

SAFETY COMMITTEE

Meeting Minutes

Subject	CAMPUS SAFETY	Date	1/20/2011
Facilitator	John Daly	Time	4:00pm
Location	Room 212	Scribe	Crystal Leffler
Attendees	John Daly, Matt Crow, Steve Busby, Penny Talley, Annette Hodgins, via ITV Bill Planchon, Inge Olsen		

Key Points Discussed

No.	Topic	Highlights
1.	Clery Act Compliance	Review draft copy of CC Community Report for changes
2.	Active Shooter Drill	Lock down procedure, evacuation plan
3.	Communication w/faculty in classrooms	How to achieve and what are other campuses doing
4.	Video Camera's	Working – need additional monitors in constant view
5.	Security Signs	Suggest bigger/more signs on campus
6.	Campus Maps for all areas	Evacuation w/ primary & secondary routes, Utility Shut-Off
7.	Employee training/strategies	Crisis Intervention, Conflict Resolution, Mental Illness
8.	Feed back on Shake-Out drill	Practice needed
9.	Fire Drill	Evacuation Points – Primary & Secondary
10.	Handicap Access Issues	Possible room change for faculty w/student mobility issues
11.	Person(s) to attend EOC Meetings	Held 1st Thursday of each month 11:30 – 12:30
12.	Tent vs. Canopy	

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	KNL - ADA + Current Codes for lock down	John Daly	
2.	Jill - possible night drills	John Daly	
3.	Kim Kelley – student for committee	John Daly	
4.	Sheriff Dept – Crisis Training	Steve Busby	
5.	Jill/Rick – In House Training	John Daly	
6.	Lisa D – Campus Maps, Utility shut-offs, & Evacuation plans	Matt Crow	

Safety Supplies Needed

- Ear Buds for Radios
- First Aid Kits
- Sled – KRV
- Straps for Sleds
- Batteries for flash lights

SAFETY COMMITTEE

Meeting Minutes

Subject	CAMPUS SAFETY	Date	2/3/2011
Facilitator	John Daly	Time	4:00pm
Location	Room 604	Scribe	Crystal Leffler
Attendees	John Daly, Matt Crow, Steve Busby, Penny Talley, Annette Hodgins, via ITV, Inge Olsen		

Key Points Discussed

No.	Topic	Highlights
1.	Safety Report - Clery Act Compliance	Review Draft Copy – correction in progress
2.	Evacuation Striker Baskets	Certify & Train all staff on procedures
3.	First Aid Kits	Change Out Kits Replace Latex Gloves w/non allergic
4.	First Aid Kit Upkeep	Assign to work stations w/responsibility of keeping supplied
5.	Face book	Liability Issues
6.	East Wing Evacuation Maps	Approved for Printing
7.	Lift Chair	ADA – Check on size – Evacuation Liability Issues
8.	Safety Supply Money	Make a list and get approvals for needed campus supplies
9.	Bomb Threat – Accepted Practices	Concerns because of heavy use of cell phones
10.	Person(s) to attend EOC Meetings	Held 1st Thursday of each month 11:30 – 12:30
11.	Tent vs. Canopy	Get estimated costs on 10 x 20 triage tent
12.	Unplanned Protest Drill	Define Objective, Involve student body/classes
13.	Emergency Action Plan	Corrections needed report to College Council

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Purchasing of Audio Kits (Ear Buds for radios) & Base Station	John Daly	Ordered
2.	Check with Clint on how to obtain access to DURMO	John Daly	
3.	Check with Valerie on CAD program	Crystal Leffler	
4.	Check with Mike about KRV sled and training for all		
5.	Check with Tammy about the 10 Search Kits/Location of	Crystal Leffler	
6.	Skills Lab Telephone/CC Alerts	John Daly	
7.	Set up evening fire drills for KRV/Bishop		
8.	KNL - ADA + Current Codes for lock down	John Daly	2/17/11
9.	Jill - possible night drills	John Daly	
10.	Kim Kelley – student for committee	John Daly	In Progress
11.	Sheriff Dept – Crisis Training	Steve Busby	In Progress
12.	Jill/Rick – In House Training	John Daly	
13.	Confirm Date & Time for Solid Curtain Drill	John Daly	

