

# 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

## Minutes

### Agenda Review

Review Minutes (last Meeting) None.

### New Inspection Zones & Schedule

[https://queensuca.sharepoint.com/:b:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20210309\\_InspectionZones.pdf?csf=1&web=1&e=KWdN50](https://queensuca.sharepoint.com/:b:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20210309_InspectionZones.pdf?csf=1&web=1&e=KWdN50)

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=w5aee2cab87be40b08bdba804329520eb&csf=1&web=1&e=1m2T39](https://queensuca.sharepoint.com/:w:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20180321_Fire%20Emergency%20Evacuation%20Procedures%202.0.docx?d=w5aee2cab87be40b08bdba804329520eb&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](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

[https://queensuca.sharepoint.com/:b:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20180321\\_Jefferson%20University%20Emergency%20Procedures.pdf?csf=1&web=1&e=O1jSwu](https://queensuca.sharepoint.com/:b:/r/teams/GROUP-EDUC-JHSC/Shared%20Documents/General/2021/Documents/20180321_Jefferson%20University%20Emergency%20Procedures.pdf?csf=1&web=1&e=O1jSwu)

## Additional information

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