



Minutes

Committee Name: Safety Committee

Date: September 19, 2019

Time: 11:00am

Location: MB 235

Present: Lisa Couch, Tanner Barnett, Ana Mora, Mike Metcalf, Jarrod Bowen, Sherri Windish, Deanna Campbell

Absent: Lisa Stephens

Non-members in Attendance: Inge Olsen, 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** -11:04am

2. **Approval of Agenda**

Addition to agenda #9 added Meeting Summary for reporting out.

3. **Approval of Minutes and Action Items** – Minutes approved from 4/9/19 with no changes.

3.1 Todd will follow up with KRV/CT on Safety suggestion box check 4/9/19. Standing item on agenda – see #4.

3.2 Todd will follow up with John Daly on request for property line fence. Lisa will confirm fencing request with John Daly.

3.3 Todd will follow up with John Daly on mechanical issues. Mechanical issues were related to automatic doors at Ridgecrest campus. Inge reported the outside button on the automatic door is not working at Kern River Valley. Lisa will follow up with John Daly on automatic doors at IWV and KRV.

3.4 Todd will provide evacuation assembly area signage for KRV and ESCC. Inge reported KRV does not have evacuation area assembly sign. Bishop may have one on south side. Deanna will confirm Bishop evacuation area sign and needs one for Mammoth campus.

3.5 Todd will contact Tehachapi Unified to discuss approved evacuation route/assembly area for Tehachapi campus. Todd did go visit Tehachapi and we have evacuation route in place.

3.6 Todd will discuss standardized drills as suggested with Corey Marvin. See Agenda item #6.

3.7 Crystal will reach out to Tyson for student presence during April Sexual Assault activities. Completed, email was sent to Tyson.

3.8 Todd will revise Training Calendar and send to committee. See Agenda item #7.

4. **Safety Suggestion Boxes** – Safety boxes were checked at all sites. There are no new suggestions to report.

5. **Security Contract effective July 1, 2019** – Lisa reported we have a new security contract with American Guard Services for Kern River Valley, Tehachapi, Ridgecrest and Bishop. Bishop services are pending hire. There is a general telephone number for security, 510-631-9032 is dispatch for guards and extension 6367 currently forwards to John Daly. Updated contact information has been posted and sent to sites. Bishop, Mammoth, and Kern River Valley contact information has site director numbers listed as well.

6. **Drill Dates for 2019-20** – Lisa confirmed with Corey Marvin that the 3rd and 14th week of the semester would work for standardized drills. The Great Shake Out is scheduled for October 17, at 10:17am. This will be during mid-terms and Sherri confirmed she could block off time so the drill will not interfere with student testing. Week 14 is Thanksgiving week. Lisa reviewed class schedules and between 2:00pm and 2:30pm would be a good time for an afternoon drill. The committee confirmed Monday, November 25th in the afternoon. This drill will be unannounced, only the date will be provided. Spring drills will occur the week of February 3 and the week of April 27th during the 3rd and 14th week of the semester. Mike mentioned doing a possible rotation of morning, afternoon and evening drills. That would make the week of February 3 an evening drill and the week of April 27 a morning drill. Lisa will bring back times after review of class schedule to capture the majority of students while on campus.

Action: Lisa will follow up on drill dates and times for Spring.

7. **Training Calendar** – Lisa discussed the training calendar with the committee that was brought forward from a training assessment survey provided to committee members. There are some blank months on the calendar she would like the committee to complete. Until the Safety & Security Manager position is filled Lisa will focus on getting the monthly newsletters out. The Campus Connection also has safety tips. The committee discussed First Aid, CPR and AED training. Mike Metcalf offered to provide training in between semesters. The committee discussed the best months to offer training that would not impact classes or cause office closures. Lisa will look at dates in May and December for training. The committee discussed incorporating training into Flex Day Activities. Mike doesn't think Corey will support because of other topics that need to be covered during Flex. We will be promoting the Great Shake Out in October. Bystander intervention awareness started last spring on campus. Lisa will check in with this group to see how campaign is going. Lisa will compare the training calendar to the previous safety calendar and bring that information to our October meeting. The committee will look into the best way to cover topics through a combination of training

and awareness. There was discussion on a campaign around the holidays related to distracted and drunk driving. Mike brought up fire extinguisher training and simulator. Mike will check with CTE on Strong Work Funds for simulator purchase. The equipment could also be used to comply with safety training for all EMT students. The college has previously partnered with the fire department for fire extinguisher training.

Action: Lisa will bring back information related to safety and training calendars.

Action: Lisa will look into dates for CPR training in December and May.

8. Review of Action Items –

8.1 Lisa will follow up with John Daly on automatic door issues and property line fencing (property north of gym).

8.2 Lisa will follow up on evacuation assembly area signs for sites.

8.3 Lisa will follow up on drill dates and times for Spring.

8.4 Lisa will bring back information related to safety and training calendars.

8.5 Lisa will look into dates for CPR training in December and May.

9. Meeting Summary

The committee discussed the new security contract and updated emergency contact information. Drill dates for Fall were identified and the committee is working on confirming drill dates for spring. The training and campaign calendars for 19/20 were discussed along with training topics and campaigns. The committee is looking into CPR training for December and May.

10. Future Agenda Items

11. Future Meeting Dates

October 17, 2019 at 11:00AM

November 21, 2019 at 11:00AM

February 20, 2020 at 11:00AM

March 19, 2020 at 11:00AM

April 16, 2020 at 11:00AM

12. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler