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LWSC Council of Excellence
Committee Report – 11-12-2019

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, John Overstreet,
Committee Volunteers: Al Foy, Chico Hill, Billie Hill, Brenda Goodman, Frankie Pendergrass, Valerie Roberts, Lois Williams, Dorothy Wright

1. ACTIVITIES COMPLETED FOR THIS MONTH:

- October 4, 2019: Received additional safety vests for volunteers
- Emailed a couple of recommendations to LWSC admin staff regarding safety zones facility displays
- October 11, 2019: Two Mock Fire Drills took place for Staff and Safety Team. Drill 1 took 7 minutes because time, staff, and volunteers were previously in place. Drill 2 took 10 minutes because Safety Coordinator, Tyrone, called the fire emergency without notice, which was appropriate because real emergencies don't give warnings. 10 minutes was still good, though there are some areas that need to be addressed with staff that will make any emergency flow smoother and timely. Exist time for a senior center's occupants during an emergency averages between 5 to 15 minutes.

2. ACTION REQUIRED FOR CHAIR:

- Continue recruiting additional safety volunteers. (Currently have 12)
- Meet bi-weekly with Safety Coordinator on Points of Interest: Members Mock Drills (esp. fire); Onsite Safety and Trauma Kits; Color-Coded Safety Posters and Safety Information placement within the classrooms, as well as, throughout the building; Labeling of chemical items
- Review throughout facility to ensure Safety concerns are met

3. ACTIVITIES FOR FUTURE:

- Thunderstorm Shut-Down Procedures
- Facility Safety Drill (fire, tornado, inclement weather, lock-down). TBA

4. ACTION REQUIRED FOR LWSC AND SAFETY COORDINATOR:

- Put a Fire Mock Drill in place before the new year comes in. This has been requested for almost two years. In reality, there should have been at the very least 2 mock emergency drills for staff and members, and one real drill. LWSC has failed in this area and needs to take safety emergencies more seriously, especially since this is a senior environment establishment.
- Ensure pottery room Keil is working properly and storage area is safe from overheating. (Safety issue)
- Ensure intercom is working efficiently throughout the facility.
- Prepare and install all items throughout facility as stated in the Safety Plan.
- Ventilation for Arts and Pottery rooms, (fumes are a safety issue).
- Safety Education for members, visitors, and renters.
- Make sure all chemical products are labeled correctly with proper storage.
- Onsite First Aid and Trauma Kits.
- If any of these issues have been addressed and/or corrected, advise Chair so the issue(s) can be removed and outcomes shared with COE board, committees, and members. Remember these reports are online for members to read, causing questions and concerns, which we need to know how to answer to avoid sending to staff. Members should not have to complete a form regarding questions or concerns from Chair reports.

5. ACTION REQUIRED FOR EXECUTIVE COMMITTEE:

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

7. CONCERNS, OPPORTUNITIES FOR CELEBRATION: