

**Crafton Hills College
Safety Committee
Agenda**

Date: April 9, 2018

Location: CCR 247

<p><u>Members (Absent*):</u> Rosemarie Hansen (Co-chair) Mike Strong (Co-chair)* Mike Alder (Faculty) Dr. Hanna Sandy (HWC Coordinator) Bill Miller (DPS/Management)* Alexa Johnson (Student)*</p>	<p>Vacant (Human Resources) Bob Miller (District Police) Jose Palencia Maria Gates (District S&RM)* Farhad Mansourian (Faculty)* Ruth Greyraven (Faculty)* David Aten (Classified Rep)* Larry Cook (Facilities Management)* Michael Nguyen (District EH&S)</p>
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TOPIC	DISCUSSION	FURTHER ACTION
Introductions	Michael Nguyen District EH&S	
Approval of minutes from 2/12/18	Approved as written with minor correction	
<p>Reports:</p> <ul style="list-style-type: none"> • M&O Safety Projects (Larry) <ul style="list-style-type: none"> ○ Security monitoring upgrades ○ PAC • District Police Report (Police): <ul style="list-style-type: none"> • Status of lab walk through to better understand the hazards associated with them • S&RM (Maria): <ul style="list-style-type: none"> • Review of injuries from WC summary report • Recommendations to management • HWC – Student Injury Report (Hannah) 	<p>During Spring Break fire alarm inspections, waiting for results. Minor corrections expected. In good working order and has been upgraded.</p> <p>Power outage today (Edison) M & O restoring lights and elevators.</p> <p>Cameras: Waiting for funding/on hold</p> <p>ADA improvements for Central Complex project awaiting bids to come for summer project. Other summer improvements for PAC H&S improvements coming summer to PAC and will be closed for Summer. Bids go to board in May, then work will begin. 12/16 weeks to get equipment.</p> <p>No Police report: Paul not aware of anything. Friday training for managers kicked off new training format for active shooter training. New info online for active shooter/intruder info. Recorded training sessions will be available shortly. Paul will put an annual active shooter drill in conjunction with police department. Will purchase triage/tourniquet kits.</p> <p>Maria: From July through February, S&RM some minor injuries, everyone is back to work. We look good for next quarter.</p>	
Safety Inspections Business Plan Update	Michael Ngyen: Due March 1, new to the position we submitted the inventory from the	

	<p>previous inspection. CUPA knows that it was old info and the expectation is that we will revise based on the next inspection in May. Looking to do (Citadel) SBVC first and then start here. Chc needs to be ready for Wednesday, Thursday & Friday. The 23, 24, and 25 tentatively because of graduation. Not committing to any dates yet. Will coordinate with departments on consecutive dates for inspections.</p>	
<p>Safety Training:</p> <ul style="list-style-type: none"> • Reports on completed training 	<p>Nothing new. Amalia wants to schedule training for classified during Summer and Faculty during Flex.</p>	
<p>Emergency Prep:</p> <ul style="list-style-type: none"> • Shake Out <ul style="list-style-type: none"> • Review AAR • Replenish Emergency Supplies (update) • Emergency Ops Plan • Evacuation sites • Evacuation Site Coordinators 	<p>Spring drill: Next week. Drop, Cover, and Hold next Fall for Shake Out. Spring is night drill at 7 p.m. on Tuesday the 17th.</p> <p>Paul: One of the capabilities of informacast is the ability to do a live broadcast from assigned list of people to all of our phones. Phone will work as an intercom. Looking for funding as well. Looking for exterior PA system and resources for funding.</p> <p>Live broadcast during the next evac drill. Send another reminder to campus and part-time faculty. Alarms will sound for 5 minutes, custodians to group in the quad for debrief. District police, Cal Fire, Administration. Who takes the lead? Unified Command should be established. Develop an evac parking/transportation management plan for us and communicate directly with campus and unified command. Someone from campus needs to go to the unified command center.</p> <p>Paul: Scheduled for the end of the month for Emergency Ops Plan. Revising and referencing other plans to streamline all safety plans. Annual revisions will be done.</p> <p>Add Lot G evac site: Paul Revamped emergency flip charts, updated evac maps are current on the flip charts. Contact Michelle in the police office for more flip charts.</p> <p>Evac coordinators (building captains) training for April 17th drill. Train new staff for drill (custodians).</p>	
<p>Safety Concerns:</p>		

Non-Discussion Items	<p>Goals 2017-18:</p> <ul style="list-style-type: none"> • Finalize the Emergency Operations Plan and Familiarize the committee; then identify specific action items. • Tabletop scenario with wildfire or earthquake with committee and building captains in April. • Hold 2 evacuation drills—Shakeout in October and an evening drill in April • Organize and schedule training for the building captains in October. • Obtain and review quarterly reports by District HR on status of CHC mandatory OSHA trainings. • Improve mass notification – Timeliness of text messaging and identify clear responsibilities. 	
New Business:	<p>AED’s we have 3 one at the pool, one with police and one at Health and Wellness. Discuss placement and needs for fully occupied buildings.</p> <p>Safety Plan Updates/Schedule to revise. Current Job Hazard analysis/ Update Citadel needs to do a job hazard analysis.</p> <p>Next meeting, May 14th is the last one until September.</p>	
Adjournment	2:30pm	
<p>Mission Statement</p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>