



TRIANGLE BUILDING & HOUSING CORP.

As part of Triangle Building & Housing Corp.'s commitment to improving Life Safety at all of our chapters across the realm we are encouraging the adoption of a general safety meeting to be conducted at the beginning of each academic term. This meeting will address issues of safety and emergency preparedness in relation to communal living (specifically) and campus life (generally). This document will have a list of topics related to safety, within each topic it will have both closed (items applicable to all groups, everywhere) and open (items that can be tailored to the local environment).

Safety Meeting Agenda

- Purpose of Meeting
 - Discuss how being aware of the life safety specifics of your shared space (living or social) can save your own life and the lives of others in a crisis
- Review Crisis Management Plan
- In the event of a house/campus evacuation
 - Fire, Earthquake, Active Shooter
 - Chapter Roster
 - Phone Tree
 - Emergency Contact Info
 - Rally Point
 - Evacuation routes out of house
- In the event of a house/campus lockdown
 - Active shooter, Chemical/biological incident, Riot/Campus violence
 - Chapter Roster
 - Phone Tree
 - Emergency Contact Info
 - Next of kin/Parents/Guardian
 - 1 Copy for Chapter Leadership
 - 1 copy to alumni leadership
 - Safe Room/area
- In a severe weather event that requires staying inside the house
 - Discuss locations in the house that can be used as a shelter
 - Take roll, who is missing?

- Facility
 - Discuss safety issues that are specific to your local facility
 - How things work
 - Where things are
 - What not to touch or manipulate
 - Doors that should always be closed
 - Evacuation/emergency pathways that should always be clear
 - Fire extinguisher locations and operation
 - Post evacuation routes in each room, common area, and hallway
- Elect/appoint a safety officer
 - to conduct weekly inspections
 - to recommend improvements
 - to create an inspection program with checklist

Action Items to complete in conjunction with conducting safety meeting:

- Crisis management Plan
- All emergency exits
 - Lighted exit signs
 - Functional exits
 - Exit pathways clear
- All emergency lighting present and in working condition
- Appoint/elect safety officer
- Assemble Emergency Kit
 - Water, one gallon of water per person per day for at least three days, for drinking and sanitation
 - Food, at least a three-day supply of non-perishable food
 - Flashlight and extra batteries
 - First aid kit
 - Whistle to signal for help
 - Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
 - Moist towelettes, garbage bags and plastic ties for personal sanitation
 - Wrench or pliers to turn off utilities
 - Manual can opener for food
 - Local maps
 - Cell phone with chargers, inverter or solar charger