ATP Meeting Minutes – March 28, 2024

Special thanks to Officer David Warehime, who lead our first campus safety tour on the Lakewood Campus! During the tour, we identified the location and proper usage of various safety equipment on campus. Those who participated commented on the usefulness of this type of tour. We hope that RRCC will continue to provide safety tours in the future.

Helpful tips and other info that Officer Warehime provided during the tour:

* The word “lockout” has been replaced by “**secure**” on the Standard Response Protocol (SRP) posters on campus. This is due to the confusion between the two words “lockout” and “lockdown.”
* Campus Police can provide **jumpstarts** for vehicles with a dead battery.
* Our [Automated External Defibrillators](https://www.redcross.org/take-a-class/aed/using-an-aed/aed-steps) (**AEDs**) give verbal instructions for usage, including whether or not the victim needs an electric shock to restore proper heart rhythm. Some have an on/off button. Others begin giving the verbal instructions once someone opens the case.
* [**NARCAN**](https://narcan.com/) sprays are in the same place as the AEDs. The spray will do no harm to someone who was not actually experiencing an opioid overdose. If these symptoms are present and you are not able to determine the cause, go ahead and administer the nasal spray: extreme confusion, respiratory failure, slow or shallow breathing, small pupils, unresponsiveness, or bluish skin from poor circulation).
* [**Stop the Bleed**](https://www.stopthebleed.org/about-us/) kits are also in the same area as the AEDs. Contact the RRCC Health Center for info on upcoming training opportunities!
* [**EpiPens**](https://www.epipen.com/-/media/files/epipen/howtouseepipenautoinjector.pdf)**,** for those experiencing a severe allergic reaction, are in the RRCC Health Center. Only healthcare professionals can administer an EpiPen. The Health Center hours and contact info for each campus can be found here - <https://www.rrcc.edu/student-health-counseling-center/contact>. Outside of Heath Center hours, we would want to dial 9-1-1 or pick up the receiver of a Police Emergency Telephone on campus.
* Greg Busch is CCCS’s Director of Emergency Management. Information about our emergency notification platform, **RaveMobile/AppArmor**, can be found at <https://www.ravemobilesafety.com/customer-success-stories/customizable-statewide-campus-emergency-alerting/> and <https://apparmor.com/Alert/>
* The Department of Homeland Security (DHS) offers free safety related **trainings**. <https://www.cisa.gov/topics/physical-security/school-safety>
* Campus Police has been temporarily relocated in Lakewood Campus **Rm 1408** as their area undergoes renovation. You can also reach them by phone, **X 6394**

**Concerns** we noted during our tour include the following:

1. RRCC does not have a **safety plan** in the event of a **tornado**. Our ATP Rep on the [RRCC Campus Safety Advisory Committee](https://www.rrcc.edu/about-us/campus-safety-advisory-committee) (SAC), Stacy Roe Otten, will present this concern at the next SAC meeting. Thank you, Stacy!
2. Jean Kelly pointed out that we need to remove the “**Area of rescue**” signs on campus. These were assumed to be areas where people in wheelchairs should wait at for assistance; however, the fire department has made clear that their job is not to rescue people, but to put out fires. We would not want someone to wait in those areas for assistance. Instead, we would want to assist them as best as we can to get out of the building immediately. We did not assign anyone to follow up on this, so I will reach out to HR/Facilities to request the removal of the signs.
3. The staff **kitchen** located between Cashiers and Financial Aid does not have a nearby **fire extinguisher**.
4. The **emergency phone** on the upper level of the Student Recreation Center (**SRC**) was removed and a note was left in its place. Officer Warehime believes they are in the process of replacing that phone.

Our next ATP meeting is tentatively scheduled for **April 25th, from 3:45pm to 4:45pm** and will be held via **Zoom**. During this meeting, we will discuss employee benefit options and introduce our newly elected 24/25 ATP Chair-Elect! <https://us02web.zoom.us/j/4861718760?pwd=TFF6dWFNSjlkdXE5dGtpNm9BYzR5dz09>   
Meeting ID: 486 171 8760  
Passcode: rA353d