



LWSC Council of Excellence
Committee Report – 07-09-2019

Submit report to: lwscouncilofexcellence@gmail.com

Committee: SAFETY
Purpose: To ensure that Lou Walker Senior Center’s members and staff are aware and knowledgeable of the necessary steps that need to be taken during emergency and hazardous situations
Officer/Chairperson: Anna Marie Baity
Committee Members: Sherry Cooper, Joyce Harts, Bill Harris, John Overstreet,
Committee Volunteers: Al Foy, Chico Hill, Billie Hill, Brenda Goodman, Carolyn Kidd, Frankie Pendergrass, Michael Stiles, Lois Williams,

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- June 19th - Recruited 2 new safety volunteers during Let’s Talk meeting. Billie Hill and Brenda Goodman
- The Safety Plan has been completed and approved by Fire Marshall Dept
- June 28th - Met with Safety Team at 10:00 am Room A114. (9 in attendance: Sherry Cooper, Al Foy, Brenda Goodman, Bill Harris, Billie Hill, John Overstreet, Frankie Pendergrass, Lois Williams, and, Tyrone Bailey, Safety Coordinator). We set a date for a facility’s mock fire drill, emailed Mrs. Davis with information, and she will email Fire Marshall
- June 28th – Tyrone did a tour with the safety team that missed the first one

2. ACTION REQUIRED FOR SAFETY COORDINATOR &/OR TEAM:

- Continue recruiting additional safety volunteers (currently there are 13)
- Safety Training for Volunteers (DTBA)
- Mock Fire Drills (DTBA)
- Log-In Book for Safety Team – Catherine will prepare. (Sign-in will be a way for management, staff, and others to know what safety.
- Onsite Safety and Trauma Kits.
- Prepare Color-coded Safety Posters and Safety Information for placement in classrooms and throughout the building.
- Select areas where safety vest and equipment will be located for easy access.

- Identify where Call Boxes are located

3. ACTIVITIES FOR FUTURE:

- Thunderstorm Shut-Down Procedures
- Safety Drills (fire, tornado, inclement weather, lock-down)

4. ACTION REQUIRED FOR LWSC:

- Prepare and install all items throughout facility required for safety as stated in the Safety Plan, i.e., Safety Team Log-in Binder, Areas and Boxes for safety vests and equipment, Emergency Exit Route Maps, Room Capacity Signage, Emergency Codes, Color-coded Safety Posters (what to do).
- Ventilation for Arts and Pottery rooms.
- Schedule CPR class for staff, safety volunteers, and members.
- Safety Education for members, staff, visitors and renters.
- Automated External Defibrillator (AED), check to ensure they are working properly.
- Ensure intercom is working efficiently throughout the facility.
- Ensure pottery room Keil storage area is safe from overheating, especially during overnight and weekends.
- Make sure all chemical products are labeled correctly with proper storage.
- Updated Onsite First Aid and Trauma Kits.

5. ACTION REQUIRED FOR EXECUTIVE COMMITTEE:

6. MOTION STATED FOR EXECUTIVE COMMITTEE CONSIDERATION/RESOLUTION/RECOMMENDATIONS:

7. CONCERNS, OPPORTUNITIES FOR CELEBRATION:

- **Safety Plan has been completed and approved by Dekalb County Fire Marshall Office.**

