



Safety Committee Meeting Minutes  
 November 12, 2014  
 LRC 733 2:30pm – 3:30pm

Present: John Daly, Natalie Dorrell, Mike Metcalf, Jarrod Bowen, Lisa Stephens, Inge Olsen, Caroline Sanderson, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	
1. Great Shake Out follow-up	John Daly	<p>The committee discussed the results of the Great Shake-out that was held on October 16, 2014 at IWV, KRV, and ESCC.</p> <ul style="list-style-type: none"> <li>• Voice over phones did not work properly. We still have over 100 analog phones that do no broadcast messages.</li> <li>• Due to call routing thru the District we experienced up to 30 minute delays with the announcements.</li> <li>• Onsite access code was not set up for priority. Eddie Alvarado is working on this issue.</li> <li>• Faculty reaction poor – East wing ignored announcements.</li> <li>• Radios did not work properly.</li> <li>• Room 350D the phone and the computer were not working.</li> <li>• Alert systems needed for Student Center and Hallways.</li> <li>• Evacuations and roll call went well for those with working radios.</li> <li>• KRV reported the phone message was delayed.</li> </ul> <p><b>Action: John will schedule parking lot evacuation area sign to be installed at KRV and supply a window punch with the evacuation ladders.</b></p> <ul style="list-style-type: none"> <li>• ESCC reported the phone volume was set too low to hear announcements.</li> </ul> <p><b>Action: John will confirm if the phone volume controls can be overridden during emergency alerts.</b></p>
2. Evaluation & Effectiveness	John Daly	<p>We need to add a component to the Participatory Governance Model on how we assess and evaluate the effectiveness of this committee.</p> <ul style="list-style-type: none"> <li>• Review Mission Statement.</li> <li>• Define goals and prioritize.</li> <li>• Provide training and create awareness.</li> <li>• Survey.</li> <li>• Evaluation – what other method or instrument do we use to evaluate the effectiveness of this committee.</li> </ul>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
<p><b><u>Fire Drill Dates</u></b></p> <p><b>Spring 2015</b></p>		<p><u>SCHEDULED SPRING 2015 DATES:</u></p> <p><b>Tuesday, February 17, 2015</b> This drill will occur in the evening at approximately 5:45 p.m. Faculty will be notified.</p> <p><b>Monday, April 20, 2015</b></p>
<p>Future Meeting Dates</p>		<p>Future meeting dates TBD</p>

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler

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