

**City of Portland**  
**Bureau of Revenue and Financial Services - Safety Committee**  
**Meeting Agenda— September 16 2015, 2:00 pm**

**Attendees:** *Allen Buller, Karla Frahler, Robin Lockwood, Melvin Riddick, Colin Steeves,*

**Absent:** *Thomas Lannom, Scott Ellertson, Scott Karter, Suzanne Browne,*

**Guests:** *None*

**Old Business:** .

**Closed Items:** *Order of safety equipment.*

**New Business:**

**TOPIC ONE: Review of Evacuation 9/16/2016**

- *Alarms are staggered for building to minimize over-crowding in stairwells*
- *Successfully evacuated and accounted for all employees*
- *Tried multiple check-in sheets; this was not efficient*
- *Next time: separate sheets; create alphabetic check-in lines*
- *Emergency radios near staging area so those not evacuating will have contact*
- *Communicate the usefulness of using the Electronic in-out board*
- *Maintain a list of those remaining behind in the staging area*
- *Radio review: channel 10 is the default with channel 11 a back-up*
- *Written instructions to follow for radio use*
  - *Power on*
  - *Channel selection*
  - *Communicating*

**TOPIC Two: Emergency Floor plan update and review**

**TOPIC Three: Emergency survival kits**

- *Zone coverage issue with loss of members/recruitment of new*
- *Training for zone monitors*
- *Simplify kits: what is reasonable needed? New kitchen first aid kit. Water can be the bottled containers*

**Items to discuss for future meetings:**

*Annual Safety Conference: November 5, 2015 Camp Withycombe*

- *Safety Committee Conference Meeting with OMF Safety Committee*
- *Call for input: passed survey out to members to gather feed-back*
- *Save the Date: November 5, 2015*
- *General Discussion: what it is, past participants, past presentations, addressing safety issues of office workers.*

**Next Event:**

*Great American Shake-out: 10/15/2015. Details to follow*

