

**Beaufort County Community College  
Health & Safety Committee Meeting  
November 1, 2007  
Minutes**

Members present: Aino Jackson, Art Keehnle, Bill Smith, Clay Carter, Durwood Weston, Hal Swindell, Melvin Lodge, Sandy McFadden  
Unable to attend: Terri Bergevin

Pam Cummings opened the meeting by presenting the March 7, 2006 minutes for review. A motion was made to approve the minutes, seconded and carried.

Committee reviewed the Lockdown policy presented by Hal Swindell. Several recommendations were made. Will review those recommended changes at the next meeting. If approved, committee will submit to Administrative Council for review. It was also mentioned that employees will need training regarding what the codes mean.

Hal Swindell also presented proposed revision/changes to the BCCC Emergency Evacuation Plan and BCCC Emergency Flip Chart. Discussed adding a Suspicious Persons/Loitering page. Hal will work on revisions and then present to the committee for approval.

Committee members were given a sample of a Pandemic Disaster Plan to review. The committee will make recommendations by email and will vote at the next meeting to recommend or not recommend the Plan to Administrative Council for review.

Infectious Disease Control – Aino Jackson presented a subcommittee activity report to the committee. The report also included recommendations for the committee to review.

The next Health and Safety Committee meeting will be scheduled for December 6, 2007 at 11 a.m.

The meeting adjourned