



Safety Committee Meeting Minutes
 April 8, 2014
 MB 350A 12:00pm – 1:00pm

Present: John Daly, Matt Crow, Inge Olsen, Annette Hodgins, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John Daly	
2. Review minutes and action items from 3/11/2014		<p>No changes – minutes approved.</p> <p>Action items:</p> <ul style="list-style-type: none"> a. John and Mike Campbell tested the new phone alert system. The phones in 122c and LRC 722 are now operational. Mike will report back on video conference connection. KRV 911 test showed the call coming from 760-379-4105. b. Dean of the Darkness was addressed. Jill Board would like to have further conversation. c. John and Natalie Dorrell will work on emergency script and all clear notifications for new phone system. d. KRV – first aid kits and ladders have been delivered along with evacuation area sign. e. Fire drill dates were announced at Admin Cabinet and approved. They have not yet been submitted to College Council. f. Student worker Mikayla is working on updating the emergency boxes. <p>Action: John will call Wayne to follow up on the phone number that is being displayed at KRV during 911 testing.</p> <p>Action: John to schedule KRV evacuation sign installation.</p>
3. Active Shooter Video	John Daly	John shared a PowerPoint presentation on Active Shooter training that is currently being used by Bakersfield College. John asked the committee to review the video and provide their input. The video will be posted to the group for review.
4. Code System	Annette Hodgins	Annette provided an example of codes that we may want to use to assist us when identifying different types of emergencies. Hospitals currently use a code system to identify situations in a more confident manner. It was suggested we color code our flip charts to match the color codes.
<u>Fire Drill Dates</u> Fall 2014 and Spring 2015		<p>FALL 2014 DATES: Wednesday, September 17th Thursday, October 16th @ 10:16am Great ShakeOut Earthquake Drill</p> <p>SPRING 2015 DATES: Tuesday, February 17, 2015 Monday, April 20, 2015</p>
Future Meeting Dates		TBD

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 9-9-2014

	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		
TRAINING	All faculty and staff should receive training and information on the location of first aid kits, fire extinguisher, AEDs, emergency boxes, proper evacuation routes and procedures for campus lock down situations.		