



Minutes

Committee Name: Safety Committee

Date: February 20, 2020

Time: 11:00am

Location: MB 318

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

Absent: Matthew Tidball, Mike Metcalf

Non-members: James Markham

Committee Charge: To protect the health and safety of employees, students, community members, and the environment; identify and address health and safety concerns and issues; and inform the college community of safety practices, procedures, and training related to health and safety. Cerro Coso Community College will make every reasonable effort to promote, create, and maintain a safe and healthful environment.

1. **Call to Order** – 11:05am
2. **Introductions** -
3. **Approval of Agenda** – Agenda approved.
4. **Approval of Minutes and Action Items** – Minutes approved 12/5/2019
 - 4.1 **Kevin will work with John Daly to identify issues with existing temporary fence around CC sign.** Kevin reported the fencing is solid and reflective engineer tape will be added for night time visibility. Kevin reminded the committee this is not a designated walkway and has no lighting. **Kevin will follow up on adding the reflective tape to the temporary fencing around the CC sign.**
 - 4.2 **Kevin will research training and safety requirements.** See agenda item #6.
 - 4.3 **Kevin will confirm all rooms have evacuation routes posted at all locations.** Action pending.
 - 4.4 **Kevin will follow up with John Daly on sled at KRV.** Action pending.
 - 4.5 **Kevin will follow up on drill dates with Lisa Stephens at KRV/CT and Deanna Campbell at ESCC.** Kevin reported prior to the first scheduled fire drill date the IWV campus had an unscheduled evening fire alarm that counted as a drill. Kern River Valley and Tehachapi completed their drills as scheduled. Bishop and Mammoth completed their drills on a different date due to an event that was scheduled. For the next scheduled drill, the IWV campus will be doing an announced drill. KRV/CT/ESCC will do unannounced drills. Kevin worked with Natalie Dorrell to communicate the scheduled drills and to send out surveys for feedback. Kevin stressed the importance of completing the evacuation drill surveys to make



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sure we are meeting our objectives. Kevin will follow up with Natalie and get survey results from Mike Campbell. ***Kevin will get evacuation survey results from Mike Campbell.***

4.6 Kevin will work with Pam Campbell on whether a voluntary process to identify persons with disabilities would be helpful at Cerro Coso College and an evacuation plan. Kevin discussed evacuation of persons with disabilities with Pam. Kevin will get more information from John Daly on the stair machine located in the LRC that has never been used. They are looking at ideas that would not involve others in the event of an emergency. Ana would still like to identify a voluntary process to address those with disability challenges. ***Kevin will get more information from John on LRC stair machine.***

- 5. Safety Suggestion Boxes** – Kevin reported the Ridgecrest campus received a suggestion to fix the gate at the handicap ramp at the gym. The gate latch is broken and M&O has temporarily chained the door. Plans are in progress for a new gate. We received a suggestion from the Tehachapi campus regarding the entrance door and lighting. The door was addressed by the District Facilities office and meets ADA compliance with weight and opening. Kevin will mention ongoing concern and encouraged Lisa Stephens to keep following up. The lighting has been addressed with John and Kevin will follow up again on topic. ESCC and KRV had no new suggestions.

Action: Kevin will follow up with John on lighting at Tehachapi.

- 6. Annual Training Calendar** - Kevin shared the revised training calendar with the committee. He has taken a comprehensive approach in developing training categories for topics, methods, audience and training dates and times. Initial topics are Clery focused with information most important to staff and students. Informational Campaigns related to seasons and other related topics are already coming out weekly through CC Info. National Campaigns are monthly and bigger than just the college. These will be advertised in our monthly Safety bulletins. Ongoing training will be Clery focused since there are heavy fines if not done. Kevin has reached out to the CSUs, and the CCC Chancellor's office for top down guidance. Special focus training includes CPR/First Aid. Kevin is getting his own training now and will be readdressing the CPR training and delivery methods. Kevin asked the committee to continue to provide input on topics and delivery methods. Jarrod mention compliance with an assembly bill on Active Assailant. Kevin reported Active Assailant is being done at the district level. Work is in progress for guidance to create a unified approach for training and delivery methods. Kevin will get more information on assembly bill.

Action: Committee to provide input on training topics and delivery methods.

Action: Kevin will get more information on assembly bill on active assailant/active shooter.



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7. BIT – Kevin shared information on the Behavioral Intervention Reporting Form. This form is open to anyone on the server from our home page under Contact, Campus Safety & Security or desk icon. The BIT reporting function can be anonymous and comes directly to the team. Reports are addressed within 3 days or immediate depending on the report. If there is a concern, share information, or if you see something, say something. Reports can be from lowest to highest risks. These reports are evaluated and resources are pulled together to help individuals. Flyers are posted around campus. Please share information.

8. Review of Action Items –

8.1 Kevin will follow up on adding the reflective tape to the temporary fencing around the CC sign.

8.2 Kevin will confirm all rooms have evacuation routes posted at all locations.

8.3 Kevin will follow up with John Daly on sled at KRV.

8.4 Kevin will get evacuation survey results from Mike Campbell.

8.5 Kevin will get more information from John on LRC stair machine.

8.6 Kevin will follow up with John on lighting at Tehachapi.

8.7 Committee to provide input on training topics and delivery methods.

8.8 Kevin will get more information on assembly bill on active assailant/active shooter.

9. Future Agenda Items

9.1 Drill After Action

10. Meeting Recap for Report-Out – Kevin addressed the action items with some still in progress. He discussed the revised Annual Training Calendar tailored approach to define methods, audience, ongoing, and special focus trainings. Information was shared on the Behavioral Intervention Team reporting form. The committee discussed drill dates and the importance of completing surveys to drive information and refine training.

11. Future Meeting Dates – The committee discussed the possibility of moving the April 16 meeting to a date after the scheduled drill on April 29. Kevin will look into benefit; he may not be able get the surveys back in time. The April 28 drill at IWV has been changed to an announce drill.

March 19, 2020 at 11:00AM

April 16, 2020 at 11:00AM



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12. Adjournment

Meeting Chair: Kevin King

Recorder: Crystal Leffler