

**Crafton Hills College  
Safety Committee  
Agenda**

**Date: December 9, 2019**

Location: CCR 247

<p><u>Members (Absent*):</u>          David Stevenson (CSEA - Co-chair)          Mike Strong (Co-chair)          Mike Alder (Faculty)          Dr. Hanna Sandy (HWC Coordinator)          Marty Milligan (DSPS/Management) (Student)          Paul Walker (Emergency Management)</p>		<p>Vacant (Human Resources)          Al Jackson (District Police)          Farhad Mansourian (Faculty)          Ruth Greyraven (Faculty)          David Aten (Classified Rep)          Larry Cook (Facilities Management)          Michael Nguyen (District EH &amp; S)</p>
TOPIC	DISCUSSION	FURTHER ACTION
Approval of minutes from 10/14/19		Next mtg
CHC Safety Summary Document (presented to Academic Senate on 11/6/19)		<p>Summary of CHC safety. List of Safety protocols. Updated plans and projects. Either repairs and maintenance or construction. Trainings attendance for improved participation.</p> <p>Lock down- Cook is doing an assessment of campus wide doors and hardware. Looking toward renovations. Developing needs analysis with bond consultants. Lighting control upgrades are being planned.</p>
Consideration to Create an Annual CHC Safety Report – What should it include? When should it be distributed?	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• List of safety plans reviewed &amp; updated</li> <li>• Safety Inspections Completed &amp; Scheduled</li> <li>• Safety Enhancements</li> <li>• Progress on Lockdown capability</li> <li>• Safety Concerns brought to Safety Committee throughout the year and resolutions</li> </ul>	<p>Annual report. Itemize log of safety hazards that come up thru the year. January- Inservice day Jan 10. Mike will send out first report to illicit feedback from</p>

	<ul style="list-style-type: none"> <li>• Safety Training Completed</li> <li>• Timing of the report? Ready for distribution at in-service each January?</li> </ul>	<p>committee. Capture district surveillance. Let faculty know that we have a regular safety committee meeting.</p>
<p>Safety Concerns:</p> <ul style="list-style-type: none"> <li>• Academic Senate Draft Resolution on Safety (<a href="https://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2019/11-06/campus-safety-resolution-fa19.pdf">https://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2019/11-06/campus-safety-resolution-fa19.pdf</a>)</li> <li>• Follow up on AED's, securing of doors, PAC door chained</li> <li>• Availability of First Aid Kits</li> <li>• Electrical Blackout Procedures</li> </ul>	<p>Mark: Concerns stem from a lack of communication, people don't know what's happening. Part-time don't know about safety issues happening. Small isolated incidents. Active Shooter/safety training for part-time: Maybe we should make it mandatory. Part-time chemical hygiene training. Getting the word out.</p>	<p>Onboarding should be initiated by HR. Also exit interviews.</p> <p>Formalize how to report hazards to manager.</p> <p>AED at PSH, one in here in Crafton Center and the 3<sup>rd</sup> at large. Protocol on securing doors. Training for custodial staff and issues should have been resolved. Working on consistent door lock issues. PAC door was a communication issue involving security to ensure that it's handled properly. Aged building is the root cause.</p> <p>First aid kits are being restocked and identified on campus. Creating inventory list.</p> <p>Black out, people don't leave. Labs (chem). Detection of deficiency of oxygen? We need procedures for labs. AP 3505: We should recommend the establishment of</p>

		<p>contingency plans for evacuation and restarting of laboratory settings. Consideration should be any room/building that requires ventilation. List of refrigerators and staff here that ensure needs for chem/micro lab refrigerators to keep online. Request from Deans, big red stickers that state power must be supplied to this equipment.</p> <p>AP 3505</p>
Accreditation Standard III regarding Safety – How are we meeting the standard?		
<p>Emergency Prep:</p> <ul style="list-style-type: none"> <li>• Review of AP3505 Emergency Response Plan</li> <li>• Inservice Day, Jan 10, 2020</li> </ul>	The January In-Service will focus on Emergency Response Training, which will include training for both Active Shooter and Natural Disaster (fire, flood, earthquake, etc.) scenarios, as well as training in communication protocols.	
<p>Safety Plans &amp; Training:</p> <ul style="list-style-type: none"> <li>• Safety Plan Review – Status Report (Michael Nguyen)</li> </ul>		
<p>Reports (time permitting):</p> <ul style="list-style-type: none"> <li>• M&amp;O Safety Projects (Larry)</li> <li>• District Police Report (Police):</li> <li>• EH&amp;S (Michael): <ul style="list-style-type: none"> <li>• Review of injuries from WC summary report</li> <li>• Recommendations to management</li> </ul> </li> <li>• HWC – Student Injury Report (Hannah)</li> </ul>		
New Business:		Add to future agenda item for a

		written recommendation to HR. Onboarding and exit interview with all part-time faculty. Classroom emergency prep training. We provide reports or summaries to the groups committee members to take back and share information as they should.
Non-Discussion: Committee Goals 2019-20	<ul style="list-style-type: none"> <li>• Revise the Emergency Operations Plan and familiarize the committee; then identify specific action items.</li> <li>• Hold a CERT Class Fall 2019</li> <li>• Tabletop scenario with wildfire or earthquake with committee and building captains.</li> <li>• Hold 2 evacuation drills—Shakeout in October and an evening drill in April</li> <li>• Organize and schedule training for the building captains in October.</li> <li>• Obtain and review quarterly reports by District HR on status of CHC mandatory OSHA trainings.</li> <li>• Update Campus Safety Plans as necessary to maintain compliance</li> <li>• Improve mass notification – Timeliness of text messaging and identify clear responsibilities.</li> </ul>	
Adjournment	Next Meeting scheduled Feb 10, 2020, at 1:00pm; CCR 247	
<p style="text-align: center;"><b>Mission Statement</b></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 style="text-align: center;"><b>Vision Statement</b></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 style="text-align: center;"><b>Institutional Values</b></p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>