peg Kirby, Patsy Shald, SuAnn Witt.

**Members Absent:** Denise Thege, Dena Johnson

Amy Spellman, Safety Committee Chairperson, opened the meeting.

**Old Business**

The Committee reviewed the NSOB tornado drill walk-through that took place on 3/21/2012. This drill enabled employees to become familiar with designated assembly areas and other safety concerns. There was no count on the number of participants, but there were many positive comments, including positive feedback from other sixth floor agencies that participated. It was discovered the fire door exit alarms could not be turned off. We now have a key to turn off the alarms. The committee agreed there should be another drill in the fall.

Administrative Memo 507 'Emergency Building Evacuation, Security and Safety' will be updated. Suggested changes: No intercom communication with Security at the elevator lobby, and all ambulatory people are encouraged to use the stairs if possible, with assistance from NDE staff volunteers.

**New Business**

June is National Safety Month. Amy Spellman will send out weekly reminders to all employees to include information on employee wellness, ergonomics, how to prevent falls, and driving safety. In addition, HR purchased flashlight keychains to be distributed to all employees in recognition of National Safety Month.

The Committee discussed using the Employee Development Center for various safety trainings. Other safety issues included wheelchair accessibility on the mall side of the NSOB and associated delays due to construction on the mall side of the building.

**Next Meeting**

Our next meeting will be in the fall.