



Minutes

Committee Name: Safety Committee

Date: February 12, 2019

Time: 9:00am

Location: MB 318

Present: Todd Dearmore, Ana Mora, Mike Metcalf, Sherri Windish, Inge Olsen, Caroline Sanderson, James Markham, Crystal Leffler

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

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**
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items**

Minutes approved from 11/27/18 with no changes.

3.1 - Todd will follow up on emergency phone card placement and the status of the LRC card door access. Todd is working with John Daly on signage.

3.2 - Todd will follow with John Daly on door hardware for room 102 or 103. It is the classroom behind Matt Wanta's office. Todd will follow up with John Daly to see if door hardware in MB 102/103 will be upgraded to match all other rooms with locking/unlocking capabilities with no key required.

3.3 - Todd will follow up with John Daly on status of door hardware project for ESCC. Todd reported there are programming issues that are being addressed. Todd asked ESCC to double check the door hardware to confirm what is needed so he can follow up with John Daly.

3.4 - Todd will follow up with Resa in HR on incorporating our safety responsibilities and procedures with new hire orientations. Todd reported he has an upcoming meeting with Resa.

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

3.6 - Committee members to share campaign ideas by Friday. No Report.

3.7 - Todd will follow up with Mike Campbell on TV display for KRV. Todd reported Mike Campbell confirmed the TV displays are in the works.

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



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4. Safety Suggestion Boxes

No report for KRV

No report for ESCC

IWV – LRC request that we do not lock up prior to 9:30pm and we post emergency numbers on LAC window/doors and main building window/doors. Todd has addressed lock up and is working on signage.

5. Evacuation Drill

KRV – No drill yet

ESCC – Participated in Great Shake Out. Went well.

IWV – Drill went okay, some took serious some did not. Todd will be increasing training procedures.

The committee discussed evacuation drill dates for the Spring semester. Todd would like to have a March and April drill. To avoid mid-terms and Spring break we are looking at the week of March 25-29. The committee discussed April dates that would not interfere with priority registration or the ESCC open house scheduled April 8 and 9. The committee agreed April 23 worked for all sites. Todd will run dates by Dr. Marvin for approval and follow up with an email to the committee.

Action: Todd will follow up on drill dates with Dr. Marvin and email the committee once confirmed.

6. Training Calendar

Todd discussed the training calendar with the committee. His goal is to get us prepared on emergency procedures by assessing the needs of each site and working with individuals. There are mandated trainings such as Clery that need to be added to our training calendar. Todd is working with Chad on adding training activities to Faculty Flex Days. Todd would like to incorporate the mandated trainings in with the national trainings on the safety calendar. Todd will be putting together a “Training Needs Assessment plan” and has asked the committee to choose their top 12 most important topics. He will prioritize the overall results to assess individual and site training needs. Todd has asked the committee for ideas on delivery methods to meet our training goals. He is willing to provide workshops that individuals could attend. Anna mentioned providing training at a Lunch and Learn that could be made available via zoom and recorded so others could view later. Academic Senate has a Canvas shell that can be set up for trainings. Todd would like to visit all sites to provide individual campus training. He is also working on updating our Emergency Action Plan.

Action: Todd will send out training needs assessment plan by next week to develop a new calendar to cycle in mandated trainings.



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Action: Committee to share ideas on training calendar and training delivery methods.

7. Program Review

Todd provided the committee with the Safety and Security Program Review. Todd would like the committee to review and provide input prior to March 8, 2019 presentation.

Action: Committee to review Safety and Security Program Review.

8. Review of Action Items

8.1 Todd will follow up on drill dates with Dr. Marvin and email the committee once confirmed.

8.2 Todd will send out training needs assessment plan by next week to develop a new calendar to cycle in mandated trainings.

8.3 Committee to share ideas on training calendar and training delivery methods.

8.4 Committee to review Safety and Security Program Review.

9. Future Agenda Items

- Training Needs Assessment
- Training calendar and delivery methods.

Todd has replaced the AED electro pads in the machines located in the LRC, Gym and Johns office. ESCC has two AEDs and Todd will send the updated electro pads to James to switch out. There is an AED located at KRV. Tehachapi has them but they belong to Tehachapi Schools. Todd would like to get a mobile AED for athletics. The Child Development Center has one that they monitor. Todd's goal is to get us into compliance over the next year.

10. Future Meeting Dates

The meeting time from 9am – 11am was discussed. Todd would like to leave time as set for now.

03/12/19

04/09/19

11. Adjournment

Meeting Chair: Todd Dearmore

Recorder: Crystal Leffler