

Cañada Safety Committee Meeting Notes
Tuesday, September 15, 2009

Waterfall Document – Jan Roecks

Jan brought a sample for us to view the format. The document is not meant to be specific; it is a generic, basic document. After some discussion, the document will be emailed to Debbie and she will print it and pass it around for our review then get it back to the district. There is still discussion as to who is going to pay the printing charges, what type of binding it will have and whether or not to put it in the classrooms or just to faculty.

Drills

- a. Thursday, October 15th Seismic Drill, times? - Debbie will pursue time(s) for this drill
- b. Podcast for Building Assistants on Roles & Responsibilities – this will happen this semester.
- c. 911 Zones

Evacuation maps update- ready at the end of the month or the beginning of October
Discussion over who will keep these 911 zone boards up to date. Kathy would like to see one person responsible in each building to minimize the workload for the safety committee. This same person would be responsible for keeping everything safety up to date in the same building.

- d. Evacuation zone signs

e. Hostile Intruder Drill date (no evacuation) Shelter in place (would like the drill on a Wednesday so we can involve different faculty members that were not part of the 10/15 drill). Pres. Mohr would like a hostile intruder drill before the seismic drill on 10/15. After much discussion, the safety committee is recommending that we wait until after 10/15 for numerous reasons. Gary will be out of town until 10/6 and we need him here for the drill. We also have a lot to do to actually be ready for this drill. Gary will coordinate with the Sheriff's department and follow up with Pres. Mohr. Instructor need to know in advance what is expected. We are also still trying to figure out what to do about the classrooms that do not lock. Danny will get a key tool to the division offices of the buildings that have interior hall doors so that they can be secured. Danny will also follow up to see if the individual classroom door mechanisms can be altered to lock.

Cameras

- a. Website – webcam is public. Anyone in the world can look at our campus and move cameras around. Some inappropriate usage issues have come up from students. When this happens it means that campus personnel cannot use the webcam. Discussion as to what can be done about this. Gary to follow up.

Security cameras can only be used by security. This is a separate system from the webcam.

Carillon

- a. Chimes – will be sounded once in the daytime and once in the evening so students can get use to hearing them.
- b. Script and readers – campus has 4 (Debbie has names)

UHF Radios - \$400 each

- a. Assigned – Dean's, VP's,
- b. Purchase of 5 more

EOC

- a. Change primary and secondary locations
- b. New phones \$40.00 each

AED

- a. Purchasing replacement batteries - \$400 each Security to purchase the two for their two machines. Currently, security only has one machine .Gary will follow up to purchase another machine for the second patrol car.
- b. Monthly reporting – must be done or campus is out of compliance. Currently, being done by Debbie, we need someone to look at each machine monthly to see if light is still green (battery is still good).

Safety Committee Membership – Academic Senate, Classified Senate approve members. We need a representative from Danny's department and a student. Possibly add Robert Hood to the committee since he will be dealing with the public in an emergency.

Other

- a. Report of ongoing problem of not having soap or operable soap dispensers, Building – dispensers are broken. New dispensers have been ordered and will be replaced asap.

Next Meeting – October 20th (3rd Tuesday of the month) – might have an earlier meeting to plan for the 10/15 drill.