

**Yamhill County Employee Safety Advisory Committee**  
**August 12, 2014 8:15 a.m.**

**Courthouse, Room 32**

Chair: Michelle Mathis

Voting Members Present: Traci Utti, Roma Fuerst, Michelle Mathis, Jan Cain, Catherine Lindberg

Staff: Keri Hinton, Jessica Johnson, Sue Lamb, Ken Nygren,

Guests: Denise Murphy

Meeting called to order at 8:15 a.m. There is a quorum.

1. **Minutes:** Consideration of approval of minutes:

a. July 8, 2014 – Motion made by Roma Fuerst to approve the July minutes. Seconded by Jan Cain. Unanimously approved.

b. February 11, 2014 – Motion made by Catherine Lindberg to approve the February minutes. Seconded by Traci Utti. Unanimously approved.

2. **Unfinished Business:** First Aid Kit updated supply list distributed to all present.

a. Safety inspectors should hand out the updated First Aid Kit Supply List to each department they inspect. Refer to back of list for the different categories and types of areas. Do not include over the counter medications in the first aid kit as these items must be kept separate. Sue Lamb noted that depending on the work environment a blood borne pathogen kit in addition to a first aid kit may be appropriate and specific training for additional kits are recommended.

3. **New Business**

a. Great Shake Out Update– Sue Lamb and Ken Nygren from Emergency Management (EM) handed out the Yamhill County Evacuation Policies and Procedures and reviewed the policy.

Ken explained that this is the County's current policy and should be reviewed by staff in each department. The attached survey should be completed and the Area Monitors list reviewed and updated if necessary. All responses need to be returned to Emergency Management by September 9<sup>th</sup>, 2014. The Great Shake Out is a drill not an exercise and will take place on October 16, 2014 at 10:16 a.m. Yamhill County is a registered entity on the state's website as a participant in the drill.

Sue said that input from the survey last year was considered and those ideas were worked into the current policy. She stated that there will not be horns or alarms used for the drill, IT will place a message on computer screens to alert everyone. Michelle suggested whistles and Sue said that they have also considered safety vests for all area monitors. The purpose of the drill is to ensure that in the event of an actual emergency including bomb threats, earthquakes, fire and active shooter threats each department is prepared and following procedures. Denise asked about court evacuations and Sue stated that each area monitor is responsible for the evacuation procedures in their area. Traci asked if the Area Monitors list in the handout needs to be updated and if there would be training before the drill. Sue said that EM will provide training prior to the drill. Michelle will include the date and time for the Great Shake Out in the next issue of the Grapevine.

4. **Other Business** – September is safety inspection month. Please complete inspections between now and September 15<sup>th</sup> and send completed reports to Michelle Mathis.

5. **801 Reports** – Tabled.

6. **Department Reports** – Denise nothing to report; Jessica, Jan, Roma, and Traci nothing. No safety concerns from Catherine, Michelle and Keri. Sue and Ken nothing to report.

7. **Next meeting:** October 14, 2014 - 8:15 a.m. - Courthouse, Rm. 32, no meeting in September due to safety inspections.

8. **Adjournment** – Meeting adjourned at 8:35 a.m.