Safety Supplies Needed

Batteries for flash lights *First Aid Kits

SAFETY COMMITTEE

Meeting Minutes

Subject	CAMPUS SAFETY	Date	2/17/2011
Facilitator	John Daly	Time	4:00pm
Location	Room 212	Scribe	Crystal Leffler
Attendees	John Daly, Matt Crow, Penny Talley, Shelly Stoffel		
	via ITV, Erie Johnson		

Key Points Discussed

No.	Topic	Highlights
1.	Safety Report - Clery Act Compliance	Review Draft Copy – Ready for Presidents Message/Stats
2.	Evacuation Striker Baskets	Accessibility (KRV) and training
3.	CC Alert Training	Respond to Blackboard Connect within 7 days of email
4.	Evening fire drills	On hold
5.	Solid Curtain	Declined
6.	2011/2012 Budget	Approve same allocations as 2010/2011 Budget
7.	Lift Chair	Pending Construction
8.	EOC Meetings	March 3 rd , Thursday Attendee Needed
9.	Student Representative for Committee	Lack of student interest per Kim Kelley

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Safety Report – Presidents Message	John Daly	
2.	ADA – Braille requirements for evacuation maps	John Daly	
3.	Copy K&L DVD for Erie - KRV ADA Compliance	John Daly	
4.	Mass Notification Webinar	John Daly	
5.	Fire Alarm at KRV	Erie Johnson	
6.	Training for KRV Striker Baskets	Erie Johnson	
7.	Purchase survival kits for KRV/ESCC and Fleet Vehicles	Crystal Leffler	
8.	Purchase batteries for flashlights/radios in survival kits	Crystal Leffler	

Safety Supplies Needed

SAFETY COMMITTEE

Meeting Minutes

Subject	CAMPUS SAFETY	Date	3/17/2011
Facilitator	John Daly	Time	4:00pm
Location	Room 212	Scribe	Crystal Leffler
Attendees	John Daly, Matt Crow, Penny Talley, Annette Hodgins, Shelly Stoffel, Bill Planchon (ITV)		
	Michelle Korensky (Student Rep)		
Key Points Discussed			
No.	Topic	Highlights	
1.	Fire Drills Tuesday & Wednesday	March 29 & March 30 scheduled for 1:15pm	
2.	CC Alert	Required to test every semester	
3.	Activate EOC	Test Evacuation, Communications and Outcomes	
4.	Earthquake Drill	Scheduled for April 26 th 10am	
5.	Power Outage	LRC – has the only back-up generator	
6.	Gym – Designated Red Cross Center	Priority – Generator needed for emergency operations	
7.	Flash Lights	Batteries – possible rechargeable batteries	
8.	Handicap Access to Smoking Area	Construction zones creating issue with accessibility	
9.	Webinar on Mass Notification	Missed deadline another one next month	
10.	West Elevator Out of Service	Balcony drain caused water damage	
11.	Community Safety Report	Final approved – Printing in progress	
Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Fire Drill – Send out email to staff and faculty	John Daly	
2.	Check evacuation routes	John Daly	
3.	Scenario Creation for April earthquake drill	Annette Hodgins	
4.	Schedule Evacuation Drills – KRV, ESCC	John Daly	
5.	Reschedule Mass Notification Webinar for April	John Daly	
Safety Supplies Needed			

**CERRO COSO COMMUNITY COLLEGE
SAFETY COMMITTEE
Meeting Minutes**

Subject	CAMPUS SAFETY	Date	9/6/2011
Facilitator	John Daly	Time	4:00pm
Location	Room LRC 604	Scribe	Crystal Leffler
Attendees	John Daly, Steve Busby, Pam Godfrey, Deanna Campbell (ITV) Crystal Leffler		

