



Safety Committee Meeting Minutes

March 10, 2016

EW 207

2:00pm – 3:00pm

Present: Paul Wheeler, John Daly, Lisa Stephens, Inge Olsen, Mike Metcalf, Penny Talley, Annette Hodgins, Kristen Hanle, Caroline Sanderson, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Paul Wheeler	2:00pm
1. Approval of Agenda & Minutes from 2-11-2016	Paul Wheeler	Approved. <i>Action: Contact Sylvia to correct Paul's extension on phone list –ext. 6367.</i>
2. Emergency Operations Plan	Paul Wheeler	Paul provided the committee with the draft version of the updated Emergency Action Plan. Sections were added on sexual assault and active shooter per board policy. Paul has asked the committee to review the EAP and get back to him by March 24 with any changes. The campus maps in the EPA for IWV have been updated to reflect the current situation while we are under construction. Paul will be updating the EAP for each site with current maps and contact phone numbers. Once approved the EAP will be updated annually.
3. Discuss NaBITA and BIT training	Paul Wheeler	Cerro Coso Community College joined NaBITA and attended a two hour webinar on March 4, 2016. The goal is to set up a Behavioral Intervention Teams at IWV, ESCC and KRV/EK. A steering committee will be put together to define who needs to be a part of this team.
4. CERT Block Party	Paul Wheeler	CERT will be having a block party on Saturday, April 16 th at Lee Roy Jackson Park from 10am – 2pm. This is a good opportunity to promote programs. Our AJ and Allied Health Dept. are interested in participating.
5. Safety Box and First Aid Update	Paul Wheeler	Paul has located 90% of the safety boxes. The boxes and first aid kits will be updated with new supplies. The AED and fire extinguishers are up to date. AED/CPR training is provided by the district office risk assessment. <i>Action: Provide staff with AED/CPR training.</i> <i>Action: Confirm budget area for the Science Department first aid kit inventory.</i>
6. Great Shake Out	Paul Wheeler	The committee discussed the upcoming Great Shake Out scheduled for October 20 th at 10:20am. This would be a good opportunity to develop a drill and test the Shore Tel emergency phone system. <i>Action: Provide Lisa, Inge and Kristin training on emergency PA phone system at KRV.</i>
7. 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 4/14/16