

**CAÑADA COLLEGE SAFETY COUNCIL MINUTES**  
**September 22, 2005 10:00 AM – 11:30 AM in Building 1 Room 101**

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Alex Toscano Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative

Absentees: Danny Glass, Rachel Corrales, Lesli Sachs,  
 Alex Andrade

Guests: Jai Kumar, Interim President, Tom Mohr, Kathy Smith

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	ACTION	O/C
<b>1) APPROVAL OF THE MINUTES 6/30/05 Meeting</b>	Minutes were unanimously approved.			
2) Accident Reports:	No accidents were reported.	Lesli Sachs		
3) Campus Update	Due to B9 construction, a conduit beside B18 was removed and also some light fixtures. Our engineers are taking precautions to insure adequate lighting during the construction process. Interim President Mohr will make an evening tour with Chief Katsumis and JV to survey the lighting situation. They will report back. JV reported a water pipe breakage and restoration. The pipe breakage interrupted water service to B13 and has been fully restored. The water when turned back on was flushed thru. JV reported that the water looks clear and clean. KS asked about the possibility of power line breakage or interruption and should computers be backed up. JV reported that a possibility of an accidental breakage could occur and that backing up computers	Jozsef Veres		

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	<p>would be extremely proactive and should be done if possible. Elevator phones are in process of being checked for any malfunctions.</p>			
<p>4) Old Business</p>	<p>Inner Campus phone numbers update. The committee agreed to table the inner campus phone operations check until after the installation of our new phone system. The new campus phone system is to be in place sometime during the third or fourth weekend in October.</p> <p>Hard phone line locations and status of phones. The status of this request is tabled until the installation of new phone system.</p> <p>Stairs and walkways: striping, handrails. This item is closed due to the closure of the stairway as it is in the B9 construction zone.</p> <p>Condensed Emergency Procedure Sheet. No report</p> <p>Nextel phone training. A one page document was generated and disseminated to safety committee members. This should alleviate any need for training.</p> <p>Emergency contact information lamination. The laminates in some cases do not adhere to the newly painted walls and a suggestion was made that clear placard sleeves be mounted in classrooms for this important information. Research is to be made on the cost of purchase and DG will be consulted on the cost of installation.</p> <p>Workman's Compensation forms:</p>	<p>Susan Traynor</p> <p>Susan Traynor</p> <p>Linda Hayes</p> <p>Lesli Sachs</p> <p>Susan Traynor</p> <p>Susan Traynor</p> <p>Danny Glass</p> <p>Committee</p> <p>Susan Traynor</p>		

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	<p>Who fills these out? Our new Business Officer, Victoria Nunes will be informed of the need to have a person available for this recordkeeping.</p> <p>Evacuation Maps. ST reported that evacuations on the current Evacuation Maps are still acceptable locations. It was questionable if the chain link fencing of the construction site for B9 would alter the evacuation sites. New maps will be printed and disseminated to the community.</p> <p>First Aid Kits: 20 new First Aid Kits were purchased and have been distributed to all divisions and departments. A monthly reminder to check these kits will go out with each meeting announcement. Any need for replenishment should be emailed to ST and replenishments will be sent to that area.</p>			
5) New Business	<p>October Fire Safety Month and the viewing of the Northridge Earthquake DVD. ST reported that the District is hosting a viewing of the documentary on Tuesday October 25, 2005 at our main theatre. This viewing will be at 1:30 pm. After the viewing there will be a Q&amp;A period. Matt Lucett, the Director of Emergency Services from San Mateo County will be on the keynote speaker.</p> <p>Campus wide calamity simulation. ST reported the intention of having a campus wide simulation. ST and committee will be working with local law enforcement on creating the date and scenario.</p> <p>JK asked that the night administrator phone be on at all times in the President's office and that in the event of the office being</p>	<p>Susan Traynor</p> <p>Susan Traynor</p>		

CONTENT	PROCESS	WHO	ACTION	O/C
	<p>vacant the phone number should be forwarded to security.</p> <p>JK asked that the bookstore receive a hard line telephone when they are installed.</p> <p>JV reported that stop signs are not respected and that officers need to ticket offenders more frequently. The morning hours when people are walking the perimeter of the campus are extremely dangerous.</p> <p>A question was asked if the staff lot 5 should be made one way because of the potential of collision while faculty and staff are entering from both directions.</p>			
<p><b>5) Next meeting 10/20 /05</b></p>	<p>Room 1-101</p>			
<p><b>ADJOURNED AT:</b></p>				