

Crafton Hills College
Environmental Health and Safety Committee
November 14, 2011
Minutes

Members:

<u> X </u> Rosemarie Hansen (Co-Chair)	<u> X </u> Mike Strong (Co-Chair)
<u> </u> Robin Bishop (Faculty)	<u> X </u> Tina Gimple (Classified Staff)
<u> X </u> Judy Giacona (Faculty)	<u> X </u> Aaron Henderson (Student)
<u> X </u> Larry Cook (Management)	<u> </u> Rick Hogrefe (Management)
<u> </u> Cheryl Burge (Human Resources)	<u> </u> June Yamamoto (Management)
<u> X </u> Pierre Galvez (District Police)	<u> </u> Lito Reyes (Keenan and Associates)
<u> X </u> Whitney Fields (District EH&S Admin)	<u> X </u> Catherine Hendrickson

Members Present: Rosemarie Hansen (Co-Chair, CSEA), Mike Strong (Co-Chair, VP of Administrative Services), Larry Cook (Management, Facilities), Whitney Fields (EH&S District), Aaron Henderson (Student), Judy Giacona (Faculty), Pierre Galvez (District Police), Tina Gimple (Classified Staff), Catherine Hendrickson

Members Absent: Cheryl Burge (Human Resources), Robin Bishop (Faculty), Lito Reyes (Keenan and Associates), Rick Hogrefe (Management), June Yamamoto (Management)

Meeting was called to order at 1:05PM

I. Minutes from September 12, 2012 and October 10, 2012 were approved

II. Reports

A. Co-Chairs

- (a) Secretary for committee was discussed. Aaron Henderson volunteered to be the committee Secretary until May. At that time the next Secretary will be decided.
- (b) Great Shake Out report
 - (i) See attached page for report with photos.
- (c) Mike Strong and Tina Gimple report on phone notification
 - (i) There was an issue with the secondary line on Mike's phone that has already been fixed by James Harris at District. The phone notification was successful with no real issues with the Informa Cast Phone System. Email didn't appear to work and will be worked through Blackboard Connect.
- (d) Goals for next year
 - (i) Evacuation areas on campus directories, flip charts
 - (ii) Signage at evacuation areas designating that area
 - (iii) Next year have evacuation of buildings, have safety committee members at each evacuation area giving out information pamphlet

B. Human Resources

- (i) At the next meeting (December) we will have a Keenan representative here for a training on understanding workers compensation and claims

C. District Police

- (i) Nothing to report

III. Standing Items

A. Safety Plan Review and Approval

- (i) Was to be Chemical Hygiene but due to Rosemarie Hansen needing to leave the meeting the reviewed plan was switched to a review of LOTO (Lock Out Tag Out)
Changes made do not constitute the need for retraining

B. Departmental Safety Inspections

- (i) No discussion
- (ii) Next inspection scheduled is Science Labs February 13, 2012

C. Events

- (i) No discussion

IV. Old Business

A. Finalize 2011-2012 Goals

- (i) Finalize Plans
- (ii) Schedule for Plan Review
- (iii) Schedule of Inspections
- (iv) 100% employee safety training
- (v) Fully staff safety committee

V. New Business

A. Lessons learned from the recent fire on campus

- (i) Communications
- (ii) Mass Notification
- (iii) Evacuation

B. See attached email regarding Crafton Fire Post-Event Follow Up Meeting

- (i) Some of these communication issues involving the mass notification were resolved for the Great Shake Out

VI. Future Agenda Items

VII. Announcements

VIII. Meeting was Adjourned at 2:00pm

Next meeting: December 12, 2011



At Crafton we distributed about 170 "putting down roots in earthquake country" booklets in English and about 60 in Spanish. Of the 2000 pamphlets there are only about 100 left so we distributed close to 1900 of the pamphlets that have the evacuation map on it to students, staff, and faculty.

We also gave out all of the hand sanitizers and the pens.

Extra pamphlets and "putting down roots" booklets have been placed in the Student Senate Office, Communications Office, Financial Aid Office, Counseling Office, and Admissions and Records, and the Library.

Aaron the Student Senate rep on the committee was great helping give out information, Catherine Hendrickson from the committee also came and helped at the table.

From: **Strong, Michael**

Sent: **Friday, October 07, 2011 12:53 PM**

To: **Harrison, Gloria; Marshall, Cheryl; Warren_Marlatt, Rebecca K.; McCurry, Patrick; Galvez, Pierre**

Subject: **Crafton Fire Post-Event Follow Up Meeting**

In follow up to the meeting on Tuesday, October 4, 2011 to discuss the lessons learned from the 9/27/11 fire behind the Aquatics Center, please see the following notes and action items:

1. Communication Breakdown
 - a. Lines of communication were not followed effectively (i.e. Gloria did not receive a call from Mike or from the District Police)
 - i. Remedies:
 1. Mike to fix his cell phone and train Larry to act as backup to contact Gloria (as necessary) in the event of emergencies.
 2. District Police - Officer on duty or designated District Police personnel to contact the President's Office (Gloria) and Administrative Services (Mike) in the event of emergencies that impact normal campus operation
 - ii. Gloria (or acting president in Gloria's absence) to notify the PIO (Alisa Moore)
2. Mass Notification
 - a. Blackboard Connect is extremely slow—emails sent out did not arrive until after the crisis was over. Only a few people received the texts because cell phone numbers have not been collected.
 - b. Mike to work with DETS to collect cell phone numbers if Blackboard Connect can be fixed so that it does not take so long to send out messages.
 - c. Explore alternative options for mass notification with the phone system (Mike to follow up with Wayne and discuss options and propose solution)
 - d. Set up standard message templates for quick transmission (Mike to follow up)—we did not discuss this, but this is something I will follow up with as well.
3. Chief McCurry stated that when he was informed about the fire, that it sounded like the fire was a distance away from the campus—not on the campus. He requested a campus ID map for the Dispatcher so that they can relay the correct location of an emergency. (Mike to work with District Police and provide the map)
4. Evacuation
 - a. If the event would have required evacuation of the campus M&O was prepared to act. However, building assignments and preparation is necessary.
 - b. Drills and tabletop exercises need to be scheduled and organized. (Mike to work with District EH&S-Whitney Fields and District Police)
 - i. Rebecca mentioned the need for floor captains at each building.

Please let me know if I missed anything. I will use this as an action list and report.

Mike Strong
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