



Minutes

Committee Name: Safety Committee

Date: April 9, 2019, 2019

Time: 9:00am

Location: MB 318

Present: Todd Dearmore, Ana Mora, Crystal Leffler, Sherri Windish, James Markham, Mike Metcalf

Absent: Karen Spurlock, Mark Kuttor, Lisa Stephens, Jarrod Bowen, Caroline Sanderson

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 - 9:02am** – Mission statement read by Todd.
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items** – Minutes approved from 3/12/19.

3.1 Todd will confirm science classes with Scott Cameron and email committee with the identified drill date. Completed

3.2 Todd will follow up with ESCC/KRV on emergency card information. - Completed

3.3 Todd will follow up on Safety Suggestion box check for KRV/CT. – Action: Todd will follow up with KRV/CT on Safety suggestion box check 4/9/19.

4. **Safety Suggestion Boxes** – Suggestion for IWV campus to install fence at lower property line to reduce liability.

Action: Todd will follow up with John Daly on request for property line fence.



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5. Results of Evacuation Drill / Announced Evacuation Drill 4/23/19 March 14

CDC and all sites on March 26. – Todd discussed the outcomes of the fire drills held recently at the CDC and all sites. The intent is that everyone knows where to go and how to lead people out in an emergency situation. There were some mechanical issues at IWV that John Daly is having repaired by the vendor. Todd will follow up with John on those issues. No one took charge to evacuate fine arts and the gym. Todd has contacted the staff in those locations to provide them our evacuation guidelines. We had one evacuation area without a manager. The route has been updated. The radio communications were poor in the East Wing and not all radios were deployed during the drill. Todd would like to improve radio communication and management. Todd will draft a radio procedure policy and recommend all managers carry radios. He will identify who needs them and asked for committees input. The Tehachapi site needs the evacuation plan redone. Todd will be working with Tehachapi Unified on an approved evacuation plan. KRV evacuation went well. KRV needs an evacuation assembly area sign installed. ESCC evacuations went well. Both locations need evacuation assembly area signs. Todd would like James to take photos that Todd will add to evacuation procedures for ESCC.

Todd reviewed the survey results and responses from the March 26 drill.

The committee discussed the April 23 fire drill. College hour is Tuesday and Thursday from 12:30pm 1:30pm. Sherri suggested a drill after 2:30pm to avoid interruption of Pearson view testing.

The committee discussed standardize drill dates for fall and spring semesters. Summer is only 8 weeks with very few classes and some sites are closed. Todd will discuss fire drill weeks with Corey Marvin. Suggested weeks for standardized drills are:

- Fall week 3 and 14
- Spring week 3 and 14
- Summer week 3 and 6

Action: Todd will follow up with John Daly on mechanical issues.

Action: Todd will provide evacuation assembly area signage for KRV and ESCC.

Action: Todd will contact Tehachapi Unified to discuss approved evacuation route/assembly area for Tehachapi campus.

Action: Todd will discuss standardized drills as suggested with Corey Marvin.



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- 6. Sexual Assault Awareness Month** – April is Sexual Assault Awareness month. We are working with the Women’s Shelter on providing trainings. April 11, CARE and Access Program have presentations in the LRC 722. April 24 is Denim Day. You can show your support by wearing jeans. At 10:30am staff and students are encouraged to participate in a group photo. Todd has left message with Wild Iris to try to get coverage at ESCC. Training on Sexual Assault 101 will take April 25 in the Community Room or you can watch via live stream. The training will cover sexual assault, bystander intervention and available resources. Todd would like to encourage attendance and contact Tyson to promote thru student clubs.

Action: Crystal will reach out to Tyson for student presence during April Sexual Assault activities.

- 7. Emergency Contact Cards** – Emergency contact numbers have been completed and distributed. They may need updating after a suggested change in security contracts. James will post signs once received.
- 8. Training Calendar** – Todd provided a Training calendar based off the list we created. Todd was told to contact BC campus for CPR/First Aid training at zero cost. The Active Assailant needs at least 4 hours. Ana mentioned some trainings are during summer months with limited students on campus mid May thru July. ESCC is closed during July. The committee agreed to move Active Assailant to September and Fire Life Safety to October. Todd will revise calendar to work and send out to the committee.

Action: Todd will revise Training Calendar and send to committee.

9. Review of Action Items

- 9.1 Todd will follow up with KRV/CT on Safety suggestion box check 4/9/19.*
- 9.2 Todd will follow up with John Daly on request for property line fence.*
- 9.3 Todd will follow up with John Daly on mechanical issues.*
- 9.4 Todd will provide evacuation assembly area signage for KRV and ESCC.*
- 9.5 Todd will contact Tehachapi Unified to discuss approved evacuation route/assembly area for Tehachapi campus.*
- 9.6 Todd will discuss standardized drills as suggested with Corey Marvin.*
- 9.7 Crystal will reach out to Tyson for student presence during April Sexual Assault activities.*
- 9.8 Action: Todd will revise Training Calendar and send to committee.*



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10. Future Agenda Items

11. Future Meeting Dates

TBD

12. Adjournment

Meeting Chair: Todd Dearmore

Recorder: Crystal Leffler