



Minutes

Committee Name: Safety Committee

Date: December 5, 2019

Time: 11:00am

Location: MB 318

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

Absent: Matthew Tidball, 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. **Introductions** – Lisa introduced Kevin King, our new Safety & Security Manager and Safety committee chair.
3. **Approval of Agenda** – One addition to the Agenda #9 – Voluntary Identification process for persons with disabilities.
4. **Approval of Minutes and Action Items** – Minutes approved from 10/17.

4.1 Lisa will follow up with John Daly on KRV automatic door repair. 10/17/19. KRV automatic door repairs are in process, establishing vendor to contract for repairs.

4.2 Provide Tehachapi campus with safety suggestion box. Mike Metcalf will take safety suggestion box to Tehachapi today after meeting.

4.3 Committee to review Safety Calendar and add resources. See Agenda item #6.

4.4 Lisa will look into previous surveys and provide an After Action report and improvement plan from the 10/17 drill. See Agenda item #7.



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- 5. Safety Suggestion Boxes** – There were no new suggestions for ESCC or KRV. One new suggestion at IWV to fix temporary fence around Cerro Coso sign that was damaged by earthquake.

Action: Kevin will work with John Daly to identify issues with existing temporary fence around CC sign.

- 6. Training Calendar – Define “Training” Outline** – Kevin discussed the training calendar with the committee. Kevin would like to define what is training, who is the audience, what training has been done, and what is required. Kevin will identify what requires actual training versus information. He would like to focus on the required training and get good at those first. He will look at the monthly safety calendar and continue to provide safety information and awareness on topics through the website, email, and monthly bulletins. Kevin would like to be trained to be able to deliver required training. He will focus on our requirements and who needs the training. Mike suggested Kevin also look at risk factors when there is a lack of training.

Action: Kevin will research training and safety requirements.

- 7. Great Shake Out After Action Plan** - Lisa reviewed the strengths and areas of improvement from the After Action Report/Improvement Plan from the Great Shake Out with the committee. For each area of improvement an individual has been identified to follow up. One improvement for the IWV campus is to improve how we set off all alarms at one time. Inge confirmed KRV used alarm for drill. They contacted Tel-Tec and the fire department prior to the drill. ESCC used air horns. They moved away from using alarms because the fire department is mostly volunteers and they do not want to put excess demand on them. Deanna will have further conversation with Kevin. The committee will work with the Professional Development Committee thru survey to determine training needs.

Evacuation routes are not posted in all rooms. ESCC confirmed they have evacuation routes posted. Tehachapi room numbers need updating. We need to work with deans to make sure faculty brief their students on evacuation routes at the beginning of each semester. The committee discussed a variety of ways to share safety and security information with faculty to pass onto our students

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

Ana shared that KRV campus stairwell does not have a sled or way to evacuate immobile person.

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



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The committee discussed having a safety briefing at the end of each drill in the evacuation areas. There is also conversation that the Office of Instruction is working on posting the class schedule outside of each classroom. ESCC posts the room schedules on bulletin boards outside of the classroom.

8. Spring 2020 Drills –

The committee discussed the drill dates for spring. For the 3rd week of the semester we identified Wednesday, February 5th as an evening announced drill at 6:15pm. The 14th week, we identified Tuesday, April 28 as the unannounced morning drill around 9:30am. Kevin will be confirming lighting in evacuation areas prior to drill and making sure individuals have flashlights.

Action: Kevin will follow up on drill dates with Lisa Stephens at KRV/Tehachapi and Deanna Campbell at ESCC.

9. **Voluntary Identification for Persons with Disabilities** - Ana shared information on developing a process for voluntary identification for persons with disabilities during an emergency. Some colleges provide forms for these students to identify themselves that can be kept on file. Currently, students with medical conditions have forms on file at the reception desk and counseling offices. Access to this information may not always be available in an emergency situation or drill. The committee discussed ideas on how the information can be shared each semester and how to distribute to the appropriate persons. Training individuals on how to assist persons with mobility needs in an emergency is also needed. The Emergency Action Plan has directions for evacuating disabled persons but we have not practiced.

Action: Kevin will work with Pam Campbell on whether a voluntary process to identify persons with disabilities would be helpful at Cerro Coso College. He'll also work with Pam Campbell on an evacuation plan.

10. Review of Action Items

10.1 Kevin will work with John Daly to identify issues with existing temporary fence around CC sign.

10.2 Kevin will research training and safety requirements.

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

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

10.5 Kevin will follow up on drill dates with Lisa Stephens at KRV/CT and Deanna Campbell at ESCC.



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10.6 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.

11. Future Agenda Items

12. Meeting Recap for Report-Out

The committee welcomed new chair and Safety & Security Manager Kevin King. We discussed the training calendar and will focus on required training and information bulletins. We discussed drill strengths and improvement plan following the Great Shake Out. Spring drill dates were identified and we are working on a voluntary identification process and evacuation plan for persons with mobility needs.

13. Future Meeting Dates

February 20, 2020 at 11:00AM

March 19, 2020 at 11:00AM

April 16, 2020 at 11:00AM

14. Adjournment

Meeting Chair: Lisa Couch / Kevin King

Recorder: Crystal Leffler