**JHSC - Duncan McArthur Hall**

**Location:** Remote via Microsoft Teams  

**Date:** 2021/03/24  

**Time:** 0930-1030  

**Co-Chairs:** Management - Chris Ingram  
Workers - Terrance Ly  

**Minutes Taken:** Brooke Ethridge  

**Attendees:** T. Ly, P. Carl, S. Anderson, C. Ingram, K. Fazackerley, C. Giroux, J. Kincaid, K. Burkett, B. Huffman, K. Mousavand  

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**Minutes**

**Agenda Review**

**Review Minutes (last Meeting)** None.  

**New Inspection Zones & Schedule**


Divided the building not 12 areas, will inspect 1 zone per month.

New zone structured- passed.
Review Current Emergency Evacuation Policy

https://queensuca.sharepoint.com/:w:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20180321_Fire%20Emergency%20Evacuation%20Procedures%202.0.docx?d=w5ae2cab87be40b08bdba804329520eb6&csf=1&web=1&e=1m2T39

https://queensuca.sharepoint.com/:w:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20180321_Fire%20Safety%20Plan%20Notes.docx?d=w19dcf5b26e1a47d7b5a91a30cf888680&csf=1&web=1&$$e=DsmXf0

These procedures haven’t been updated since 2014.

Fire wardens eliminated. The fire department will clear the building for re-entry.

Assembly areas- will need to review and adjust.

- Would like to have something posted in each lecture hall that outlines where the emergency exits are and where to assemble.
- Create a one-page document that includes the muster point location’s that are further away from the building.
- Signage should align with main campus signage for consistency.
- Policy to be updated to include that all staff and students remain at the muster points until cleared to re-enter building.

Fire safety plan will need to be reviewed before the renovations begin.

Discovering a fire and what to do when the alarm sounds- QSoE has an educational slide for students.

Run a practice drill at the beginning of each term suggested.

Discuss Example Policy Sheet


Additional information

Meeting adjourned at 10:14am. Next meeting will be June 2021.