



Safety Committee Meeting Minutes

March 20, 2018

EW 207

9:00am – 10:00am

Present: Lisa Couch, Michael Metcalf, Karen Spurlock, Sherri Windish, Inge Olsen (on behalf of Lisa Stephens)

Absent: Jarrod Bowen, Joe Grubbs, Lisa Stephens, Emily Wood, Caroline Sanderson, Ana Mora

| TOPIC                                  | FACILITATOR          | SUMMARY/ FOLLOW-UP   |
|--|----------------------|--|
| 1. Opening of Meeting                  | Lisa Couch           | 9:00am<br>Welcomed new member, Sherri Windish, replacing Cheryl Fitzsimmons.   |
| 2. Approval of Agenda                  | Lisa Couch/Committee | Agenda approved.   |
| 3. Approval of Minutes & Action items. | Lisa Couch/Committee | <p>Minutes Approved from 2-15-18.</p> <p><b>a) 1/9/18 Action: Lisa will follow up with Lisa Stephens to address exit route/window breaking tool at KRV. Lisa is confirming funding for the radios at KRV.</b> John Daly and Crystal are talking to Lisa Stephens to confirm radio usage.</p> <p><b>b) 2/15/18 Action: Lisa will provide safety calendar to areas to coordinate efforts.</b> Lisa reported she met with Christine Small, Pam Campbell and Tyson Huffman and shared our safety calendar. They are interested in collaborating on safety topics for a broad approach to all campuses and sites. The library staff and bookstore manager are also interested.</p> <p><b>c) 2/15/18 Action: Jarrod will reach out to law enforcement for alcohol awareness resources and post or email the responses he receives.</b> Lisa shared the email reply she received from Jarrod Bowen regarding reaching out to law enforcement for alcohol awareness. Jarrod stated the Chief of Tribal has material he would allow but was unable to confirm Ridgecrest, Mammoth and KRV. Due to Spring break, promotions for March are too late. We will need to plan in advance and invite others to discuss plan and help coordinate efforts.</p> <p><b>d) 2/15/18 Action: Lisa will revise Appendix G in the document and send out for feedback.</b></p> <p><b>e) 2/15/18 Action: Lisa will reach out to Lisa Stephens to see how our mission applies to our incarcerated student population.</b></p> <p><b>f) 2/15/18 Action: Lisa will follow up with M&amp;O and report back on the repair status for tree wires and concrete.</b></p> <p><b>g) 2/15/18 Action: Lisa will ask Deanna and Lisa Stephens to check the campus Safety Boxes.</b> These will be checked prior to each meeting.</p> <p><b>h) 2/15/18 Action: Ana will confirm the block schedule for Wednesday, April 18.</b> See #8.</p> |
| 4. Safety Suggestion Boxes             | Lisa Couch           | There were no new Safety suggestions.  |

| TOPIC  | FACILITATOR          | SUMMARY/ FOLLOW-UP   |
|--|----------------------|--|
| 5. March Safety Topics<br>Red Cross Month<br>Alcohol Awareness | Lisa Couch/Committee | According to our Safety Calendar, March is Alcohol Awareness month. We will be promoting Alcohol Free Weekend, March 30 – April 1, 2018. This event is sponsored by the NCADD. Our intent is to encourage individuals to be alcohol free for 3 days. We will have resources available and include the event with the Hunger Free Champaign next week. We will use media, banners, email and text to encourage participation. This event is geared toward staff and students. Information will be provided to KRV, Tehachapi and ESCC so they have materials to hand out.   |
| 6. April Safety Topics<br>Sexual Assault Prevention            | Lisa Couch/Committee | April is Sexual Assault Prevention month. Lisa updated the committee on what the tentative plan was including inviting a guest speaker, possibly from the women’s center to come up at various times of day to catch different audiences and having the individual available for questions on Thirsty Thursdays. Denim Day is also an April promotion. We just need to confirm the date.   |
| 7. Safety Calendar   | Lisa Couch           | During the review of the Safety calendar, it was brought up that Suicide Prevention is listed for May however; October is apparently Suicide Prevention month. We may need to make some changes to coordinate with the National Safety Calendar. The committee is not opposed to moving topics.  |
| 8. Spring 2018 Drill –<br>April 18, 2018                       |                      | Spring evacuation drill date is set for April 18 <sup>th</sup> at 2:15pm. Mike Metcalf has provided the information to Jan Moline to announce at Academic Senate. The time of the drill is not announced. There was discussion and coordination of drill and about sending email advising of evacuation routes, reiterate correct procedure and develop consistencies.<br><b>Action: Lisa will work with John Daly to plan the evacuation of next drill.</b><br><b>Action: Lisa will make sure all sites and areas have the “evacuation area” signage.</b><br><b>Action: Lisa will request that an evacuation area sign be provided to KRV.</b>  |
| 9. Review of Action Items                                      | Lisa Couch           | <ul style="list-style-type: none"> <li>a) 1/9/18 Action: Lisa will follow up with Lisa Stephens to address exit route/window breaking tool at KRV. Lisa is confirming funding for the radios at KRV.</li> <li>b) 2/15/18 Action: Lisa will revise Appendix G in the document and send out for feedback.</li> <li>c) 2/15/18 Action: Lisa will reach out to Lisa Stephens to see how our mission applies to our incarcerated student population.</li> <li>d) 2/15/18 Action: Lisa will follow up with M&amp;O and report back on the repair status for tree wires and concrete.</li> <li>e) Lisa will work with John Daly to plan the evacuation of next drill.</li> <li>f) Lisa will make sure all sites and areas have the “evacuation area” signage.</li> <li>g) Lisa will request that an evacuation area sign be provided to KRV.</li> </ul> |
| 10. Future Agenda Items  | Lisa Couch           | <ul style="list-style-type: none"> <li>• Drill dates and times for next year.</li> <li>• Discuss Great Shake Out date and time.</li> <li>• Fall Safety Calendar.</li> </ul>  |
| 11. Meeting Dates<br>April 17, 2018 @ 9:00am                   | Lisa Couch           |  |
| 12. Adjournment  |                      | 10:00am  |