



Safety Committee Meeting Minutes
 September 9, 2014
 MB 350A 1:30pm – 2:30pm

Present: John Daly, Matt Crow, Natalie Dorrell, Mike Metcalf, Jarrod Bowen, Penny Talley, Lisa Stephens, Inge Olsen, Deanna Campbell, Caroline Sanderson, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	
Review minutes and action items from 4/8/2014		<p>Changes to the minutes from 4/8/2014 Action item for John Daly changed to: <i>John will call Wayne to follow up on the phone number that is being displayed at KRV during the 911 testing of the new phone system.</i> (KRV 911 test showed the call coming from 760-379-4105)</p> <p>Action items pending from 4/8/2014 <i>Action: John will schedule KRV evacuation sign installation.</i> <i>Action: John will follow up with Jill Board regarding the ShoreTel phone alert system and which individuals should be given access in the event of an after hour emergency.</i></p> <p>The committee confirmed we will not be using a color code system for emergencies. A color code emergency system is not common practice in education.</p>
Changes to the Agenda Items: from 9/9/2014		<p>Remove #1 - Update wallet cards (not a Safety Committee function) Remove #6 –Update Tel-Tec call list (not a Safety Committee function)</p>
Agenda Items a) Update flow charts (Incident Command Structure) b) Update Flip Charts c) Update Emergency Procedure Manual d) Update guards & after hour emergency cards e) Update class schedules for search boxes	John Daly	<p>a) President’s Cabinet is revising the ICS to include new faculty and staff.</p> <p>b) The information in the Flip Charts needs to be reviewed and updated – deadline set November 1, 2014. c) The language and contact phone numbers in the Emergency Procedure Manual need to be verified. All site information including Tehachapi and off-site instruction information need to be added. <i>Action: Natalie will provide new language and update emergency contact information to include all sites and locations of off-site instruction.</i> <i>Action: Jarrod will provide Natalie with off-site information for AJ classes.</i></p> <p>d) The after hour emergency contact cards have been completed and posted in the classrooms at IWV and KRV. <i>Action: Caroline will follow up on the draft copy and post information at ESCC.</i></p> <p>e) The Fall Schedules have been added to the search boxes at IWV campus.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
<p>f) Scheduled and unscheduled fire drills</p> <p><u>Fire Drill Dates</u></p> <p>Fall 2014</p>	<p>John Daly</p>	<p>f) <u>SCHEDULED FALL 2014 DATES:</u></p> <p>The fire drill scheduled for Wednesday September 17th was canceled due to the unscheduled power outage at the IWV campus on Monday, August 25th. During this time our administration met as an IC and announced they were canceling all classes and closing the college at 4:00pm.</p> <p>Thursday, October 16th @ 10:16am Great ShakeOut Earthquake Drill</p> <p>The committee would like to use and test the emergency alert system available through our new ShoreTel phone system instead of activating the fire alarms for this earthquake drill.</p> <p><i>Action: John and Natalie will work with Mike Campbell to discuss the use of the phone alert system for the Great Shakeout.</i></p>
<p><u>Fire Drill Dates</u></p> <p>Spring 2015</p>		<p><u>SCHEDULED SPRING 2015 DATES:</u></p> <p>Tuesday, February 17, 2015 This drill will occur in the evening at approximately 5:45 p.m. Faculty will be notified.</p> <p>Monday, April 20, 2015</p> <p><i>Action: Mike & Matt will have Laura Vasquez include the emergency drill dates for Fall and Spring on the agenda for Faculty Chairs.</i></p>
<p>Discussion</p>	<p>John Daly/Jarrod</p>	<p>The committee discussed attending safety conferences and training. Travel was not included in this year's budget but should be reviewed and possibly added to John's Unit Plan for FY15/16.</p>
<p>Future Meeting Dates</p>		<p>The committee meets the 2nd Tuesday of every month. Due to the upcoming Great Shake Out the committee agreed to meet October 14th and October 28th. Future meeting dates TBD</p>

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 10/14/14