



Minutes

Committee Name: Safety Committee

Date: October 20, 2020

Time: 10:30am

Location: Zoom

Present: Kevin King, Jarrod Bowen, Tanner Barnett, Ana Mora, Lisa Stephens, Sherri Windish

Absent: Mike Metcalf, Deanna Campbell

Non-members in attendance:

1. **Call to Order** - 10:32am
2. **Approval of Agenda** - Approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes from 9/15/20 were approved with no changes.
 - 3.1 **Kevin will confirm all rooms have evacuation routes posted at all locations.** Action pending 9/15 due to current COVID-19.
 - 3.2 **Kevin will schedule a time with the local fire department in Tehachapi to define the best practice for evacuation of that site.** Action pending 9/15 due to current COVID-19.
 - 3.3 **The committee will provide input and ideas on a virtual Great Shake Out.** Completed.
 - 3.4 **Kevin will review Great Shake Out website and consult with Corey Marvin and Chad Houck about faculty and student participation.** Completed.
 - 3.5 **Kevin will review calendars and send out a special meeting invitation to discuss plan for the Great Shake Out virtual drill within the next couple of weeks.** The committee met on 10/1/20.
4. **Safety Suggestion Boxes** - There were no new safety suggestions.
5. **Clery Act Changes** - Kevin reported on the Clery changes that came out from the Department of Education. The guidance remains mostly the same with minimal impact. Kevin will be reviewing the Campus Security Authorities, CSA, and making adjustments based on the new guidance. These adjustments must be justified in the Annual Security Report.
6. **Canvas Training Platform** - Kevin provided a link to the Canvas Training Platform for the committee to test and provide input. He received feedback via email from committee members on what they experienced. He asked the committee to focus on the domestic violence video to align

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with our training calendar for the month of October. Clery requires we provide initial and ongoing training for every new student and employee. There are four required trainings that tie to the National Campaign's that will be assigned to a month. In the campaign months we will offer additional training and resources. This training is user friendly and can be accessed via smart phone. Kevin is working with Christine Small to define what a new student is and how to track students and completion. The challenge is how to integrate this training into our current registration process. The committee provided the following feedback after review of the training videos and information:

- Videos should be ADA compliant. Rebecca Pang has program to create closed caption.
- Content warning for sensitive material.
- Provide additional resources.
- Define learning outcomes.
- Work with Bill Bloom in Admissions and Records to set auto hold.
- Partner with local Woman's Center for content on material and training.
- Review Wellness Central Canvas for information that is available but not required.
- Consider resources available at all sites, including the Indian Reservation at Bishop.

Action: Kevin will review feedback on training video and revise as needed.

7. Great Shake Out Drill - Kevin reported we did not have enough personnel on site to conduct the evacuation portion of the Great Shake Out drill effectively. He will be working to identify on site staff to develop an evacuation plan and test in December under the current working environment. The scope of the Great Shake Out was limited to testing our Emergency Alert System. Kevin was able to observe and confirm the Mitel phone campus paging system failed to initiate, record and send messages at IWV. KRV and Tehachapi sites worked, and the ESCC report is pending. Kevin has identified those individuals that were on site and they will receive an after action survey. The survey questions will be centered on the Mitel paging system.



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The CC Alert System through text messaging and email was tested. This system is limited to dialing 100 numbers at a time. Participation in this National Campaign by all three colleges caused 80% - 90% of the text messaging failure. The email alerts were received.

Mike Campbell confirmed the district is working on a new phone system that will address these issues but implementation has been impacted by COVID. Kevin was able to obtain instant results on the alert messaging through the computer system used by Natalie Dorrell.

8. Present AUP - Kevin shared the Safety & Security Annual Unit Plan with the committee for review. He discussed the gaps and strategies that he has identified in his plan. Kevin asked the committee to provide input. He will present the AUP to College Council on October 29th.

9. Review of Action Items -

9.1 Kevin will review feedback on training video and revise as needed.

10. Future Agenda Items -

11. Meeting Recap for Report-Out

12. Future Meeting Dates -

November 17, 2020

December 15, 2020

January 19, 2021

February 16, 2021

March 16, 2021

April 20, 2021

13. Adjournment

Meeting Chair: Kevin King

Recorder: Crystal Leffler