## Marywood University Health & Safety Committee Session

**Place:** O’Neill Center for Healthy Families  
**Date:** 02/11/2015  
**Time:** 9:00 AM  
**Present:** Molly Baron, Nancy Gibbons, Cheryl Kosydar, Mike Finegan, Laurie Munley, Mary Reggie, Deb Wardach, Myron Marcinek, Mike Kondrat, Aaron Simmons  
**Absent:** David Isgan, Deanne Garver, Linda McDade  
**Guests:** Mike Baltrusaitus (Cocciardi and Associates), Anthony Terrinoni (Global Risk Management)

### Agenda Item | Discussion | Recommendations/Actions
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1. Meeting opened | 9:00 a.m. |  
2. Minutes reviewed / approved | January Minutes Approved – Cheryl Kosydar, Mike Finegan |  
3. Old Business  
- Emergency Guides  
- Sidewalk snow and ice protection  
- Red Bag Kits  
- Campus AED’s List  
- Campus Power Outage – Battery pack for generators  
- Safety Website  
- Footbaths in public restrooms  
- Epi-Pens on campus  
- LAC and ability to lock down in an emergency  
- Mail Room Package Transport  
- Crosswalk – Gillet Lane | Ongoing - Guide approved by Cabinet – Mike Baltrusaitis to develop plan – discuss next steps and direction with administration – Mike Kondrat mentioned may be best to discuss evacuation procedures by specific area, Nancy Gibbons questioned policy for missing work notification, in case of emergency situations to know if person was in or not  
Ongoing - Molly Baron to reissue Winter Weather Flyer to MWADMINIIN and Student email  
Ongoing – Mike Baltrusaitis  
Ongoing – Mike Baltrusaitis and Mike Finegan to meet  
Ongoing - Myron Marcinek monitoring for time and dollars.  
Emergency lights working  
Ongoing – Molly Baron and Mike Baltrusaitis  
Ongoing – Molly Baron  
Ongoing – Linda McDade to research.  
Ongoing – Mike Baltrusaitis to distribute emergency actions plan and quick reference guide template to committee for review  
Ongoing - Mike Baltrusaitis establish formal written procedures – Fed-ex/UPS delivers chemicals  
Ongoing – curb cut to LRC, Speed bump viewed as hazard to snow removal, water drainage, light on stop sign needs battery
4. New Business  
- Using ER2 campus for cautionary announcements  
- Swartz Center parking on weekends | Agreed “Black Ice” notifications may be useful. Molly Baron to follow up with Joseph Garvey  
2 hour parking spaces used for longer periods. Fire lane blocked at mass times. Mike Finegan to discuss weekend parking rules and fire lane issue with Joe Garvey
5. Review of accident/incident records | January incidents reviewed | 3 incidents – 0 recordable
6. Fire drill | Fire drill | Drill conducted successfully
6. Committee Building Inspection | O’Neill Center for Healthy Families | Inspection attendees: Molly Baron, Mike Baltrusaitis, Laurie Munley, Cheryl Kosydar

Cc: Joseph X. Garvey, Wendy Yankelitis, Joe McCormack, Robyn Krukovitz, Mark Pitely, Dr. Patricia Dunleavy  
Respectfully submitted by: Mary Reggie