**SAFETY COMMITTEE MEETING**

**Minutes**

February 19, 2015; 2:00 PM

McMullen 114 via IAV to Winnemucca

**Members:**

Pat Anderson, Gary Chidester, Kara Coates, Jodi Gerrits, Brenda Gonzales, Joe Jensen, Jin Ho Jung, Meachell Walsh, Roger Quijada

* Introductions of all members and guests.
* Old Business;

Invited Guest, Professor Doug Hogan, discussed with the committee his ideas and suggested practice for field trips he leads. Professor Hogan discussed the differences in group trips versus field work by a couple of persons and planning for the correct number of attendees when it comes to supplies. He also discussed the importance of planning ahead and holding a class session/meeting to provide people with a list of the important items they should each bring. He emphasized that the organizer should never assume that everyone has the same knowledge and experience in the field therefore, everyone should be told the basics to bring (water, boots/shoes, hat, food, etc.).

Professor Hogan suggested that before the trip, in a planning meeting everyone should complete a liability release form, emergency contact form and depending on their association with Great Basin College staff travel documents, team travel documents or volunteer forms. Contact sheets should be put together specific to that study or trip for BLM, USFS, Sheriff’s Search & Rescue and any other persons who should be notified depending on location such as Tribal lands or Private property. Field maps and GPS points should be determined before the trip so someone on the campus knows the location(s) the group will be traveling to in the event of an emergency and when they should check in and return.

After meeting with Professor Hogan the committee continued to brainstorm other items and practices they believed should be included in a checklist from the samples reviewed and personal experience of the committee members.

* The committee agreed the next meeting will be Thursday March 19 @ 2:00 PM