

Town of Old Lyme
Safety Committee
Tuesday Dec. 9, 2014

Present: Safety Committee Chair/P&R Director Don Bugbee, First Selectwoman Bonnie Reemsnyder, Senior Center Director Stephanie Lyon, Public Works representative Brian Lorentson, Town Hall representative Kathy Hall
Absent: Cathy Frank, as she is covering office; representatives from Police, Ambulance, Fire Department

Call to order and roll call

Chair Don Bugbee convened the meeting at 9:35 am.

Approval of Sept. 23, 2014 Meeting Minutes

Stephanie Lyon noted that the minutes said they had drills, but they have not actually HAD a drill. There have been discussions, and packets have been put together for renters of the building, which explains emergency procedures. The alarms have been tested annually by company. Motion made by Stephanie Lyon, seconded by Brian Lorentson, to approve the minutes with the amendments of 9/23/14. Motion passed.

Old Business

a) Town of Old Lyme Emergency Plan

- Bonnie noted that Evan did send the report and gave a summary of what was in the report. Highlights of the report include
 - Overall, the grounds were good, but they look for areas where individuals could hide or place harmful items. Landscaping was well maintained, though plantings in rear of building allow for hiding or harmful items to be placed. Recommend space between plantings and building be increased
 - No procedures on how to lock down procedures in case of emergency
 - First Selectman's office to be used as command center during building emergency. A secondary location should be identified
 - Doors to unattended doors were left open (such as mail room door, staff kitchenette accessible and not secure (inspector was able to get to very sharp knife), computers not shut down, personal items (purses) were left accessible to anyone

going by offices, desks, etc., buildings are not identified on roof. Recommendation should be made to all staff to secure their personal belongings at all times, and put computers to sleep if you leave your desk.

- There was discussion about some of the options to address the issues identified, such as making staff aware of the risks.
- Bonnie noted that one of the biggest deterrents to an individual who might want to do harm, is when staff acknowledges any and all visitors and offers to help.
- Recommendation for Senior Center was to change doors, as the current style can be chained together to prevent exit. Also, keep nurse's office door closed and locked when unoccupied.
- Recommendation to secure garbage/recycling containers.
- Bonnie included an amount for panic buttons in Town Hall in the budget request for 2015-2016.
- Don shared several forms: a Threat check list; a Emergency Guidelines for Town Hall and Town Hall emergency procedures. He suggested that the report as well as **these forms should be forwarded to all staff members for review and feedback. Don and Bonnie agreed to review the report and prioritize what should be addressed.**
- It was agreed that we should encourage the police and ambulance to attend these meetings to have representation, and their input would be valuable.

b) Trash and Recycling Containers location

- PW Director Ed Adanti is planning on getting this done in the next few days. The location will be on the lawn area between parking spaces at the back of lot. The picnic table will be replaced in the spring, and relocated onto the lawn next to building.

c) Fire drills

- Stephanie Lyon said the Senior Center has not done fire drills, but she does talk about location of exits and has instructions on facility rental forms. Town Hall had a fire drill in the summer. Bonnie & Cathy will work on procedures for Town Hall and share with Stephanie so she can develop something similar for Senior Center. There was some discussion about the exits and accessibility.
- Don asked about the Building egress maps, and Kathy shared the ones that are completed. She reported that **Dave Roberge expects to have them completed by the end of the week of Dec. 15th.** Kathy shared what was completed with committee members.

d) Injury reporting forms

- Cathy sent out reminders to all staff about the reporting forms, and she would send them out after each Safety Committee Meeting as a reminder

e) Rogers Lake Boat Policy

- **A policy was not written up, but Bonnie will email Ralph and discuss it with him.** This should be shared with Rogers Lake Authority, which is a committee comprised of members from both Lyme and Old Lyme.

f) Cross Lane Parking Lot lighting

- Bonnie reported that the lights have been repaired, but the lights there seem to be problematic, so some may need replacement.

g) Safety Committee Goals

- Members were encouraged to come prepared to discuss goals of the safety committee. There were no known requests or issues at this time from the committee.
- Bonnie reported that the lights have been repaired, but the lights there seem to be problematic, so some may need replacement.

New Business

None

Public comment

None

Meeting Schedule for 2015

- March 3; June 2; Sept. 1; Dec. 1, 2015 at 9:30 am
- Motion to accept the meeting dates by Stephanie Lyon; Brian Lorentson seconded the motion. Motion passed.

Meeting Adjournment

Motion made by Stephanie Lyon to adjourn meeting at 10:17 am, seconded by Kathy Hall. Motion passed.

Bonnie A. Reemsnyder

12/9/14