



Minutes

Committee Name: Safety Committee

Date: March 12, 2019

Time: 9:00am

Location: MB 318

Present: Todd Dearmore, Ana Mora, Caroline Sanderson, James Markham, Crystal Leffler, Inge Olsen

Absent: Mark Kuttor, Lisa Stephens, Jarrod Bowen, Karen Spurlock, Sherri Windish, Mike Metcalf

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** - Meeting called to order at 9:06am. Committee charge read.
2. **Approval of Agenda** – Approved.
3. **Approval of Minutes and Action Items** – Minutes approved with no changes.

3.1 Todd will follow up on drill dates with Dr. Marvin and email the committee once confirmed. Todd will confirm drill dates won't impact the science department.

Unannounced drill March 25-29, announced drill April 23. ESCC has event March 27 from 2-6pm and is closed on March 29. Todd will email committee once confirmed.

3.2 Todd will send out training needs assessment plan by next week to develop a new calendar to cycle in mandated trainings. See #6.

3.3 Committee to share ideas on training calendar and training delivery methods. See #6.

3.4 Committee to review Safety and Security Program Review. Completed.

3.5 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. **3/12/19 Todd confirmed John Daly is aware of issue and door will be fixed.**

3.6 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. **3/12/19 Todd will follow up with ESCC/KRV on what phone numbers should go on emergency cards. Todd would like to use digital displays to constantly run emergency info at all locations.**



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4. Safety Suggestion Boxes

Boxes checked for IWV – no new suggestions.

ESCC – no new suggestions

Follow up with KRV and CT

Action: Todd will follow up on Safety Suggestion box check for KRV/CT.

5. Evacuation Drill

Todd will confirm date in March and follow up with an email. He will contact Scott Cameron in the science department to make sure the drill will not interrupt any experiments.

6. Training Calendar

Todd had committee members rank the training classes on the Training Needs Assessment worksheet to determine our training needs. The first four on the worksheet are mandatory trainings to be in compliance with Clery. Once the trainings are identified we need to develop the training and delivery method. Todd would like to find out what resources are available at ESCC. Caroline mentioned they had a good speaker from Wild Iris. Todd will be focusing on updating the information in the Emergency Action Plan and providing training on procedures. He will update the procedures as the training occurs to make sure it works for all sites.

The committee came up with the following order of priority for trainings with the first 4 being mandatory:

1. Dating Violence
2. Domestic Violence
3. Sexual Assault
4. Stalking
5. AED/ First Aid
6. Emergency Evacuation/Fire Life Safety/Confidentiality
7. Active Assailant
8. Earthquake
9. Disruptive visitor
10. Hostage
11. Hazmat
12. Lock down shelter in place – may combine with other training
13. Local emergency

Todd will try to schedule first aid and AED training within the next 3 months or less. The Emergency Evacuation/Fire Life Safety he will try to combine. For Active Assailant training Todd will visit the sites. The committee discussed coming up with best practice scenarios for evacuation of Distance Ed iTV classes when instruction takes place between two sites. We need to establish evacuation procedures for KRV and ESCC.



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7. Action Items

7.1 Action: Todd will confirm science classes with Scott Cameron and email committee with the identified drill date.

7.2 Action: Todd will follow up with ESCC/KRV on emergency card information.

7.3 Action: Todd will follow up on Safety Suggestion box check for KRV/CT.

8. Future Agenda Items

9. Future Meeting Dates

04/09/19

10. Adjournment

Meeting Chair: Todd Dearmore

Recorder: Crystal Leffler