



Safety Committee Meeting Minutes
 October 29, 2013
 MB 350A 1:00pm – 2:00pm

Present: John Daly, Mike Metcalf, Annette Hodgins, Caroline Sanderson, Crystal Leffler, Daniel Pena

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John	
2. Review minutes from 10/1/2013		No changes – minutes approved.
3. Review of action items from 10/1/2013		a) iTV Classes - Pending information from ESCC and Administration on faculty obligation. b) Mike send out email regarding drill – completed 10/1/2013 c) Great Shake Out email notification - completed d) Review samples of evaluation checklist that Annette has posted to the group.
4. Discussion with ESCC on Active Shooter ESCC	Caroline	Instructors close blinds at the Mammoth site. Deanna would like the blinds open for multiple reasons. The committee suggested they come up with a plan in the event of an active shooter.
5. Active Shooter Drill IWV	John	Ridgecrest PD has approached John about coming on campus for faculty flex day to brief on active shooter procedures.
6. Ridgecrest Police & Emergency notices	John	On 10/25/13 the city of Ridgecrest had an emergent situation regarding a person shooting from his vehicle. The local schools were informed and locked down for a short period. Cerro Coso Community College was not notified. We need to follow up with the PD to make sure we get future announcements and the correct contact information is on file.
7. Future Emergency Drills	Mike	Establish area monitors for elevators, stairwells, and students or staff with physical needs. Provide training on what the expected responsibility is of faculty and adjuncts. Inform them of what information they need to report in.
8. Evaluation on earthquake drill	Mike/Annette/John	We still have alarm issues with Main Building and LRC. Some students did not want to comply. Some did not evacuate according to plan. Address issues for disable persons using wheelchairs trying to access areas where there is no sidewalk. Radio traffic was out of control. Someone needs to report in as the Incident Commander and take control right away. Then the IC requests information from each evacuation area calling off by number to report in from that area.
ACTION ITEMS		
a. Faculty Unattended iTV Accountability		Confirm who is responsible for assisting students in the event of an emergency. If phone lines and fax lines are down how do we communicate? What is expected of faculty and adjuncts?
b. Update evacuation area/signs		Provide numbers on the evacuation signs. Update evacuation areas and signage due to construction. Add locked boxes to evacuation areas to include paperwork, pens, and flashlights for reporting.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
<i>c. BC/RN Students</i>		<i>How do we account for these students when on campus?</i>
<i>d. Code system</i>	<i>Mike/Annette</i>	<i>Adopt universal color code system District wide.</i>
<i>e. New Radios for IWV and ESCC</i>	<i>JOHN</i>	<i>Budget for new radios at IWV and ESCC</i>
<i>f. Training</i>		<i>All faculty and staff should receive training and information on the location of first aid kits, fire extinguisher, AEDs, emergency boxes and proper evacuation routes.</i>
<i>g. Suggestion Boxes</i>	<i>John</i>	<i>Deliver to areas of assignment at all sites.</i>
Future Meeting Dates		TBD

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Minutes Approved 2/11/2014

	STATUS	MATERIALS	ACTION ASSIGNED TO
FLIP CHARTS	NEEDS UPDATE/ LOCATION VERIFICATION Earthquake info incorrect		
EMERGENCY BOXES	NEEDS UPDATE/LOCATION VERIFICATION		
EMERGENCY ACTION PLAN	NEEDS UPDATE		
SAFETY SUGGESTION BOXES	NEED INSTALLATION AND SIGNAGE ADDED		