



Minutes

Committee Name: Safety Committee

Date: April 16, 2020

Time: 11:00am

Location: Zoom

Present: Kevin King, Deanna Campbell, Jarrod Bowen, Ana Mora, Tanner Barnett, Sherri Windish,

Absent: Mike Metcalf

Non-members in attendance: James Markham, Kristen Hanle

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** - 11:02am
2. **Introductions**
3. **Approval of Agenda** - Agenda approved.
4. **Approval of Minutes and Action Items** – Minutes approved from 2/20/20 with no changes.
 - 4.1 **Kevin will follow up on adding the reflective tape to the temporary fencing around the CC sign.** Kevin reported they were unable to find reflective tape so caution tape was used on each corner of the fencing. The sign is being addressed by structural engineers this week.
 - 4.2 **Kevin will confirm all rooms have evacuation routes posted at all locations.** Kevin is working on updating the flip charts and evacuation routes. The charts will be going back in every classroom at all sites. **Action pending.**
 - 4.3 **Kevin will follow up with John Daly on sled at KRV.** Kevin was told there is a sled in the EMT classroom at KRV.
 - 4.4 **Kevin will get evacuation survey results from Mike Campbell.** See agenda item #7.
 - 4.5 **Kevin will get more information from John on LRC stair machine.** Kevin researched the use of the stair machine located in the LRC. He stated this is a viable option if we have time. Use of this equipment would require an outlined procedure with trained individuals identified to fill those rolls. At this time we need an alternate method in place.
 - 4.6 **Kevin will follow up with John on lighting at Tehachapi.** Kevin confirmed with John Daly that two lights were added at Tehachapi.



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4.7 Committee to provide input on training topics and delivery methods. See agenda item #7.

4.8 Kevin will get more information on assembly bill on active assailant/active shooter.

Kevin reviewed Assembly Bill 1747 on school safety plans. This bill pertains to K-12.

5. Safety Suggestion Boxes - No report.

6. Annual Training Calendar - Kevin has changed the name of the Annual Training Calendar to the Annual Training Plan. This is a 3 part plan with focus on wellness, emergency action and information on crime. Safety information goes out weekly to students through CC Info and the CC Connect for staff and faculty. The monthly Safety Bulletin will focus on Clery crime stats. Other supplemental awareness including seasonal and emergency information will go out in weekly messages. The Annual Training Plan will set the topic for the month with training centered on opportunity. April is sexual assault awareness month. This year due to the current situation we will create awareness by asking staff and students to send pictures in support of Denim Day on April 29 that will be shared. Once things get back to normal we can plan for bigger hands on training and events.

7. Evacuation Drill - Kevin received good feedback from the unplanned drill at IWV. There was suggestion that an administrator should be on campus in the evening. Kevin will look into that suggestion and ways to be more prepared for these types of situations. Deanna stated it is not feasible for ESCC to have an administrator on site at all times.

Kevin is working on upgrading the radios and equipment for better communications. ESCC and KRV reported they use their cell phones for communication during drills.

Kevin will schedule a time with the local fire department in Tehachapi to define the best practice for evacuation of that site.

Action: Kevin will schedule a time with the local fire department in Tehachapi to define the best practice for evacuation of that site.

8. Good practice for real - Kevin asked the committee how they would like to address the planned drill scheduled for April 28. In the current situation the committee agreed to put together and share ideas about individual safety plans. Jarrod will outline a plan and add to the group where the committee can share ideas.

Action: Jarrod will outline an individual safety plan and share in the group for input.



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9. Review of Action Items

9.1 Kevin will confirm all rooms have evacuation routes posted at all locations.

9.2 Kevin will schedule a time with the local fire department in Tehachapi to define the best practice for evacuation of that site.

9.3 Jarrod will outline an individual safety plan and share in the group for input.

10. Future Agenda Items -

11. Meeting Recap for Report-Out - Kevin updated the committee on the action items and the unplanned evacuation drill. The committee discussed the Annual Training Plan and will work to refine training as things return to normal. The committee will provide input on a personal safety plan that will be shared in place of the planned evacuation drill scheduled for April 28.

12. Future Meeting Dates - TBD

13. Adjournment

Meeting Chair: Kevin King
Recorder: Crystal Leffler