

Safety Meeting Notes 9/1/09

Present: Dean Barbatis, Dean Hayes, Nancy Wolford, Debbie Joy, Gary Hoss, Danny Glass, Vickie Nunes, Maggie Souza, Kathy Smith, Leslie Sachs

Handouts:

District Meeting to discuss emergency drill notes from 8/27/09
California Public Employee Disaster Service Workers Pamphlet

Upcoming dates:

9/9/09 2:00 pm in 3-142 All college meeting to discuss overview of emergency procedures
10/15/09 County, District and Cañada Seismic event drill (Tom & Linda will not be here)

Agenda:

Come up with bullet points for Pres. Mohr to cover in the 9/9/09 all college meeting (Debbie has these)

*Have Mike T. video tape this meeting and post to safety website

- 1) Guest speaker: 10-15 min. at beginning of meeting. Go over what it means to be a disaster service worker. Legal responsibilities.
- 2) Debbie to give quick recap of what has been done
- 3) Tom to discuss
 - overview of why it is important
 - process
 - procedures for evacuation
 - Next steps

Discussions:

Map and evacuation location updates (maybe Roberta can help)

Maps need to be updated with current evacuation locations for each building and posted
Add symbols for AED, evac chair, stair locations, first aid kit, EOC procedure manuals, helicopter pad, EOC locations, emergency phones, elevators, emergency access roads
Frisbee Lawn being renamed to Lower Quad
Bld 1 evac to mini track
Move helicopter pad to field (include this on map)

Building Captain updates

Fall 2009 building captains list up to date and posted (Maggie)
Responsibilities need to be updated to reflect correct procedures
Captains need to be informed of their responsibilities

911 Zone class postings up dated

Discussed having one person responsible in each building for keeping these up to date along with all other emergency items in the same building (check 911 zone, emergency phones, elevators).
911 Zone should include: evac map, location of AED, evac chairs, stairs, phones, procedures, emergency phone numbers).

Other:

Movie recommend by Vickie: "Spinning Butter" about how campus administrators handled a racial prejudice incident on campus

Carillon System:

Why it is not in use daily? Students should get use to hearing it
Need prerecorded CD's for all emergency scenarios
All first responders need to know how to work the system
Who is responsible to send broadcast message?

Emergency Alert Announcement

Carillon, email, text messaging, cell phones, mysmccd email
Who is responsible for sending out this alert? (Robert Hood deals with all the press)
Need scripts for each scenario approved by college

EOC location moving

Primary will be moved to lower level of bld 8

Secondary will be bld 9 break room

Need to work out phone lines

Need to duplicate all supplies

Evac chairs need 4 people to lift one student

Ear plugs need to be accessible to building captains so they can remain in building if fire alarms are going off

Suggested to put these in all first aid kits and our desks

How to continually get the word and updates up to all faculty/staff day/night?

All college meetings

Meetings taped and put on safety website

Division meetings (possibly have 1 scenario covered each month – same scenario every division)

Create safety email (canadasafetycommittee@smccd.edu) so everyone can quickly report any item

Have this email linked to a specific person for distribution and follow up (Kathy or Nancy)

Vista Apts: not part of general campus safety procedures (must have their own)

Flu Season: (Leslie) info will be sent out shortly regarding flu season and procedures

Leslie has money to put hand sanitizer and tissues in every classroom

Committee Members: need to review members to make sure we are well represented.

Someone (Nancy) to follow up with all divisions/buildings to make sure someone is assigned to keep each

buildings emergency information up to date (911 zones, phones, elevators, binders, safety emails)

Review of last year's EOC exercise needed (district meeting with all zone leaders)