



Minutes

Committee Name: Safety Committee

Date: October 9, 2018

Time: 9:00AM

Location: EW207

Present: Todd Dearmore, Mike Metcalf, Caroline Sanderson@ Mammoth, Sherri Windish, Crystal Leffler

Absent: Karen Spurlock, Ana Mora, Jarrod Bowen, Mark Kuttor, Lisa Stephens

1. Call to Order @ 9:07am

Committee Charge was read by Todd.

2. Approval of Agenda

Agenda approved.

3. Approval of Minutes and Action Items

Minutes Approved from 9/10/18 with no changes.

Review of Action Items:

3.1 9/11/18 - Lisa will follow up with Mike Campbell to see if survey went out after sexual assault awareness activities. Lisa Couch confirmed via email on 9/17 she contacted Mike Campbell and we did not do an evaluation of the Sexual Assault Awareness campaign that occurred in April.

3.2 9/11/18 - Caroline will follow-up with PearsonVue and let Lisa know. Caroline reported PearsonVue would be happy to evacuate during drills. They will offer make up exams in the event the student needs more testing time. Testing is offered once a month on Mondays at Bishop. Caroline stated they evacuate using an air horn. This brought up the question as to why an air horn and not the fire alarm pull. Caroline will confirm with John Daly as to why they use air horns and not the fire alarm.

Action: Caroline will follow up with John Daly on why ESCC uses air horns to evacuate during drills.

3.3 Todd and Lisa will identify Fall drill dates. Action pending.

3.4 Mike Metcalf will report fire drill dates to Faculty Senate. Action pending.

3.5 Todd will add safety material to Sharepoint. Action pending.

3.6 Todd will follow up with John Daly to address LRC walkway and lighting suggestions for CDC and Sculpture Garden. Todd reported the LRC walkway was assessed and a barrier on the slope is being added for safety. This walkway is temporary. The CDC is scheduled for some upgrades and lighting will be addressed. There is no plan right now to improve lighting in the Sculpture Garden.

4. Safety Suggestion Boxes

4.1 Caroline reported no new suggestions for ESCC. She checks the boxes once a week.



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4.2 IWV-Trip hazard on left side of library, electrical box needs replacement. Todd confirmed box was replaced.

5. Evacuation Procedures

5.1 Todd provided an update on the fire drills for the semester. We normally have one announced and one unannounced drill but with the move back into the building, we are planning one announced drill for November. Prior to the drill evacuation areas and persons responsible will be identified. Area managers and departments will be responsible for roll call and following outlined drill procedures. We will build on these drills to have an Incident Command scenario in the future. Todd ask the committee for date suggestions in November. The committee thought Wednesday, November 7 would work. Todd would like a date recommendation by the end of the week. He will provide faculty with date and updated campus maps prior to the drill. IWV campus will not be participating in the Great Shake Out. Caroline stated the drill is standard procedure and ESCC will be participating in the Great Shake Out. Caroline has already notified their faculty.

6. Safety and Security Report

6.1 Todd is drafting a report for President Board on how we can improve Campus Security at all locations. A Campus Security Survey was sent out to all sites. He has a recommendation for KRV after speaking with Lisa Stephens. He is suggesting we increase campus security hours from 24 – 28 hours per day for additional coverage. Todd would like to add 2 -3 cameras to see who is coming into the building and to view the parking lot area that is not managed by us. Mike suggested we monitor both doors and said the elevator shaft blocks the view to the parking lot. Todd can request more cameras be installed if needed. Ladders and window breakers are also being discussed. Tehachapi is moving offices but maybe radios or other mechanisms can be added to improve security and safety. Todd asked Caroline what could done to assist with security at ESCC. Caroline stated they work closely with the local police and sheriff departments in their area. Inyo Sheriff stop by regularly in the evening. Caroline stated there is a new school resource officer in Inyo County that was asking about their campus needs. Todd stated he would be making a site visit to ESCC this afternoon. He will be meeting with Caroline and Deanna at both Bishop and Mammoth to discuss campus security and safety needs. Todd will be making a recommendation soon for all sites. We are continuing with our current security providers for now. Once we have determined our needs we will update the Request for Proposal and move forward. Please bring all security suggestions forward.



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7. Clery Mandated Training

Todd discussed the Clery Mandated Training that must be provided every year to students, employees and staff. He asked if we have covered any of the topics listed below. Todd would like the committee to come up with ideas on ways to address these topics. We are going to add these mandated training to our Annual Safety Calendar. Todd will speak with Natalie Dorrell on getting info out on these topics. Mike suggested Todd talk with Corey Marvin or Chad Houck about the mandated training being offered at the next Faculty Flex Day. The Adjunct Flex day is scheduled for November 3. Todd mentioned he could create a Training bulletin and vet out to the committee by next Monday for review. Todd has videos and other training info from previous employment that he will share in the group. He does not want the material shared until we have a chance to review and approve as a committee.

Action: Todd will create Training bulletin and send out to the committee by Monday.

Action: Todd will post video and other training material to the group for the committee to review.

Caroline stated Mono County Mental Health would be working with them to create safe zones for LBGT awareness on campus this month. The committee asked if we could offer iTV with Bishop on this topic.

Action: Caroline will follow up to see if iTV can be used to share information from Mono County Mental Health with sites.

7.1 Dating Violence

7.2 Domestic Violence

7.3 Sexual Assault

7.4 Stalking

8. Review of Action Items

9. Future Agenda Items

9.1 Evacuation Procedures

9.2 2019 Training

10. Future Meeting Dates

Todd needs to reschedule the November 13 meeting. He will review his calendar and send out an alternate date for November.

Action: Todd will email committee with suggested meeting date for November.



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11/13/18 – to be reschedule.
02/12/19
03/12/19
04/09/19

11. Adjournment

10:05am

Meeting Chair: Todd Dearmore
Recorder: Crystal Leffler