



Minutes

Committee Name: Safety Committee

Date: September 15, 2020

Time: 10:30am

Location: Zoom

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

Absent: Tanner Barnett, Mike Metcalf

Non-members in attendance: James Markham

1. **Call to Order** - 10:33am
2. **Introductions** - There were no new attendees.
3. **Approval of Agenda** - Agenda approved with no changes.
4. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 4/16/20. Kevin provided an update on the following action items:
 - 4.1 **Kevin will follow up on adding the reflective tape to the temporary fencing around the CC sign.** Kevin reported they were unable to find reflective tape so caution tape was used on each corner of the fencing. The sign is being addressed by structural engineers this week. - 9/16/20 Kevin reported the temporary fencing has been removed after passing inspection by the structural engineers.
 - 4.2 **Kevin will confirm all rooms have evacuation routes posted at all locations.** Action pending due to current COVID-19.
 - 4.3 **Kevin will schedule a time with the local fire department in Tehachapi to define the best practice for evacuation of that site.** Action pending due to current COVID-19.
 - 4.4 **Jarrod will outline an individual safety plan and share in the group for input.** Action completed and information was shared in the Safety Bulletin.
5. **Safety Suggestion Boxes** - There were no new suggestions to report.
6. **Evacuation Drills** - Kevin reported even though we are dealing with COVID-19 we must continue to conduct evacuation drills to be Clery compliant. Our normal process for drills involves our on-site staff to assist with the evacuation and

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reporting. Since most people are working remotely and there is minimal staff and students on-site Kevin asked the committee to provide input on ways to conduct drills in our current situation. The committee suggested conducting virtual drills to practice being safe where we are and expose the situation we find ourselves in now. We have previously participated in the Great Shake Out for our fall drill. The committee agreed to plan a virtual drill for the Great Shake Out scheduled on 10/15/20.

Action: The committee will provide input and ideas to plan a virtual Great Shake Out drill.

7. Great Shake Out - Kevin reported he has already registered us for participation in the Great Shake Out. He will review the content on their webpage for further information. Kevin will consult with Corey Marvin and Chad Houck about faculty and student participation. The committee agreed to schedule a meeting prior to the drill date to discuss the details and formalize rolls of those involved. Kevin will review calendars and send out a special meeting invitation so the committee can discuss the action plan for the Great Shake Out virtual drill within the next couple of weeks.

Action: Kevin will review Great Shake Out website and consult with Corey Marvin and Chad Houck about faculty and student participation.

Action: Kevin will review calendars and send out a special meeting invitation to discuss the action plan for the Great Shake Out virtual drill within the next couple of weeks.

8. Clery Act Compliance -

- **Orientation**

Kevin shared that his efforts have all been centered on the administrative aspect of Clery compliance which includes the Violence Against Women Act (VAWA) and Title IX. Kevin has been receiving training and continuing education in these areas to make sure requirements are met. Kevin developed an orientation on crime and security awareness that was presented to faculty during flex day activities. The district is also working on a unified approach to meet these requirements. Kevin worked with Christine Small, Counseling Director to try to combine and enhance the Clery compliance

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efforts. He is developing a canvas shell to help track trainings and will share once completed. He is also working with Resa Hess in HR to see how this training fits in with the mandatory training and compliance.

- **Campus Security Authority**

Campus Security Authority (CSA) - Kevin is working to identify qualified CSAs. CSAs provide a critical link to getting campus community members the information and support they need when a crime has occurred. CSAs are identified trusted positions and those who have significant responsibility for student and campus activities. These individuals are trained to receive information and create reports to prompt investigations.

Kevin stated he has received all the information back from the various police agencies and there are no reportable crimes. The Clery report due date has been moved from October to January 2021.

9. Review of Action Items -

9.1 Kevin will confirm all rooms have evacuation routes posted at all locations. Action pending 9/15 due to current COVID-19.

9.2 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.

9.3 The committee will provide input and ideas on a virtual Great Shake Out.

9.4 Kevin will review Great Shake Out website and consult with Corey Marvin and Chad Houck about faculty and student participation.

9.5 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.

10. Future Agenda Items - Planning documents discussion.

11. Meeting Recap for Report-Out - The committee discussed evacuation drills and what that looks like in our current situation. They are making plans to participate in the Great Shake Out by planning a virtual drill. Kevin has focused



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his efforts on Clery compliance which includes the development of a new canvas shell to accomplish security trainings.

12. Future Meeting Dates

October 20, 2020

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