

## G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the meeting held at 10:30 a.m., April 14, 1983 in the Graduate Studies Conference Room.

Present: Mrs. D. L. Anderson, Registrar's Office  
Ms. D. Brock, Faculty of Graduate Studies  
Mr. P. Bullen, Finance  
Ms. S. Burnard, Data Processing  
Mr. J. R. Connell, Registrar's Office (Chair)  
Mr. S. Lappin, Campus Mail  
Ms. S. Magnusson, Awards Office  
Ms. S. Newman, Registrar's Office  
Mr. C. Wright, Canada Post

### Minutes of the Meeting of March 10, 1983

1. Minutes were accepted as presented.

### Business arising from the Minutes

2. Exit Signs. Another memorandum has been sent to Mr. R. J. Black, concerning exit signs in Data Processing as follows:
  - a. Reposition the fire exit sign in the northwest corner of G.S.A.B. 304.
  - b. A new sign to be placed in G.S.A.B. 312 over the door leading into G.S.A.B. 304.
3. Fire Regulations. The Chairman handed out copies of the fire regulations. These should be passed to Department Heads for posting and distribution to all staff.
4. The Chairman passed out copies of Emergency number cards.
5. Room Numbers. The Chairman discussed these with Mr. R. J. Black. He will follow up with a memorandum requesting the placing of room numbers where these are still missing.
6. Demonstration of fire extinguishers. The Chairman discussed this with Captain Affleck of the Fire Department. It was suggested there should be no more than 20 people for a two hour demonstration. The Chairman, in consultation with the Fire Department, will set a date for the first demonstration.
7. Procedures in case of bomb threat. The Chairman discussed our concerns (paragraph 11) at a meeting held on April 13, 1983 with Mr. R. A. Grant, Chairman, President's Advisory Committee on Safety, Security and Fire Prevention. Mr. G. Crampton, Employee Relations Assistant, and Mr. Erik de Bruijn, Assistant Librarian Administration Services, were also present. As the procedures concern the University as a whole, Mr. Grant agreed to take the matter up at the next meeting of the President's Advisory Committee.

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8. The answer to the question concerning whether the Fire Hall should be phoned before the alarm is pulled is yes. The Fire Department needs as much advance warning as possible in order that the correct equipment be sent in answer to the call.

9. The Chairman handed out copies of the library's procedures in case of emergency. It was decided that these procedures, reworded for use in the G.S.A.B., should be adopted until such time as the University issues overall procedures.

New Business

10. St. John's Ambulance First Aid Manual. The Chairman will obtain copies of St. John's emergency first aid manual and pamphlet 'Back Talk' and circulate them to the Committee.

11. Fire Exits. There was a short discussion on procedure if a person is trapped in a stairwell during evacuation of the building. Office exit doors are locked against re-entry from the stairwell. If the exit door to the outside becomes blocked it would not be possible for those on the stairs to get back into any office in order to find an alternate exit. The Chairman will discuss our concerns with the University Safety Committee.

12. Emergency Call Card. Mr. Bullen asked why the number 9 was not printed before 224-1322, the R.C.M.P. number on the Emergency Call card. The Chairman will discuss the matter with the University Committee Chairman.

Next Meeting

13. The next meeting will be held on May 12, 1983 at 10:30 a.m.

Adjournment

14. The meeting adjourned at 11:12 a.m.

*Sharon Newman*

S. F. M. Newman  
Secretary

*J.R. Connell*

J. R. Connell  
Chairman