Key Points Discussed

No.	Topic	Highlights
1.	Fire Drill Schedule	Approved by President Board
2.	Earthquake Drills	Planning needs to include Bishop/Mammoth and KRV
3.	Toss KRV	Security Officer assigned
4.	Fire Alarm at KRV	Check with building manager/Sheriff Dept.
5.	Bishop/Mammoth Security	Upgrading video/surveillance cameras
6.	Great Shake Out Earthquake Drill	Establish clear objective
7.	Smoking on campus	Establish area, and recourse policy
8.	Emergency Training for Staff	Evacuation routes for all sites and buildings
9.	President Board	Convey goals and objectives
10.		
11.		

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	KRV – Alarm, Security and Safety	Erie Johnson	
2.	Great Shake Out		
3.			
4.			
5.			

NEXT MEETING SCHEDULED - SEPTEMBER 20, 2011 ROOM 212 MB 5:00PM

**CERRO COSO COMMUNITY COLLEGE
SAFETY COMMITTEE
Meeting Minutes**

Subject	CAMPUS SAFETY	Date	9/20/2011
Facilitator	John Daly	Time	5:00pm
Location	Room 212	Scribe	Crystal Leffler
Attendees	John Daly, Pam Godfrey, Annette Hodgins, Matt Crow, Bill Planchon (ITV), Crystal Leffler Tammy Kinnan, Erie Johnson (ITV)		

Key Points Discussed

No.	Topic	Highlights
1.	Great Shake Out	Planning, notification, alerts
2.	Notification System – How to	Siren, air horns, cc alert
3.	KRV	Emergency lighting needs testing
4.	Great Shake Out	Inform students through web site and inside CC
5.	KRV – Training	Staff and security guard need proper emergency training
6.	EOC	Update committee members
7.	Smoking on campus	Establish area, and recourse policy
8.	Emergency Training for Staff	Evacuation routes for all sites and buildings
9.	E/W evacuation	Safety of students and staff during emergency
10.	Bishop Campus	Air horns will work for earthquake drill
11.		

Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Great Shake Out Posters	Annette	
2.	Great Shake Out – Siren - Simplex	John	
3.	Emergency Lighting KRV – check with landlord	Erie	
4.	E/W student needs during earthquake drill	Pam	
5.			



Safety Committee Meeting

February 2, 2012

MB 212

9:45 AM – 10:45 AM

Attendees: John Daly, Crystal Leffler, Deanna Campbell,
Inge Olsen, Tammy Kinnan

Meeting Minutes

- I. Safety Committee Members:** The Safety Committee is currently looking for members to serve on the committee.
Action Items:
John – Confirm committee makeup and continue to work with Kim Kelly for a student rep. Contact Matt Crow to solicit for a faculty member.
Tammy – Contact Mike Barrett for classified member.
- II. Update on EOC Meetings:** The EOC meetings are now being held on the 2nd Thursday of each month and John has offered to attend.
- III. Fire Drills and Future Meeting Dates:** Two fire drills needed; one is scheduled for April 12th. Currently the committee is set to meet on the first Thursday of every month. Deanna would like Bill to attend the safety meetings and suggested an afternoon meeting time Monday thru Thursday would work best. A Safety and Security group has been established Inside CC for easy access to documents and information.



