



Safety Committee Meeting Minutes

October 12, 2017

EW 207

9:00am – 10:00am

Present: Greta Robinson, Jarrod Bowen, Ana Mora, Karen Spurlock, Lisa Stephens, Joe Grubbs, Caroline Sanderson

Absent: Cheryl Fitzsimmons, John Daly, Mike Metcalf,

| TOPIC  | FACILITATOR    | SUMMARY/ FOLLOW-UP  |
|--|----------------|---|
| 1. Opening of Meeting                                    | Greta Robinson | 9:03am call to order.<br>Greta Robinson introduced herself. She is our new Safety & Security Program Manager. Her office is currently located in the M&O building and she can reached by calling 760-384-6367 or via email at greta.robinson@cerrocoso.edu.   |
| 2. Approval of Agenda                                    | Greta Robinson | Greta added Joe Grubbs to the Agenda.<br>Agenda approved with changes.  |
| 3. Approval of Minutes & Action Items                    | Greta Robinson | Minutes approved from 4/20/17.  |
| 4. Great Shake Out/October 19, 2017 @ 10:19am evacuation | Greta Robinson | <p>The Great Shake Out will take place on October 19, 2017, at 10:19am. All sites will be participating in the event. For the IWV campus, we will be using alarms and megaphone that have alarm functions for areas where there is no alarms. The Alarms will signal the beginning of the earthquake and text messaging will go out to notify the drill has begun. At 10:20am, the phone system will page signaling the shaking has stopped and it is time to evacuate to the appropriate locations. Staff will ensure evacuation and all clear prior to returning to normal operation. This drill will test the alarms, mass notification messaging and phone systems.</p> <p>Caroline reported there are many constructions crews working at Mammoth and alarms are going off daily so they have been getting many practice drills in. She wanted to confirm if contractors at Mammoth should be participating in the drill.</p> <p>Bishop campus is prepared.</p> <p>KRV campus will be using a megaphone. They would like new 2 way radios for communication purposes during the drill. Tehachapi could also use 2 way radios.</p> <p>Jarrod mentioned to Greta that the modular buildings near the LRC do not have working alarms. He also mentioned he has an old radio and base.</p> <p>The radio at the reception desk does not work all the time.</p> <p><b>Action: Greta will confirm with John Daly if Mammoth contractors will be participating in the Great Shake Out.</b></p> <p><b>Action: Greta will perform a radio check and assessment to address need for all locations and sites prior to drill.</b></p> |

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|-------------------------|----------------|--|-------------------|----------------|-------------------|----------------|-----------------|--|-------------------|--|
| 5. Red Bags             | Greta Robinson | <p>Greta discussed the Red Bags with committee. There is ongoing conversation on the Red Bag (trauma kit) content that requires a valid medical license to administer. The committee suggested offering training on a volunteer basis to get people trained and certified. Joe Grubbs stated that all kits should contain the Stop Bleed kit.</p> <p>The First Aid kits are being updated at all locations. Aspirin is no longer in the kits because it cannot be dispensed. The Science lab first aid kits need confirmation on who is responsible for keeping them up to date for all sites.</p> <p>The committee discussed fire suppression training and the possibility of utilizing a fire suppression simulator in place of actual fire extinguishers. Jarrod agreed to research the utilization, cost and maintenance of a fire suppression simulator. First aid and fire suppression training should be done on a regular basis. Joe Grubbs mentioned employees should be visiting the Get Safety Training site for additional training, all set up based on job descriptions.</p> <p><b>Action: Jarrod will report on the cost and maintenance of a fire suppression simulator.</b><br/> <b>Action: Greta will follow up on 1<sup>st</sup> aid training to determine who needs what.</b><br/> <b>Action: Greta will supply an additional first aid kit to KRV and one for Tehachapi.</b><br/> <b>Action: Greta will confirm who is responsible for the Science Department first aid kits and supplies.</b><br/> <b>Action: Joe will supply new batteries in AEDs and supply one for Tehachapi site.</b></p> |                   |                |                   |                |                 |  |                   |  |
| 6. Future Agenda Items  | Committee      | <ol style="list-style-type: none"> <li>1. Joe Grubbs would like to review the Vulnerability Assessment with the committee. He will be sending that out to each of us to complete prior to our next meeting.</li> <li>2. Create an annual Safety calendar of events including the fire drills.</li> </ol> <p>Please send future agenda items to Greta.</p> <p><b>Action: Committee members to complete Vulnerability Assessment prior to next meeting.</b></p>  |                   |                |                   |                |                 |  |                   |  |
| 7. Other Discussion     | Committee      | <p>The committee discussed creating an annual calendar of events for safety that is site specific. We would like to have monthly safety campaigns and newsletters to create a culture of safety around campus. The use of the LRC monitor, linking safety videos to Canvas or Grad Guru were discussed as possible options for creating awareness and pushing out monthly themes.</p>  |                   |                |                   |                |                 |  |                   |  |
| 8. Future Meeting Dates | Committee      | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">November 14, 2017</td> <td style="width: 50%;">March 13, 2017</td> </tr> <tr> <td>December 12, 2017</td> <td>April 10, 2017</td> </tr> <tr> <td>January 9, 2017</td> <td></td> </tr> <tr> <td>February 13, 2017</td> <td></td> </tr> </table>   | November 14, 2017 | March 13, 2017 | December 12, 2017 | April 10, 2017 | January 9, 2017 |  | February 13, 2017 |  |
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| January 9, 2017         |                |  |                   |                |                   |                |                 |  |                   |  |
| February 13, 2017       |                |  |                   |                |                   |                |                 |  |                   |  |
| 9. Adjourn              |                | 10:20am  |                   |                |                   |                |                 |  |                   |  |

Title Greta Robinson, Safety & Security Program Manager

Recorder Crystal Leffler Approved 11-14-17