



## MINUTES

**Date: Tuesday, November 26, 2024**

**Time: 2:30p.m.**

**Place: CARSA A241**

Present	Present	Regrets/absences
Terri Lacourse, Faculty Association (FA)	Kane Kilbey (Chair), AVP Human Resources	Nykita Downie, CUPE 951
Greg Melnechuk, CUPE 4163	Leigh Andersen, FMGT Director, Customer Service & Program Integration	Ori Granot, PEA
Lynne Johnson, CUPE 917	Nicole Greengoe, Executive Director Wellness, Recreation and Athletics	
Kara White, CUPE 951 ( <i>alternate</i> )	Andy Mavretic (alt. Chair), Director OHSE	
Rob Johns, Manager Emergency Planning ( <i>guest</i> )	Jess Maclean, Director CSEC	
Chandra Beaveridge, Director Strategic Initiatives & Projects ( <i>guest</i> )		

### 1. Approval of the Agenda –

**Motion:** to approve the agenda. *Carried.*

Kane advised he would need to leave early (~3pm) and that Andy would be assuming role of chair for the remainder of the meeting.

### 2. Approval of the Minutes

**Motion:** to approve the minutes from October 29, 2024. *Carried.*

### 3. Business Arising

#### AED project update

Chandra confirmed the first three AEDs & naloxone kits have been installed at the Craigdarroch Office (main office of RESS), McPherson Library and Cheko'nien House (The Cove). LSC co-chairs have now also been contacted about proposed locations for installations in the ELW, First People's House, HSD, JCC, McKinnon and the Phoenix Theatre. The next set of units are planned for installations at Starbucks, ELL, MAC and Sngequ House. Chandra reported that the consultation process has been helpful in gaining feedback on placements due to renovations and general knowledge of the areas.

Chandra shared a photo of an installed AED & naloxone kit next to the special emergency signage. This signage includes "location information" (building name, building number, floor level and area location) that can be provided to emergency services and CSEC when assistance is needed. It was noted that the naloxone kit box is alarmed and will sound when the door is opened to retrieve and use the naloxone kit. The alarm is not currently connected to CSEC dispatch (a possible retrofit to do so is under exploration) and is designed to act as a deterrent to theft as well as alert people that assistance is needed. Discussion arose on whether the alarm would deter students from accessing the naloxone kits and that perhaps it shouldn't be a feature on kits in RESS. Jess and Chandra advised this concern has been discussed in the working group and in consultation with Chad in RESS. Chandra will bring the concern forward.

Chandra also reviewed the stickers that are on the box that houses the AED. These stickers include information such as that the kits are serviced regularly and CSEC should be called if the kit is missing or damaged. The stickers also reiterate calling 911 first, followed by CSEC; and will include a web address to learn more and share feedback. A contractor will also be engaged to

service (maintenance, batteries, parts) AEDs annually. Chandra shared how to use the AED unit via an [instructional online demonstration](#).

#### **4. Emergency Planning (EP)**

Rob noted that the CRD HazMat Response Team has been on campus yesterday and today to participate in training and tours with FGMT, CSEC and OHSE. Rob reported that all fire drills (a total of 104!) have been completed for 2024. He continues to work closely with emergency services on updating and improving their mapping data for locations on campus; with a commitment to review and update every six months. FGMT took part in a rapid damage assessment exercise recently. The Emergency Operations Centre (EOC) team will be split into two shifts to participate in a training session for practicing response to a large emergency on campus. Dorothy Eggenberger has been hired into the new role of EP Coordinator.

Andy reported that a project, in partnership with FGMT, is also in progress for documenting hazardous material locations and contact information into a database. This will include the ability to generate and print floor maps from FMIS. This information will be stored in the red fire boxes at each building and utilized by CSEC and the fire department when responding to after-hours situations (for example, a fire or spill).

#### **5. New Business**

##### **a. Consultation topic: Emergency Preparedness & Response**

The consultation document provides an overview of regulatory requirements that employers must conduct as per WorkSafeBC for specific emergency response hazards, in addition to our campus-wide planning and response procedures. Rob advised that Darryl Huculak in FMGT maintains procedures on high angle work and confined spaces/underground work at the university. Rob reviewed emergency procedures, fire safety and campus evacuation. In particular, he is working with fire departments on accessibility-related best practices for procedures when a person requires physical assistance to be moved to safety in an emergency situation. Rob continues to engage with the many of BECs and FECs across campus in training sessions and fire drills. He is also working with ATRS staff on the rejuvenation of the campus evacuation plans. In summary, there are 7 emergency teams at the university which include the Emergency Operations Centre (EOC), Site Response Team, Executive Policy Group, UC&M Emergency Communications, FMGT Operations Centre, Emergency Call Centre and Rapid Damage Assessment Team.

#### **6. WorkSafeBC**

##### **a. October claims summary**

Elizabeth reviewed the 13 claims submitted to WSBC in September; five claims were health care and eight claims were for time loss.

#### **7. Other Business - none**

*Meeting adjourned at 3:12pm.*

*Next meeting is scheduled for: **Tuesday, December 17, 2024***

*Location: **BEC room 402***