Safety Committee Meeting

March 6, 2012

LRC 733

10:00 AM – 11:00 AM

Attendees: John Daly, Crystal Leffler, Deanna Campbell, Erie Johnson, Annette Hodgins, Jennifer Schwerin, Tammy Kinnan

Meeting Minutes

- I. KRV Security:** Erie mentioned instructors are concerned about safety and security when teaching at Cal City High School.
- II. Emergency Action Plan:** The committee reviewed the KCCD “Emergency Action Plan” dated 1/2011. The safety committee was unaware of this document and *John is going to follow up with Jill to see if she wants this posted to our web-site to replace another outdated safety document.* This document goes along with the flip charts that we will post to the group. An update is needed to the maps (we have changed architects and should have them soon).
- III. Fire & Earthquake Drills:** The committee discussed upcoming fire drills. Corey would like to do an evening fire drill. *John will follow up with Corey to select a date and time that will work for the faculty, possibly postponing until fall semester.* Planning should also begin for the Great Shakeout earthquake drill. Inside CC will house documents and information.
- IV. Safety Committee Expectations:** Tammy would like the expectations posted for the committee to know what the role and expectations are for this committee.
- V. Safety Concerns:** This committee would like more input on safety issues from faculty, staff and students. The last version of the EOC assignment consisted of management only. All staff should be trained on handling an emergency situation and how the EOC structure operates.
- VI. Safety Audit & Supplies:** Deanna mentioned each campus should do a safety audit to identify safety supplies, locations, and gaps. Each position at ESCC has a calendar and checklist to monitor safety equipment and supplies. ESCC has a binder with maps, class schedules, an emergency bag and designated meeting areas established for both Bishop and Mammoth. Each site should develop safety procedures and training based on the needs of the campus. Larger first aid kits have been delivered to KRV. ESCC first aid kits are good. IWV campus should have emergency bags assigned to several locations throughout the campus and updated each semester.



VII. Training: This committee would like to see professional development provide safety training for faculty. The nursing department is trying to become a certified training center. To save the district money we would like our own staff to provide AED and CPR training in the future.

VIII. Future Meetings Dates: April 5, 2012

IX. Action Items:

- (a) Safety Audit – each campus provide a safety audit and compile a checklist of safety items.*
- (b) Designate and provide signage for Evacuation Assembly Areas*
- (c) John - provide safety audit for IWV.*
- (d) Annette - provide emergency bag inventory and locations*
- (e) Tammy and Jennifer – provide updated Missions Statement*
- (f) John - confirm posting of Emergency Action Plan dated 1/2011 with Jill*

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Safety Committee Meeting

April 5, 2012

MB 212

10:00 AM – 11:00 AM

Attendees: John Daly, Crystal Leffler, Deanna Campbell, Erie Johnson

Meeting Minutes

- I. **KRV:** John followed up with Erie on providing the location of all shut off valves at KRV. Erie provided John with photographs of the locations.
- II. **ESCC:** John confirmed with Deanna that Bill has already marked all shut off valve locations on the campus map. All safety information is available in a notebook. The security cameras provide live feed and added security to ESCC personnel. Bishop Fire Marshall would like us to install another Knox Box on the building for easier access.
- III. **Safety Committee Mission Statement:** Tammy provided the committee with a copy of the revised Mission Statement for review. Upon review the committee agreed some language should be changed.
- IV. **Safety Concerns:** This committee would like more input on safety issues from faculty, staff and students. The last version of the EOC assignment consisted of management only. All staff should be trained on handling an emergency situation and how the EOC structure operates.
- V. **Safety Audit & Supplies:** Deanna provided a copy of the ESCC safety audit to review. The audit identifies safety measures in place and areas of need. Erie confirmed KRV audit is complete. Evacuation signs are in and need to be installed.
- VI. **Training:** April 16, 2012 the district is working through HR to provide AED training. John will confirm who is scheduled to be trained and what company is providing the training. The last training received by an outside vendor was costly and unprofessional according to staff. Instead of hiring outside vendors it was suggested we use our trained faculty to provide this training in the future.
- VII. **Future Meeting Dates:** TBD
- VIII. **Action Items:**
 - (a) John will check with HR to see if our faculty can provide CPR/AED
 - (b) Erie will seek permission from landlord to post evacuation signs at KRV