



Safety Committee Meeting Minutes  
 February 11, 2014  
 MB 350A 1:30pm – 2:30pm

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

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John	
2. Review minutes and action items from 10/29/2013		No changes – minutes approved.
3. New phone system - training on mass notification	John	The new phone system has a feature where you can dial a number and the system will page all classrooms with the emergency alert. Lisa Stephens and Mike Campbell are authorized users already. We need to designate and train selected staff, establish the verbiage, and test the system. Nights and weekends will need to be considered. We will work with Natalie on the notification. How easy is it to modify the list?
4. KRV emergency prep	Lisa	Three rooms need emergency ladders at KRV. 1 - Nursing skills lab, 1 - LVN area, 1 - student lounge area. Would like a punch for the glass window in case of emergency. Need to check with landlord on type of glass.
5. Ridgecrest Police & Emergency notices	John	We need to go back to the police department and request we are part of the loop for emergency information. We need to contract the school district and be added to their emergency call system.
<b>ACTION ITEMS</b>		
<b>a. Phone Training</b>	<b>John</b>	<b>Test emergency alert system on Friday February 21, 2014. John will confirm class schedules. How easy is it to modify list of designated staff?</b>
<b>b. KRV Supplies</b>	<b>John</b>	<b>Provide KRV with ladders and window punch.</b>
<b>c. Faculty Unattended iTV Accountability</b>		<b>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>
<b>d. Update evacuation area/signs</b>		<b>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.</b>
<b>e. BC/RN Students</b>		<b>How do we account for these students when on campus? Discussion needs to take place with Donna Kenney</b>
<b>f. Code system</b>	<b>Mike/Annette</b>	<b>Adopt universal color code system District wide.</b>
<b>g. Update class schedules in boxes</b>	<b>Crystal</b>	<b>Contact Tammy and request the class schedule list for spring.</b>
Future Meeting Dates		TBD

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 3/11/2014

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