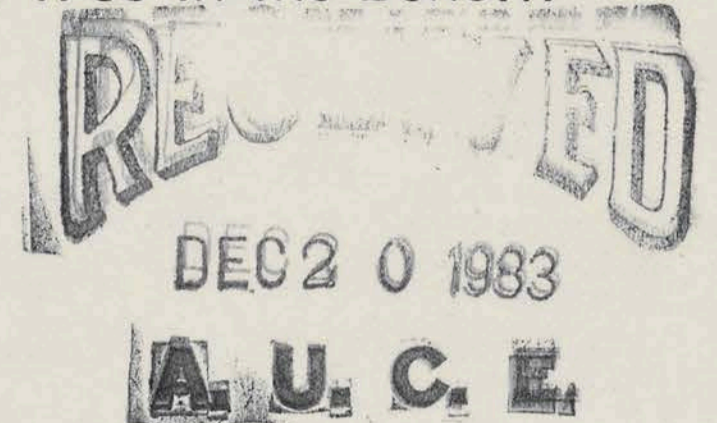


G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the Meeting held at 10:30 a.m., November 24, 1983 in the Benefit Programmes Conference Room.

Present: Mr. R. Bradley, Canada Post  
 Ms. D. Brock, Graduate Studies  
 Mr. J. R. Connell, Registrar's Office (Chair)  
 Ms. F. Knapp, ADCON Centre, Bank of Montreal  
 Mr. S. Lappin, Campus Mail  
 Ms. D. Lawrance, Registrar's Office  
 Ms. E. Lebitschnig, Finance Department  
 Mr. J. Lomax, Finance Department  
 Ms. S. Magnusson, Awards Office  
 Ms. S. F. N. Newman, Registrar's Office  
 Ms. E. Poirier, Data Processing



John Connell introduced Ms. Flo Knapp, Manager ADCON Centre, to the membership and welcomed her to the Committee.

Business Arising from the Minutes of the Meeting of October 13, 1983

1. G.S.A.B. Fire Safety Plan. The Chairman handed out copies of Annex A which lists the floor wardens for the building.
2. He also handed out amended copies of Annex B (G.S.A.B. Fire Regulations). The amendment occurs in paragraph 6 where the word "FIRE OUT" signal was changed to "FIRE OUT" announcement.
3. It was suggested, and agreed to by all present, that for easier understanding first names should replace initials in Annex A. This will be done.
4. The Chairman will now issue copies of the Fire Safety Plan to all Heads of Departments in the G.S.A.B.

Fire Drill

5. It was agreed that, following the issue of the Fire Safety Plan to departments, a Fire Drill should be held.
6. The procedure for this drill will be discussed at the next Committee Meeting to which all floor wardens will be invited.

Lighting Outside G.S.A.B.

7. The Chairman read to the Meeting a copy of his letter to Mr. R. A. Grant, Chairman, President's Advisory Committee, Safety, Security and Fire Prevention Committee. A copy of the letter is attached as Annex A to these minutes.



### First Aid

8. The names of some twenty applicants have been received for the First Aid Course.
9. Sharon Newman will arrange dates for courses and will contact the Heads of Departments concerned.
10. Funding for the course, approximately \$5.00 per person attending, will most likely have to be provided by Departments. However, John Connell will investigate the possibility of funding being provided by Mr. Grant.

### Fire Door Stickers

11. It was considered that Fire Door Stickers should indicate the normal route of egress.
12. More stickers are still required as are the ones warning against use of elevators during a fire emergency. The Chairman will remind the U.E.L. Fire Department of the requirement.

### Bulletin

13. It was decided that a bulletin printed on paper with a special logo or heading would be of value. The Chairman will speak to Geoff Crampton about the possibility of having a standard logo for use by all faculties and departments producing safety bulletins.

### Hedges in North Parking Lot

14. John Connell reported that he has spoken to Mr. Bill Laing, Physical Plant, who stated he will have the hedges trimmed.

15. Numbering of Rooms. The Chairman read to the members a letter, sent by the Building Manager, Emergencies, to the Director, Physical Plant, outlining our concern about the inadequency of room numbering in the G.S.A.B. A copy of the letter is attached as Annex B to these minutes.

### New Business

16. Key Plans. Several members were concerned that key plans held by some departments appeared to be out of date. Plans for the third floor for example did not reflect the changes made in the Benefits Section area. The Chairman will discuss the matter with Physical Plant.

17. Bomb Threat Telephone Procedures. Flo Knapp mentioned the bomb threat telephone procedures in use in the Bank of Montreal and some discussion of the matter followed.

18. It was considered that if procedures are drawn up for use in the G.S.A.B. they should be of a standard form for use throughout the University. The Chairman will discuss the matter with Geoff Crampton.



19. Walkway Outside Postal Station U. Russ Bradley stated that there have been several instances in the past few months of persons littering the walkway to the west of the post office with broken bottles. He believes that a fair amount of drinking takes place in the evenings and at night in the walkway and is concerned that there is a possibility of greater damage in the area.

20. The Chairman will speak to the Patrol Supervisor, Traffic and Security about our concerns.

Next Meeting

21. The next meeting will be held on December 15, 1983 at 10:30 a.m. in the Benefits Conference Room.

Adjournment

22. The meeting adjourned at 11:07 a.m.

*Sharon Newman*  
Secretary

*J.A. [unclear]*

Chairman



1005-1-1

Mr. R. A. Grant, Chairman  
President's Advisory Committee, Safety,  
Security & Fire Prevention

J.R. Connell, Chairman, G.S.A.B.  
Safety, Security & Fire Prevention Committee  
83-11-22 2256

Subject Parking Lot Lighting - G.S.A.B. and Gymnasium

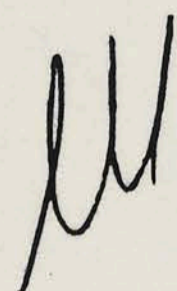
Reference Your memorandum dated August 8, 1983

The matter of the lighting in the parking lots north of the G.S.A.B. and the War Memorial Gymnasium was discussed at the last three meetings of the G.S.A.B. Safety Committee.

It was agreed that the lights are not particularly effective during the summer months when the trees are in full leaf.

It is suggested that perhaps flood lights installed on the north sides of the G.S.A.B. and the War Memorial Gymnasium might improve the situation.

Greater concern, however, was expressed by members at the generally poor lighting provided over the outside passageways of the building. It is considered that this lighting should be improved. A key plan showing the area in question is attached as Annex A to this memorandum.



JRC/dp

Encl.

c.c. Mr. Neville Smith, Director  
Physical Plant



1005-1-1

TO	Mr. Neville Smith ..... Director ..... Physical Plant .....	FROM	Mr. John Lomax, Building Manager ..... G.S.A.B. .....
		DATE	83-11-22.....PHONE .....

Subject Room Numbering - GSAB

Rooms in the following areas of the GSAB are either inadequately numbered or are not numbered at all -

- Finance
- Data Processing
- Benefits Programmes
- Graduate Studies
- Basement

The matter has been discussed at several meetings of the GSAB Safety, Security and Fire Prevention Committee and the consensus of opinion is that, in the interest of safety and general convenience, rooms should be properly numbered.

I concur in this opinion.

Will you please take the necessary action to correct the situation.

JRC/dp

