UNIVERSITY OF KING'S COLLEGE • HALIFAX

King's Occupational Health & Safety Committee

Meeting Minutes

June 10, 2026, 11:00am

Attending: Andy Curry, Ian Wagschal, Ashley Nixon, Tami Kendell, Trisha Miles, Karen Eull, Tim Ross, Miriam Bonello MacQuarrie

Unavailable: Katie Merwin, Daniel Brandes, Catherine Fullarton, David Swick, Andrea Lamb, Malcolm DeWolfe, Devon Sheppard, Amos Morine, Jennifer Fong, Ellie Anderson, Jasper Lennox, Ella Mowbray-Chriske, Ell Zagar, Paul MacKay, Orli Abramson, Ranall Ingalls, Pethrona Russell

Minutes from previous meeting and assigning note-taker

- March 11, 2026 minutes approved.
- Note-taker: Karen Eull

Discussion – Recording Meetin

- Could this present confidentiality issues?
- Perhaps when discussing specific incidents, we do not record
- Try recording for now – could try AI notes, but we'll record and take notes for now to ensure we have a working system

Agenda Item: Discussion – Active Agressor Response Plan

- Andy provided an overview of the sub-committee's work to date, including an overview of the May 20 Draft procedures.
    - Renamed – "aggressor" rather than shooter, as potential incident could take many forms.
    - Focus on "Run/Hide/Fight" protocol that is used on multiple campuses across the country – emphasis on what happens in the moment because there's not much time to react.
    - This Draft will not be disseminated fully outside the sub-committee so as not to cause confusion with future documents. If an initial copy is wanted to review to make suggestions, please ask Andy or Ian.
- Ian: Goal of protocol is to train on run and get out/hide/fight so it's top of mind if required
- Andy: Research based on other campuses – least complicated to so most amount of people can put into action if an action occurs
- Andy: The sub-committee is creating a baseline document to be rolled out across the campus, with the idea that there may be procedures unique to different departments.
- Ian: We will require more robust training for some, i.e., Dons and those in residence have specific needs (as per Ashley's reporting). We need further discussion about how faculty, etc. will respond – leaders require a different level of training
- Ian: Ensure all know that most important thing is personal safety – that's the priority – the best and safest thing is to follow basic steps no matter what the circumstance.
- Andy: It's a heavy topic – unlikely to be needed – but like fire drills, this is training we want to be second nature. Making clear that this meeting isn't the training itself – just overviewing the procedures that have been discussed.

QUESTIONS/COMMENTS:

Karen: Can we add/emphasize silencing your phone to base plan?

Answer: Yes

Andy: More meetings for sub-committee to come over summer – discuss how we roll out training for new academic year.

Ian: Perfection is enemy of good – better to have something than to wait to disseminate core training basic message.

Each individual group will have to create supplemental additions to this protocol to suit specifics of department/physical space – i.e.,

- Professors will have specific questions about leadership in an incident
- Dons will need their own type of training (they need a layer to identify risks before an incident happens)
- Facilities would have separate needs re: space and procedures

Ashley: Although training on how to identify risks was presented with residence in mind, we need to extend this to all communities since an aggressor could be staff, faculty, student or someone from broader community.

Ian: Focus is on King's community - but public spaces will be open to others, so we need to also consider this as part of our plan.

Ian: Base doc built out to facilitate training. If we agree that base doc is sufficient, we train ourselves, and then act as leaders to roll out training to our specific groups.

Andy: Timeline – roll out for new academic year

- Next meeting OH&S – three months from now – though we may need to call a special meeting – to "train the trainers."
- Sub-committee can let us know when to action this.

Ian: Most important is that we socialize this messaging by talking about it with our individual groups – training may not reach everyone. Frequent discussion is key.

- Safety planning is about drills so that actions are second nature in the face of panic and adrenaline. It's far more impactful to have these discussions in advance, even if we haven't formulated a perfect plan.
- We need a leader from each group to facilitate and normalize these discussions to help socialize plans.
- Students will be a challenge because they change each year and may not show up for training

Karen: In addition to discussion and training, there will be further comms discussions required – what do we socialize and on which channels? Weigh generation of fear and panic against clear instructions and preparation.

Answer: Ian: As mentioned – we're all going to have specific situations in our groups to consider and discuss.

ACTION ITEMS:

- Sub-committee to schedule follow up planning meeting.
- Need to call special meeting for OH&S – three months is too long if we're to roll this out by new academic year.
- By the time we meet next OH&S – subgroup will have done what they can to decide on materials and messaging required – created base structure on how to speak on this. We can add as necessary and needed
- Plan for how we train the trainer. Share with the rest of the group what individual pieces we've developed/are in development/needed.

Agenda Item: New Business

Progress Updates:

- Fire Warden System
  - Tim: On radar for July and August now that we're passed the rush of Encaenia
- Emergency Response Plan
  - Ian: Rewrite by sub-committee in progress
- First Aid Kits
  - Ian: Kit for Alumni Hall being built, will be up by September

- Defibrillators
    - Tim: Updates to locks cases underway or completed

Next scheduled meeting: September 9, 2026. Expect a special meeting called before then for Active Aggressor Train the Trainer session.