



# Minutes

**Committee Name:** Safety Committee

**Date:** September 21, 2021

**Time:** 10:00am

**Location:** Zoom

**Present:** Kevin King, Lisa Stephens Lisa Fuller, Jarrod Bowen, Tanner Barnett

**Absent:** Ana Mora, Mike Metcalf, Deanna Campbell

**Non-Members in attendance:** James Markham

1. **Call to Order** - 10:06am
2. **Approval of Agenda** – Agenda approved.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 3/16/21. All action items completed.
4. **Campus Security CFIT Proposal** – Kevin shared the CFIT, Cross Functional Inquiry Team Proposal with the committee. Kevin collaborated with Chad Houck on the proposal to help shape the future of safety and security across all sites. Kevin reviewed the charge and list of potential team members. There is one more faculty spot and he is asking for other recommendations. The committee mentioned adding someone from Letter and Sciences. Jarrod suggested Melissa Bowen who has previously worked with the Woman’s Center and other social work. Lisa Stephens agreed Melissa Bowen would be a good resource and she can reach out to Melissa Bowen. Yvonne Mills was a faculty suggestion for ESCC. Tanner mentioned asking Chad Houck about additional faculty. Kevin is looking for additional classified staff. Lisa mentioned Kristie Nichols is the only classified staff at Tehachapi and she already serves on various committees. Lisa suggested Heather Bopp or Inge Olsen from KRV. James suggested Kim Blackwell, Classified Ed Advisor for ESCC. Kevin will follow up with invites to Kim Blackwell and Dr. Bowen about serving on CFIT. He will follow up with Heather Bopp and Inge as well. Kevin has reached out to Tyson Huffman for a student representative for this committee and possibly the same student could fill both rolls by also serving on CFIT. Lisa suggested we look at other districts to see what they are doing to prevent potential issues. Kevin will move forward with the information from today’s meeting and provide updates at future committee meetings. **Action: Kevin will follow up with potential CFIT members, Kim Blackwell, Melissa Bowen, Heather Bopp and Inge Olsen.**
5. **Evacuation Drill Status**

- 5.1 Standard** – Kevin reported evacuation drills are going to be handled with a more realistic, decentralized approach creating less disruption. Evacuation drills will be done one building at a time per day over a week. The sites will be done separately. The Great Shake Out, which is coming in October, will be the larger more comprehensive drill involving all sites. Kevin reported as a district, instead of the fire pulls, we want to utilize the Mitel phone alert system but it is still not working. The evacuation areas have been reduced to two main locations. One to the north of building and one to the south side beyond the parking lot in the dirt space. The north exit will be used based on office or stair locations. It will give us the option to move past the LRC if needed. Kevin will be providing new assignments and directions on clearing the buildings.
- 5.2 Great Shakeout** - Kevin reported we are a bit behind on the drills, as we need new evacuation signage, radio checks and new procedures outlined prior to scheduling a drill. The committee agreed to focus and plan for the Great Shake Out since this will be for all sites. Lisa Stephens suggested we get information out as soon as possible to faculty making them aware of procedures.

**6. Emergency Response Procedures Team Development** – Kevin reported there is a District wide effort to update the ERP and team members. Kevin asked members who should be included in this structure. Members agreed areas like M&O Director and VP of Finance should be included. Jarrod asked if the structure included a Psychological First Aid Coordinator. Kevin said it did not, but he will bring information back at district level. **Action: Kevin will inquire about Psychological First Aid Coordinator for ERP Team.**

**7. VAWA (Violence Against Women Act) Category Event Ideas** – Kevin asked members to review the 4 main VAWA training categories and provide input and ideas on how to create awareness in addition to having guest speakers. **Action: Committee members will email Kevin event campaign ideas for the 4 VAWA training categories.**

**7.1 SEP- Campus Safety Awareness Month**

**7.2 OCT-Domestic Violence Awareness**

**7.3 JAN- Stalking Awareness**

**7.4 FEB- Teen Dating Violence**

**7.5 APR-Sexual Assault Awareness**

**8. Orientation at CC Rocks.** – Kevin reported he completed the first in person Clery orientation at CC Rocks. Clery information was shared online and via Adobe Spark.

**9. Review of Action Items** –

**9.1 Kevin will follow up with potential CFIT members, Kim Blackwell,**

*Melissa Bowen, Heather Bopp and Inge Olsen.*

*9.2 Kevin will inquire about Psychological First Aid Coordinator for ERP Team.*

*9.3 Committee members will email Kevin event campaign ideas for the 4 VAWA training categories.*

**10. Future Agenda Items**

**11. Meeting Recap for Report-Out** – Kevin discussed the CFIT Proposal, evacuation drill changes and the development of ERP Team. Kevin completed Clery orientation during CCRocks and the committee is looking for event ideas to continue awareness on VAWA topics.

**12. Future Meeting Dates**

10/19/21	1/18/22	4/19/22
11/16/21	2/15/22	
12/21/21	3/15/22	

**13. Adjournment**

Meeting Chair: Kevin King  
Recorder: Crystal Leffler