



Oregon National Guard
Youth Challenge Program
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Minutes 10-11-2011
Youth Challenge Program
Safety Meeting

Those in attendance:

Karen Rawnsley, Steve Wolfe, Leon Forney, Marte Stanley, Neil Rossiter

Absent: Olsen, K.

Dave Nolte - scribe.

Safety Representatives:

Martinez, Cantrell, Sutterfield

Old Business:

- **Emergency Earthquake response - SOP review / comments.**
 - **In-process continue and review at next meeting**
 - **This is overdue, and requires the utmost attention to be completed.**
 - **Develop evacuation protocol**
 - **When not to evacuate facility**
 - **Who identifies when to evacuate, duty supervisor via radio or other means.**
 - **Mr. Forney to research alarm system different from present fire alarm.**
 - **How to handle evacuation of injured.**
 - **Develop rescue team of designated and trained personnel**
 - **First Aid kits**
 - **Where located and what type of items to be included.**
 - **S2C shed and medical room**
 - **Backboard**
 - **Splints**
 - **Medical supplies**
 - **There are multiple small first aid kits thought-out the facility**
 - **Inventoried monthly**
 - **Develop first aid team.**
 - **Develop site security team**
 - **Revise current draft and supplement changes to SOP 208**
 - **Recommend evacuation of injured from facility**
 - **Establish a rescue team and how to train**
 - **When and what conditions to enter the facility**
- **SOP for Cadet power tool use by Mr. Olsen postponed to next meeting**
- **Equipment tool cage for activity buses (Olsen, K)**
 - **4 quotes for 3 remaining cages**
- **Obstacle Course schedule of routine maintenance (Wolfe)**
 - **Schedule submitted to Director and approved.**
- **OSHA Training needs (Nolte)**
 - **Review for new staff and last training of members**
- **Review recommendations to Director that are from prior month**
 - **No recommendations**
- **Hazmat Turn-In (Olsen K., Forney, Ormsbee SOP)**
 - **In process, return and waste disposal signs**

- **Annual AGI Inspection 8-16-2011**
 - Mr. Forney is working on corrections / repairs. Revisit in February.
- **Fire alarm pulls (Forney)**
 - Checking with vendors for availability of replacement glass
- **Emergency Flashlights (Forney)**
 - Mr. Wolfe has 4 in is office and will distribute the lights throughout the facility
- **Male latrine bells (Audible, visible) (Forney)**
 - In process, test during in-service to decide on horn or bells
- **Status of walk-through and inspection (Forney)**
- **Quarterly Facility walk-through from 8-9-11 (Forney)**
 - Work in progress on repairs, revisit in February
 - Schedule another walk through in December
- **September Minutes**
 - Approved
- **Fire Drill log / Emergency evacuation**
 - Reviewed, pattern of shorter periods of reporting and increase efficiency
- **Incident reports (Staff & cadets)**
 - Reviewed, no notable pattern of injuries to Cadet's
 - No injuries to staff
- **Clean Forney's area around 3rd Platoon's overflow**
 - In progress, expect to be completed on Friday
- **Obstacle Course**
 - Monitor net issues
- **Bus door closures**
 - Instruct staff on proper use of emergency back door opening and closing
- **Reports from Areas**
 - **Rossiter**
 - Mr. Lowy classroom floor tile requires repair
 - **Stanley**
 - Electrical panel open in DFAC
 - Fly catcher strips
 - **Wolfe**
 - 3rd Platoon overflow room areas cleaned
 - Medical box Rx pill box need replacing with plastic. Shield/Hiou/Nurse to review and replace
 - Review guidance on dispensing over the counter drugs after hours
 - **Forney**
 - Chiller training planned for staff

Handouts Circulated:

Copies will be given to all members

**RECOMMENDATIONS TO MR. RADABAUGH
REGARDING
SAFETY MEETING
10-11-2011**

We inform Mr. Radabaugh that:

None at this time