

**Crafton Hills College
Safety Committee
Minutes**

Date: May 14, 2018

Location: CCR 247

Members (Absent*):
 Rosemarie Hansen (Co-chair)
 Mike Strong (Co-chair)
 Mike Alder (Faculty)
 Dr. Hanna Sandy (HWC Coordinator)
 Bill Miller (DSPS/Management)
 Alexa Johnson (Student)*
 Paul Walker (Emergency Management)

Vacant (Human Resources)
 Al Jackson (District Police)
 Vacant (District S&RM)
 Farhad Mansourian (Faculty)
 Ruth Greyraven (Faculty)*
 David Aten (Classified Rep)
 Larry Cook (Facilities Management)
 Michael Nguyen (District EH & S)

TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 02/12/18	Approved	
<p>Reports:</p> <ul style="list-style-type: none"> • M&O Safety Projects (Larry) • District Police Report (Police): • S&RM (Vacant): <ul style="list-style-type: none"> • Review of injuries from WC summary report • Recommendations to management • HWC – Student Injury Report (Hannah) • 	<p>Preparing for graduation. Everything is in good working order. Filter change outs this summer.</p> <p>Mike: we didn't have security coverage during the Herbivore festival. The Chief will address this issue. More discussion to follow.</p> <p>Larry: Issues with excessive speeding and no police presence. Lack of security on campus will eventually cause a problem.</p> <p>Chief Jackson: Putting someone on to cite speeders and stop sign runners. Market to students about speed limits etc. Chief apologized for a lack of police presence and have a lack of officers and resources to staff large events such as the Herbivore Festival. Officer was alone and dealing with an issue and another officer was tied up and then not available to assist an instructor with an officer's presence. The facility use form needs to indicate police needs and the events need to be funded by someone. The event, how many people, what fees are needed. Safety concern is noted</p> <p>Maria Gates resigned. Michael is doing training. Did one on Crafton for Heat/Illness. When we get Maria's replacement, Michael will fill that void. No report for Workers Comp.</p>	<p>Mike, Larry, and Chief Jackson will convene a sub-meeting on safety and police presence on campus for all events.</p> <p>Add Chief Jackson to any event over 400 people etc.</p>

	<p>Hannah: Student injuries? Mental health dysfunction is a growing concern. How to deal with mental health issues with students? Police thoroughly investigate any suspicious activity. See something, say something.</p>	
<p>Safety Inspections:</p> <ul style="list-style-type: none"> • Business Plan update – chemical inventory 	<p>Michael Nguyen will do chemical inventory after graduation. We didn't do one last year. SB county is looking at our CUPA plan, so we need to update information.</p>	
<p>Safety Training:</p> <ul style="list-style-type: none"> • Reports on completed training 	<p>Safety Trainings: Following what Maria Gates has done. Looking into training schedules, pending..</p>	
<p>Emergency Prep:</p> <ul style="list-style-type: none"> • Spring Emergency Prep Drill <ul style="list-style-type: none"> • After Action Report • Fall Shake Out – 10/18/18 @ 10:18am <ul style="list-style-type: none"> • Table top • Drop, Cover, Hold On • Regroup Message • Emergency Ops Plan • Evacuation sites • Evacuation Site Coordinators 	<p>Drill went very well. On time, good job Jeremy Crooks. Areas were covered and met with captains in the quad. Only missing two areas. Mike, Chief Jackson and Paul were there. Informacast will do a live broadcast and we tried to use it. Built into the scenario and we learned what worked and what didn't. Our best opportunity to inform quickly and best during an active shooter situation. Didn't work at district at all. It was reported that they heard it all over campus via phones. We have no outside speakers. There is no time out issue. It will be on certain phones as delegated by Mike.</p> <p>Captains bags need individual trauma kits to be added by Paul. Will distribute in the fall through building captain training.</p> <p>Shakeout in the Fall – Will do a “drop, cover, hold-on” exercise. Need to provide a notice to the campus prior to the end of the semester for faculty to plan. Send out message during the drill through Informacast, then perhaps play an audio of an earthquake, then have the fire alarms evacuate from the buildings.</p> <p>Paul to prep a video/material on drop, cover, hold on so people know how to respond in an earthquake. The committee requested Mike to send an email to the professional development committee to incorporate the 6 minute video into In-service day.</p>	<p>Mike: We need a couple of point positions, ie., send an email to Paul.</p> <p>Jackson: No special codes for log in.</p> <p>Mike will figure which phones to be given that feature and will keep passcodes private. Label the phones.</p> <p>Paul to distribute to CHC.</p> <p>Tina to send a “save the date” to the campus prior to end of spring semester.</p> <p>Mike to send an email recommendation to the PD committee.</p>

	<p>Evacuation Site Coordinators – Review list of coordinators.</p> <p>Supplies for building captain bags - Creating first aid kits – purchase items in bulk then distribute for building the kit in the committee. Headlamps. Water cache. Food cache. Pallet of MRE’s/emergency food. Pallet of water.</p>	<p>Michael Nguyen will look into funding through the District to fund.</p>
Safety Concerns:		
Non-Discussion Items	<p>Goals 2017-18: How are we doing?</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. 	
<p>New Business:</p> <p>➤ <u>End of Year Survey</u></p>		
Adjournment	Next Meeting scheduled September 10 th at 1:00pm; CCR 247	
<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>