

Cañada College Safety Committee Minutes

Meeting on October 17, 2003

Meeting Call to Order: 11:00 AM

1st Item of Business: Incidents on and Off Campus

1. **Injury on the pathway to the Library**
 - **Pathway to Library needs paving**
 - *Possible Solutions:*
 1. A warning sign to be posted
 2. Temporary fencing until paving can be done
 3. Not using the pathway until pathway is re-paved
2. **Hit and Run**
 - **Hit and run hit and run on campus.**
 - *Actions Taken:*
 1. Report completed by Canada Security
 2. Verified that student was okay
3. **A Bicyclist Accident on Canada Road (close to entrance to Cañada)**
 - **Accident on Canada Road today, 10/17/03**
 - *The following Took Place:*
 1. A lady hit a bicyclist on Canada Road.
 2. Bicyclist was okay.
 3. Sheriff's called out
 4. Bicyclist was sent to Stanford Hospital for review.

2nd Item of Business: Transfer Day/College Night

1. **Transfer Day/College Night**
 - **Problems after College Night with Unsupervised Youth**
 - *Possible Solutions:*
 - Have buses ready immediately after the event to load students
 - More counselors from high school and college to help supervise students
 - Open doors for better ventilation so that students are more comfortable inside the Gym.
 - More security to assist buses and students

3rd Item of Business: Emergency Preparedness Plan

1. **Emergency Preparedness Plan Updates and Review**
 - *Review who was on the committee last year and recognize who will replace those gone. Also what the safety committee will give to each division and safety committee member.*
 - Safety Committee Binders for all committee members and each division. Sets of binders will be made then distributed.
 - A review of the safety committee list was done, the results are listed below.
 - Serving in the capacity of the Vice President of Student Service will be *Phyllis Lucas*

The Canada College Safety Committee is working for you

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Meeting on October 17, 2003

- Serving in the capacity of the Vice President of Instruction will be *Marilyn McBride*
- Serving in the capacity of the Emergency Coordinator will be *Phyllis Lucas*
- New Safety Officer is *Dennis Doran*
- New Law Enforcement/Fire Rescue, in the alternate position is *Dennis Doran*
- New Environmental Health and Safety, in the alternate position is Lab Tech assistant *Kim Autrey*
- New first Aid Medical, 1st *Matthew Friedman*, 2nd *Security*
- New Documentation Unit Leader will be *Margie Carrington*, alternate will be *Georgia Clark*.
- New Recovery Unit Leader alternate is *Marilyn Mc Bride*
- New Purchasing and Supply Unit Leader is *Rachel Burrola*, alternate will be *Mario Peña*
- New Care and Shelter Unit Leader will be *Mike Garcia*, alternate *Jai Kumar*
- New Finance Section alternate, *Jai Kumar*
- New Cost Leader alternate, *Terry Watson*

4th Item of Business: Positive feedback and problems pertaining to last year's emergency black out.

1. Emergency Black Out at Cañada

- *Update:*
- During a Storm last semester there was a black out resulting in emergency evacuation, Canada's classified employees including the custodial staff worked diligently and effectively together helping get everyone out safely of the buildings.

5th Item of Business: Supplies for Division and Other Areas that that the Safety Committee should be supplied.

1. Emergency Supplies

- Emergency supplies have been brought to the attention of the safety committee and will be reviewed for donation to the college from the safety committee: rechargeable flashlights/ first aid kits and emergency flip charts should be ordered for each division and others who might need them.

MOTION: A motion was made and passed to order 20 first aid kits. In our next meeting we will discuss the rechargeable flashlights.

6th Item of Business: One Person or an Identified team of people should be called for emergencies.

1. An appointed Emergency Team for Phone calls needs to be created

- A committee list person's needs to be established to call specific others during emergencies. This way repeated calls would not happen.
- An updated list will be forth coming.
- Lead Security Officer Katsumis is preparing an emergency phone tree for his officers.

Attendees:

Mike Sinkewich	Chair
Linda Hayes	Dean of Business Division
Patricia Dimond	Budget Officer
Pete Katsumis	Lead Security Officer

Cañada College Safety Committee Minutes
Meeting on October 17, 2003

Danny Glass
Jozsef Veres
Susan Traynor
Rachel Burrola
Lesli Sachs
Sal Mendoza

Campus B & G, Facilities Maintenance Supervisor
Head Electrician
Facility Coordinator
Operations II
Health Services
Counseling