

**SAFETY COMMITTEE 2011
MEETING #4**

MINUTES

DATE: April 7, 2011
10:15 A.M.

ATTENDEES: Lisa Pichette
Eric Rice Jim MacVicar

New Business

This meeting was called to specifically discuss the security incidents which had occurred in the month prior. Each item below was raised. Work is ongoing on each and will be updated on an ongoing basis.

11.4.1 Create an incident log to record details and individuals involved for police or other follow-up.

11.4.2 Record and save pictures or videos of incidents.

11.4.3 Develop and communicate procedures for security situations inside and outside the building, including procedures for emergency evacuation and for lockdown.

11.4.4 Solicit information and training from Edmonton Police Services.

Next Meeting:

May 16, 2011



Eric Rice
Co-Chair