



Minutes

Committee Name: Safety Committee

Date: October 17, 2019

Time: 11:00am

Location: MB 235

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

Absent:

Non-Members in Attendance: 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. **Approval of Agenda**
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 9/19/19.

3.1 Lisa will follow up with John Daly on automatic door issues and property line fencing (property north of gym). Lisa spoke with John Daly and all automatic doors are working. The fencing is not under consideration at this time. Lisa Stephens reported the automatic door at KRV needs to be fixed.

Action: Lisa Couch will follow up with John on KRV automatic door repair. 10/17/19.

3.2 Lisa will follow up on evacuation assembly area signs for sites. Signs have arrived and will be delivered to sites.

3.3 Lisa will follow up on drill dates and times for Spring. Lisa is waiting on the schedule of classes for spring to identify drill dates and times.

3.4 Lisa will bring back information related to safety and training calendars. See Agenda item #5.

3.5 Lisa will look into dates for CPR training in December and May. Lisa is working with Mike Metcalf on options for CPR training dates.



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4. **Safety Suggestion Boxes** - Safety boxes were checked at all sites. There were no new suggestions received. Lisa Stephens reported Tehachapi does not have a safety suggestion box. **Action: Provide Tehachapi campus with safety suggestion box.**
5. **Training Calendar** – Lisa provided the updated Annual Safety Calendar for review. Lisa has merged the safety campaign calendar and the training calendar together. She has included monthly safety topics and resources related to types of training. Training will be delayed until the Safety Manager position is filled. Safety Bulletins will be going out for October and November. We are working on the types of training related to CPR and first aid for December and May. Lisa ask the committee members if they are familiar with any resources that we can add for any of the topics. Student Orientation is related to safety, emergency, testing, policies, and situational awareness and is calendared at the beginning of each semester. The committee will continue to work with programs and individuals to widely communicate monthly Safety Campaigns. Matthew, our student representative mentioned getting our professors involved to remind students of events and encourage participation. **Action: Committee to review Safety Calendar and add resources.**
6. **Great Shake Out** – The committee discussed the Great Shake Out that occurred at 10:17am today. For this drill the telephone PA system was to alert all that the earthquake had begun and to seek cover. The alarm system was used to alert “shaking had stopped and it was time to evacuate”. Information was also sent via CC Alert text and email messages. The phone PA emergency notification system did not work as planned for Ridgecrest, Tehachapi and KRV. This is under review and further testing will be done. Areas that do not have phones are being evaluated. This does not include outdoor areas. A Survey went out after the drill for feedback. Ridgecrest campus had team leads and individuals assigned to observe the drill and take notes. Committee members mentioned the survey received after this drill did not have the same level of detail as a previous survey. Team leads and drill observers are receiving the more in-depth survey. They were also asking about the After Action Report/Improvement Plan that was shared after the drill in March 2019. Lisa will look for the previous survey and provide an After Action Report and Improvement plan from the 10/17 drill. **Action: Lisa will look into previous surveys and provide an After Action report and improvement plan from the 10/17 drill.**
7. **Review of Action Item**
 - 7.1 **Lisa will follow up with John Daly on KRV automatic door repair. 10/17/19.**
 - 7.2 **Provide Tehachapi campus with safety suggestion box.**
 - 7.3 **Committee to review Safety Calendar and add resources.**
 - 7.4 **Lisa will look into previous surveys and provide an After Action report and improvement plan from the 10/17 drill.**

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8. Future Agenda Items

9. Meeting Recap for Report-Out –

The committee is working on training and developing the safety calendar. Along with following up on today's drill with an After Action report based on feedback.

10. Future Meeting Dates

November 21, 2019 at 11:00AM

February 20, 2020 at 11:00AM

March 19, 2020 at 11:00AM

April 16, 2020 at 11:00AM

11. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler