

Minutes



Committee Name: Safety Committee

Date: November 27, 2018

Time: 10:00AM

Location: MB 318

Present: Todd Dearmore, Karen Spurlock, Jarrod Bowen, Caroline Sanderson, Mike Metcalf, Inge Olsen, Lisa Stephens, Sherri Windish, Ana Mora, Crystal Leffler

Absent: Mark Kuttor

1. Call to Order

Meeting call to order @ 10:05am

2. Approval of Agenda

Agenda approved.

3. Approval of Minutes and Action Items

Minutes approved from 10/9/2018 with no changes.

Review of Action items.

3.1 - Caroline will follow up with John Daly on why ESCC uses air horns to evacuate during drills. Caroline reported they use air horns for evacuation drills because they have to notify multiple local emergency management agencies if the alarm is used for drills.

3.2 - Todd and Lisa will identify Fall drill dates. Completed.

3.3 - Mike Metcalf will report fire drill dates to Faculty Senate. Completed.

3.4 - Todd will add safety material to Sharepoint. Completed.

4. Safety Suggestion Boxes

KRV/Tehachapi – No new suggestions.

ESCC – No new suggestions.

IWV- TBD- Todd is aware of the LRC lockup issues. He is also addressing the need to have emergency numbers posted throughout campus. He will follow up with John Daly on LRC door card access.

Action: Todd will follow up on emergency phone card placement and the status of the LRC card door access.

5. Evacuation Drill Review IWV

The committee discussed the outcomes of the IWV evacuation drill that occurred on Monday, November 26 at 2pm. The delay in setting off alarms caused some confusion.

- Fine Arts questioned whether alarm was real or not and decided not to evacuate.
- Basketball players continued playing on courts inside the gym.
- Some students did not receive any faculty input.
- The tone from the alarm was excessively loud in some areas.



Minutes

- The main building second stairway door near one stop coming up is stuck. We will be replacing the door.
- Mike Metcalf report the nursing classroom, room 102 or 103 has a twist handle on the door. Mike thought push bar exit was code.

Action: Todd will follow with John Daly on door hardware for room 102 or 103. It is the classroom behind Matt Wantas office.

Caroline reported the door hardware project has not been completed at ESCC.

Action: Todd will follow up with John Daly on status of door hardware project for ESCC.

The committee discussed ways to inform new faculty and staff about our safety practices and procedures. Mike Metcalf suggested all new KCCD employees receive an orientation that provides our safety procedures and responsibilities.

Action: Todd will follow up with Resa in HR on incorporating our safety responsibilities and procedures with new hire orientations.

Todd would like to advance our drills by focusing on training and delivery. The email and evacuation maps will be posted to the group for review.

Action: Todd will share evacuation maps and email that was sent to identified evacuation responders.

6. Clery Mandated Training

Todd attended Clery training in Pasadena in early November. He has identified gaps in few areas that he is working on. Todd would like us to provide onsite activities in addition to the emails to promote Clery activities. The committee was asked to identify activities and resources for Ridgecrest, KRV and ESCC. The committee discussed involving clubs and instructors to gain a captive audience. Jarrod suggested a Safety Carnival at Career Day to promote safety awareness. Caroline suggested we promote safety during required activities such as Scholarship meetings or work with instructors to catch a bigger audience. Todd would like the committee to identify some Clery training dates and delivery methods for all sites.

7. Training for December

Ana Mora provided an email with suggestions for December, Drunk Driving Prevention. In her email, she shared links to Holiday Drunk Driving Facts, Virtual Reality web page on scene of drunk driving crash and Ride Share Apps and information. Todd asked the committee to share safety campaign ideas with him by Friday. Todd will handle Clery training ideas but asked the committee to come up with four other ideas that we can prioritize. The committee discussed utilizing the TV displays at each campus to promote topics. Lisa Stephens reported KRV did not have a TV display yet. Todd is okay with sites doing individual campaigns just let him know so he has record of events.

Action: Committee members to share campaign ideas by Friday.

Action: Todd will follow up with Mike Campbell on TV display for KRV.

Commented [CL1]:



Minutes

Todd has submitted his Annual Unit Plan and budget, which includes an increase in security services. He has also requested additional security cameras and monitoring systems for identified areas. Todd would like all locations and sites to have 24-hour security or at least 24-hour surveillance. He will be working with our security services to provide a better security presence, patrol patterns, and additional training. Todd is now part of the Behavioral Intervention Team and he would like to be training and certified. He has requested to go to a NaBITA certification course.

Lisa Stephens asked if there were any inexpensive security camera options for KRV to use for now.

Action: Todd will explore security camera options and seek admin approval to add security camera(s) at KRV.

8. Review of Action Items

8.1 - Todd will follow up on emergency phone card placement and the status of the LRC card door access.

8.2 - Todd will follow with John Daly on door hardware for room 102 or 103. It is the classroom behind Matt Wanta's office.

8.3 - Todd will follow up with John Daly on status of door hardware project for ESCC.

8.4 - Todd will follow up with Resa in HR on incorporating our safety responsibilities and procedures with new hire orientations.

8.5- Todd will share evacuation maps and email that was sent to identified evacuation responders.

8.6 - Committee members to share campaign ideas by Friday.

8.7 - Todd will follow up with Mike Campbell on TV display for KRV.

8.8 - Todd will explore security camera options and seek admin approval to add security camera(s) at KRV.

9. Future Agenda Items

Prison training – Lisa Stephens. Faculty and Staff training beyond what is provided by prison.

10. Future Meeting Dates

02/12/19- move time to 10am

03/12/19

04/09/19

11. Adjournment

11:15am

Meeting Chair: Todd Dearmore

Recorder: Crystal Leffler