

Present: Phyllis Lucas-Woods, Debbie Joy, Nancy Wolford, Avery Brundage, Jan Roake, Danny Glass, Kathy Smith, Gary Hoss, Vickie Nunes, Leslie Sachs, Linda Hayes

- 1) Announcement – Phyllis is retiring
Committee will now have two co-chairs rather than one chair. The new chair-persons are (Classified) Debbie Joy and (Faculty) Nancy Wolford.
Took this opportunity to review membership of the Safety Committee to make sure all areas of the College are represented.

- 2) Construction Updates – Avery
 - Primary entrance (Farm Hill) phase 1 & 2 completed, waiting for cement to set to open more lanes. Water feature at main entrance is ahead of schedule.
 - Cobble stone problems have been figured out for Frisbee lawn water feature. Waiting to sod this area with bldg. 8. (update: done 2/4/09)
 - Traffic signals adjusted for better flow on and off campus. (update: concerns from Farm Hill Neighborhood Association have required a meeting on 2/5/09 to adjust the traffic signal again)
 - Loop road, add extra cones and signs to alert drivers earlier heading for the freeway or RWC.
 - Lot 7 has the new lights, sprinklers and plants will go in next week.
 - Daily parking permit machine stations have the cement being poured. Machines and 3x5 enclosures are here. New parking permit machines will be located in lots 7, 1 north and 1 south and lot 6. Signage will be put up for students alerting them as to where they can buy their daily parking permits.
 - Ask construction workers to make sure all lights are in working order after they have serviced the area. If they turn off a panel, someone needs to make sure it is turned back on.
 - Appendix A – signage package – by bus stop
Stop signs ADA – bus area and bldg. 3. Phyllis to contact Alex for signage by bldg 1 & 3.
 - Back entrance will get 15 mile per hour signs and reflective arrow signs at major curves.
 - Loop road to get recoated and restriped. Looking for best time to do this. Possibly during spring break.
 - Danny stated that the campus power will need to be shut down when the new facilities maintenance center come on board. The 4 day Presidents day weekend was suggested. All campus shut down dates are scheduled through Rachel Corrales to ensure the least amount of disruption.

- 3) March Emergency preparedness exercise (EOC Table-top) – Debbie
 - Simulation will be for earthquake and hazmat
 - Hazmat reps are Jenny Castillo and Janet Stringer.
 - Joe Horton to conduct classroom instruction (what we need to know) on March 4th from 8-12.
 - Table top exercise is March 5th from 8-9:30
 - EOC mock exercise is March 5th from 9:30-1:00

- 4) Waterfall document – Jan
 - The District Document is meant to be a general guideline (best practices) for all faculty/staff and will be included in the yearly opening exercises packet and on the web. Each campus will fill in the information specific to their location (phone numbers, maps). It is ok to add supplements to this document. A mock up sample will be sent before final printing. The printing costs and quantities will be charged to each individual campus.
 - Cañada would like two documents; this one from the district for faculty/staff, and something short and to the point for the classroom 911 zone boards. The safety committee will be responsible for creating something for our campus.

- Individual divisions are responsible for going over the material covered in these documents within their division meetings and with their building captains.
- Gary asked us to remind faculty/staff that they are Disaster Service Workers(for the State) and their first responsibility is to stay on campus with their students in case of an emergency.
- A phone tree should be established for emergencies. Everyone should have a list of who they need to call.

5) District safety committee report – Debbie

- a) Video monitoring signage – signs are here. College presidents will decide location. Suggestions are to put them outside of the buildings where the cameras are in use.
Danny stated that the camera outside bldg. 1 locker room is missing? Danny and Linda to follow up. Phyllis to call Brad to make sure this camera is linked to the campus monitoring system.
- b) Hazardous Materials plan – Danny Glass and Janet Stringer are in charge of the hazardous materials plan on our campus. They are writing the plan with Bob Dominici. Inventory is due 2/20. Would like to have this in place for the March EOC exercise.
- c) Chemistry chemical storage is being moved to district facilities. Chemical binders are located in the science and humanities division offices. Art and photo lab chemicals need to be included in this list. Departments are responsible for keeping these binders up to date and accessible.
- d) Audible alarms – as speaker system is being installed in buildings 5, 6, and 8 as they are remodeled. Currently, these alarms cannot be heard inside the buildings, only outside. Need to include building 1 and the fields also.
- e) Courtesy phones- Have security check phones to make sure all are working properly as part of their normal campus routine. Kathy will also check and report back before the EOC exercise.
- f) UHF radios – system is not ready yet. Danny is working on fixing the bugs. There are some frequency issues. Training is also needed for faculty/staff using the radios. Coverage on campus is fair. System will be working for the EOC exercise.
- g) Text message alert – district to test the text messaging system each semester.

6) Update on smoking outside building 13 – Danny

Smokers need to be 20' from building. Bigger signs would be nice. Ash trays have been moved farther away from the building. Faculty/staff need to help model and train students.

7) Parking Space Concerns – President

- Parking Lots are full at peak class times. Tom is walking the lots and is very concerned that we do not and will not have enough parking.
- The sheriff's department will have a substation on our campus in the portable.
- Traffic safety – should we form a small committee to help solve the traffic safety problems? Speeding, running stop signs, speed limits. Policy not being enforced. We would like Jose Nunes to conduct a radar survey. We need ideas and enforcement. Sheriff's Office can begin ticketing as soon as street names have been confirmed.

8) Other –

Kathy to email Danny to see when the non skid strips will be placed on the metal plates on the ground.
Kathy to email Alex to see when the stop rail will be installed on the ramp between buildings 17 and 13.
Debbie to send the safety agenda and minutes to the fire department and sheriff's office on a regular basis.

9) Next meeting February 17th same time/location