

Meeting Notes  
Osceola Leadership Team (OLT)  
April 18, 2007  
Osceola Campus

**Attendees:** Marie Brady, Tony Beninati (for Dale Husbands), Jackie DiMartino, Tim Grogan, Nathan Hicks, Chris Klinger, Irene Lindgren (for Kevin Mulholland), Helene Loiselle (for John Lettermen), Melissa Pedone, Jorge Soto, Linda Swaine, Silvia Zapico.

**Audio Visual Report:**

The Audio Visual Department is responsible for providing services and maintenance to av equipment throughout the campus. Jorge Soto gave a comprehensive report about these services. For additional information, please contact Mr. Soto directly.

**Safety:**

Counseling Services: Chris Klinger presented an overview and distributed information about services that are available to faculty, staff and students at the campus with relation to crisis management. Furthermore, he gave the names of three individuals in his department (Chris Klinger, Connie Parrish, and Soledad Townsend) who will be available to assist any faculty, staff and students with questions.

He also suggested for further training and information to research the following web page: [www.fema.gov](http://www.fema.gov)

VCC Safety Manual: The Safety Manual for Valencia will be available for distribution from the Chief of Security. Marie Brady will be responsible for distributing copies electronically to each of the areas of the campus.

Student Escort Program: At the present time, there is a student escort program available to all campuses. Mr. Nathan Hicks will research this program and bring information to the next meeting.

Fire Alarm System: It was suggested to research different features of the fire alarm systems for the campus to find out if different tones of the alarm can be used for different emergency situations. Helene Loiselle will provide information at the next meeting.

Blue Lights: The report from Security is that only two of the Blue Lights are working at the campus. This is an item that was mentioned to Security/Facilities last year. The OLT is requesting for all the blue lights at the campus to be in operation. Helene Loiselle will research this item.

Emergency Escape Plan: Whenever there has been an emergency at the campus, we have been able to evacuate buildings in a very efficient and safe manner. However, there is some degree of confusion once we are outside the buildings on the waiting zones and communication model. Nathan was requested to research these issues and report at the next meeting.

Procedures for Tornadoes: At the present time there is not a full understanding at the campus on what to do in case of tornadoes. This requires further study and more precise instructions. Nathan Hicks will bring more information to the next meeting.

Telephone System: Further research is necessary into the capabilities of broadcasting and process of telephone messages for the Osceola Campus.

Master Keys: There are a number of master keys and grand master keys which are not providing the necessary accessibility to rooms. There are some individuals at the campus who need a master key and do not have one. Helene Loiselle will be looking into the possibility of re-keying some of the areas.

Phone Tree: The OLT recommended that it will be useful to compliment our communication model with the creation of a phone tree for the campus. Silvia Zapico will be in charge with creating this phone tree.

Next Meeting: May 2, 2007

Meeting was adjourned.