

**Minutes**  
**GENERAL EMPLOYEE SAFETY COMMITTEE**  
**January 15, 2015**  
**City Hall 3<sup>rd</sup> Floor Conference Room**  
**212 SW 9<sup>th</sup> St.**  
**1:30 P.M.**

The meeting was called to order by Don Schaefer at 1:30 pm.

**1. *ROLL CALL***

***MEMBERS PRESENT:***

|                                        |                             |
|----------------------------------------|-----------------------------|
| Don Schaefer, Electronic Maint.        | Marlon Johnson, SWC         |
| Lindsay Tate, Police Tech              | George Kroboth, SEWTP       |
| Bobby Finley, WD                       | Roy Rodrick, Animal Welfare |
| Stephen Sellman, Neighborhood Services | Joe Ramirez, Drainage       |
| Jeffery Mowry, Equipment Maintenance   | Jeff Justice, WWTP          |
| Glenn Hinton, Engineering              |                             |
| Wade Lewis, MPWTP                      |                             |

***MEMBERS ABSENT:***

Candy Brown, Safety & Risk Officer\*  
James Bearbow, Streets\*  
Britt Hubbard\*  
Chew Allen\*  
Leon McGahee, Cemetery\*\*  
Pennie Wolfe, Parks & Rec\*\*

***OTHERS PRESENT:*** None

\*excused                      \*\* unexcused

**2. *MINUTES***

A. Approval of minutes of December 18th, 2014  
Motion by: Glen Hinton    Second by: George Kroboth  
Ayes: All    Nays: None    Motion Carried

**3. *OLD BUSINESS***

None

#### 4. *NEW BUSINESS*

##### A. Emergency Preparedness:

Schaefer said he worked with the past Assistant PW Deputy Director, Carl Dentler to put together an Emergency Plan. He said if OSHA comes and this is part of your safety book, and everyone has read it and signed it, then it will look good. Schaefer handed out the City of Lawton Emergency Preparedness Guide. He said it starts with an overview, then the table of contents. He talked about the General Information and said the most important thing is “911” and let them call the experts. Schaefer said give them the location and what the problem is.

He said the next item is Building Evacuation. Schaefer said all the buildings in the City should have an evacuation plan and have it posted for everyone to see. He said here is a list of things that you want to happen and then a list of things you don’t want to happen. Schaefer said he talked to the Fire Chief about never have a door propped open especially if there is a fire. He said turn off all electrical equipment and walk quickly and don’t run. Schaefer said don’t use the elevators because you don’t know what the problem is; such as, is the power out or building on fire. He said everyone should have a designated area to go to when they leave the building.

Schaefer said the next section talks about special needs people. He said if you have someone in your shop who is hearing impaired or are in a wheel chair you need to remember them in an emergency. He also said if you have someone that you can’t get out of the building then let the fire department handle it.

Schaefer said the next section is about Severe Weather- Tornado. He said currently the severe weather has been cloud burst and hail and this gives you the things to do. Schaefer said most of the trucks in the City have the weather channel on their radios. He said if anyone sees bad weather coming then get on the radio and let the dispatcher know to inform everyone else. Schaefer said to turn off all computers because they will be destroyed by power shuts. He said close all doors to shield corridors from debris and to avoid upper floors. Schaefer said the WWC/WWM building is an approved storm shelter and the door at the bottom of the stairwell should be unlocked at all times. He said if you are in the City Public Works yard, you can go to that building.

Schaefer talked about fire emergencies. He said they should know the location of the fire extinguishers and let someone use it who is trained to use it. Schaefer said there should be a sign next to the fire extinguisher with the PASS method on it according to OSHA. He said the fire extinguisher needs to be fifty feet from the fire. He explained that a 100 foot building needs to have the fire extinguisher place in the center of the building or if the building is larger there must be another extinguisher and this is an OSHA requirement. Schaefer said if the fire is big then leave the building and remain upwind from smoke and fumes. He said don’t reenter a building until someone from the fire department says you can go in.

Schaefer discussed explosions and earthquakes. He said Oklahoma is number one this year in earthquakes. He also said to take cover under desks or other objects that will give protection against flying glass and debris. After an earthquake you should not turn on lights or light a cigarette because there may be a gas leak. Schaefer said there have been a lot of accidents in the news of explosions due to natural gas. He said in emergencies try to stay off your cell phone because is all the land line services are gone

then emergency personnel will have to use cell phones and if the towers are tied up then they won't be able to use their cell phones.

Schaefer said for utility failure and gas leaks it is best to call "911". Schaefer said most flooding is by Rogers Lane. Ramirez said the flood areas are Gore Blvd, Lee Blvd., I-44 by the underpass because of Cache Creek. He also said Turtle Creek and Wolf Creek floods. Schaefer said this is when they open the gates because the water cannot go over the dam. He said if you see a flooded road turn around and don't go through it.

Schaefer said for bomb threats let the police handle it. He said if there is a bomb threat you should evacuate the building. He also said if you have the person on the phone then ask him questions and have a co-worker call "911". Kroboth said in the military they have a question sheet next to the phone to ask the caller who called in a bomb threat. He said that would be a good idea for the City to have. Schaefer said to get as much information from the caller as possible and listen for background noise or accents.

Schaefer talked about active shooters. He said this is happening more often and it is happening in the offices. He also said if there is a shooter in your building, hide and lock the door and call "911". Justice asked what the policy is for a City employee to carry a concealed weapon. Schaefer said you cannot carry a weapon on City property period. Kroboth asked if the state law overrides the City policy. Rodrick said it isn't a City law but a policy. Johnson said it says you can keep it in your vehicle but not in the building. Schaefer said you can keep it in your POV. Justice said in Duncan there was an employee who was shot at a plant. He said there are people who work at night at the WWTP and SEWTP by the prison. He was concerned that if someone were to escape from the prison they would go to a place where there are vehicles with keys in them and that would be one of the plants. Schaefer said if you have a firearm on City property you will lose your job and all your benefits. Kroboth said they need to talk about changing this policy at the safety meeting since times have changed. Schaefer said the need to get their supervisors involved to help change the policies. He said he would talk to the Public Works Director about the policy. Johnson said you should try and be calm if you are faced with a shooter and try to diffuse the situation and not walk away but back away. He said you should never turn your back on a shooter. Schaefer said to remain calm and if you get a chance to leave then choose the quickest way out of the building. He said go back later to help the people who are hurt.

Schaefer suggested everyone put this guide in sleeve protectors and start a safety book with City policies in it. He said to have the new employees read it and if there are any questions you will have it.

## 5. *COMMUNICATION/DISCUSSION*

Rodrick said when employees drive out of the Public Works yard by the gas pumps they go too fast. He said there use to be a stop sign but not now. Rodrick said there may need to be a stop sign put up there again. He said if both parties are not paying attention there will be a wreck. Schaefer said he could get Rose, Animal Welfare Superintendent, to call Cliff, Streets Superintendent to have the stop sign put back up. Rodrick said he thought it was taken down when they resurfaced the street. Ramirez said all signs have to be approved by the traffic engineer.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Jeffery Mowry Second by: Jeff Justice  
Ayes: All Nays: None  
Meeting was adjourned at 2:15 pm