



UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

## King's Occupational Health & Safety Committee

### Meeting Minutes

**March 11, 2026, 10:00am (Time adjusted to account for meeting of Presidential Candidate at 11:15am)**

**Attending:** Amos Morine, Andy Curry, Tami Kendell, Ian Wagschal, Tim Ross, Jennifer Fong, Ell Zagar, Ashley Nixon, Andrea Lamb, Trish Miles, Miriam Bonello MacQuarrie, Jasper Lennox

**Unavailable:** Katie Merwin, Daniel Brandes, Catherine Fullarton, David Swick, Malcolm DeWolfe, Devon Sheppard, Karen Eull, Ellie Anderson, Ella Mowbray-Chriske, Paul MacKay, Orli Abramson, Ranall Ingalls, Pethrona Russell

### Minutes from previous meeting and assigning note-taker

- December 10, 2025 minutes approved.
- Note-taker: Jennifer Fong.

### Status of action items from previous meeting

- KSU, Registrar's Office and Faculty Fellow representatives confirmed. Membership updated on the [King's OH&S website](#).

### Discussion – Active shooter response plan

- Ian Wagschal provided a case for the need of an active shooter response plan. Proposed a “Train the Trainer” session be implemented, separate from emergency management/response plan. Proposed a small group, possibly comprised of people from OH&S committee, which represents key groups to do training then disperse information to their departments.
- Discussion around including people in the fire warden system, preference for volunteers, not people who are assigned.
- Examples of existing training circulated: [Encompass Safety Powerpoint](#), [University of Alberta's Active Aggressor Procedures](#).
- Discussion around including police training for the “Train the Trainer” session, combining it with other existing training, to create a King's-specific session that would be disseminated throughout the campus.
- **Action Item:** Andy to submit a request to the OH&S committee via email for volunteers for the “Train the Trainer” working group. Tim will pass on the same to Billy as the Chief Fire Warden on campus.
- No motion needs to be passed to create the working group, but may be necessary down the line when needing to put this forward to the President.

### Discussion – First-aid kit locations

- Ian Wagschal discussed incidents of medical emergencies in Alumni Hall where people were unsure of the first aid procedures and location of nearest first-aid kits, causing panic. Faculty have suggested putting another first-aid kit closer to Alumni Hall. The reason there isn't one closer now is because someone needs to be responsible for it when not in use – example: at reception because when there is

not someone there, the office is locked. Alumni Hall is left unlocked and unattended when lectures aren't in progress, and the chances of a kit being raided would be high.

- **Suggestions:** better signage; some kind of “break glass in case of emergency” system to identify when it's been used; in the bookstore; cabinet in the podium – possibly with a key faculty have access to; someone brings it into the room – possibly faculty, possibly Security at the start and end of regular lecture times; better education about existing kits and procedures (first call should be Security who has a mobile kit, closer kit might be in facilities)
- No conclusive decisions made. Noted that signage and procedure education would be simplest and cheapest, but won't detract from the possibility of getting a new kit if a secure option is found and the need is there. Ian will take away these suggestions.

### **Discussion – Fire warden system**

- Tim Ross discussed issues with the fire warden system, historically a lot of disinterest and lack of responsibility in the wardens. Looking for better ways to communicate with and support Billy Pashkoski as Chief Fire Warden, expressed it was a similar issue with Sheldon in that position.
- Discussion of Ashley Nixon's work with the Dons' training noted externally. It was noticed by Amos Morrine that this year they are wearing their hats/vests, which helps give them an air of authority. Ashley discussed creating Don training after the last fire warden training session, including drills with signs put up to imitate common issues (eg. room where people refuse to leave). Suggestion that similar training be implemented with fire wardens across campus.
- **Suggestions for accountability:** if fire wardens are witnessed as not taking responsibility, it should be brought to the attention of their supervisor; a report on how it went after any alarm goes off, what was done right, what went wrong.
- Further discussion about knowing what to do for individuals who can't evacuate. Ashley already has conversations with residence students who wouldn't be able to evacuate on their own; plans could be made with Accessibility Officer about other campus buildings and students who are not in residence.
- It is recommended that a separate working group be formed which includes Billy. **Action Item:** Andy will circulate an invitation for volunteers within the OH&S group for this working group to contact Tim.

### **Progress update – Emergency response plan**

- The sub-committee has been asked to rewrite it. Once the new plan has been put together and approved, it will come to the committee for review.

### **New business**

- None brought forward. Please email Andy Curry if there is any business to put on the agenda before the next meeting scheduled June 10th, 2026.