



Safety Committee Meeting Minutes  
 September 10, 2013  
 LRC 1:00pm – 2:00pm

Present: John Daly, Mike Metcalf, Inge Olsen, Lisa Stephens, Caroline Sanderson, Matt Crow, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Mike Metcalf	
2. Review minutes from 8/28/2013		Approved with the following changes: Topic #5 add – School Dude is the system used by staff and faculty to report safety repair issues or concerns. The public does not have access to this system. Topic #7 change – CERT to IWV Emergency Preparedness Committee.
3. Review of action items from 8/28/2013		Accreditation – Provide safety suggestion boxes. To be located at the switchboard, ASCC office, LRC, and gym. Each site KRV, Bishop and Mammoth will receive one per site.  ESCC – Caroline confirmed both sites need evacuation area signs installed. ESCC – Caroline confirmed Deanna participates in the emergency preparedness meetings held at the local fire station. KRV – Evacuation sign location pending confirmation with new landlord. Evacuation Evaluation Checklist – Annette was not in attendance, no update. IWV – Safety bulletin board located outside east wing – Confirmation needed on whom space belongs to.
4. Fire Drills		Faculty did not approve the idea of spontaneous fire drills. Academic Senate requested we find out what other colleges are doing.
<b>ACTION ITEMS</b>		
<b>a. KRV Fire Alarm</b>	<b>JOHN</b>	<b>1. Update staff on new fire alarm system at KRV. New alarm for KRV shopping center has an interface for providing KRV the ability to be able to hold independent drills without disturbing the rest of the complex.</b>  <b>2. Confirm with landlord evacuation signs and installation.</b>
<b>b. KRV</b>	<b>LISA</b>	<b>Provide evacuation route in the event of a flood at KRV. Contact local emergency agencies to see if they hold emergency preparedness meetings for the community.</b>
<b>c. Accreditation Progress</b>	<b>CRYSTAL</b>	<b>Provide safety suggestion boxes for all sites.</b>
<b>d. Faculty Fire Drill Announcements</b>	<b>JOHN</b>	<b>Send out recommendation after collecting information about what other colleges are doing.</b>
<b>e. Faculty Unattended iTV</b>	<b>JOHN/MIKE</b>	<b>Confirm emergency procedure for iTV classes in which the instructor is located at a different site.</b>
<b>F. Mission Statement</b>	<b>JOHN</b>	<b>Route for appropriate approvals.</b>
Future Meeting Dates		September 17, 2013 September 24, 2013

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		October 1, 2013 October 8, 2013 October 15, 2013 October 22, 2013 October 29, 2013

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler

Approved Minutes 9/24/2013

	STATUS	MATERIALS	ACTION ASSIGNED TO
<b>FLIP CHARTS</b>	NEEDS UPDATE		
<b>EMERGENCY BOXES</b>	NEEDS UPDATE		
<b>EMERGENCY ACTION PLAN</b>	NEEDS UPDATE		