



Safety Committee Meeting Minutes

February 11, 2016

EW 207

2:00pm – 3:00pm

Present: John Daly, Natalie Dorrell, Paul Wheeler, Mike Metcalf, Penny Talley, Annette Hodgins, Deanna Campbell, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	2:00pm
1. New Safety & Security Coordinator	John Daly	John introduced Paul Wheeler, our new Safety & Security Coordinator for Cerro Coso Community College. Paul is retired law enforcement from our local service area and will be working as our permanent part-time coordinator. His office is located in the M&O building and he can be reached at extension 6367.
2. Safety & Security	Paul Wheeler	<p>Paul discussed with the committee his plans for assessing the safety of the college and partnering with outside entities. Paul will also be working with responsible employees on Title IX and Clery Act Training.</p> <ul style="list-style-type: none"> <li>• NaBITA Membership, National Behavioral Intervention Team Association - Provides support to school and workplace professionals who endeavor every day to make their campuses and workplaces safer through caring prevention and intervention.</li> <li>• Home Land Security, If You See Something, Say Something - National campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.</li> <li>• Crisis Manger APP – School Dude has reporting &amp; alert function we will be looking into.</li> <li>• CERT, Community Emergency Response Team – Is having a block party on April 16, the college may want to attend.</li> <li>• City Meetings – Paul will attending the monthly city meetings. He attended the meeting today and they were very happy to see us there.</li> </ul> <p><b>Action items for Paul:</b></p> <ul style="list-style-type: none"> <li>• <i>Working with HR on updating staff NIMS &amp; SIMS training.</i></li> <li>• <i>Updating evacuation routes for IWV.</i></li> <li>• <i>Updating EAP (Emergency Action Plan), reviewing, added new section for active shooter.</i></li> <li>• <i>Coordinate with Mike Campbell VOIP phone and testing.</i></li> <li>• <i>Locate safety boxes and AEDs, update content.</i></li> <li>• <i>Update security cards with new information.</i></li> <li>• <i>March 8<sup>th</sup> Fire Department walk IWV.</i></li> </ul>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
3. ESCC site visit	Paul Wheeler	Paul will be visiting ESCC with Joe Grubb, new Risk Assessment & Management coordinator for KCCD. They will be providing an active shooter training video for students and staff.
3. Future meeting dates		March 10, 2016 April 14, 2016 May 12, 2016
4. Adjourn		3:00pm

Title John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 3-10-2016