



DISTRICT SITES SAFETY COMMITTEE
MEETING MINUTES
May 6, 2016

Committee Members Present:

Whitney Fields – HR/S&RM	Stacy Garcia - ATTC	Chris Grant – HR/S&RM/EP
Noemi Elizalde – FS/Accounting	Joe Opris – HR	Colleen Leon – TESS-Redlands/Annex -
Roanne Holliman - PDC		

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- I. Introductions and Welcome
 - II. New Business

Safety & Risk Management

- **Review/Approve DSSC Meeting Minutes – March 4th, 2016 Meeting**
 - Meeting minutes approved by consensus with all the revisions requested.
- **Introduction – New Emergency Preparedness Coordinator – Professional Expert**
 - New Emergency Preparedness Coordinator background is summarized for the committee.
 - Outlines some goals upcoming for Emergency/Disaster Preparedness.
- **Update Zinka Virus – Educational Outreach/Task Force**
 - Educational information was provided on the Safety & Risk Mgmt. website and added to the HR newsletter, which Safety & Risk Mgmt. contributes to. The HR newsletter is released quarterly. Zinka updates will be provided as new events transpire.
Committee members notified the committee that the ATTC/PDC are not on the District, email distribution list.
- **UL Pure Safety Phase 1, 01/25/16 and Phase 2, 04/26/16 – Progress Updates**
 - The committee was provided with a progress update of the launch of both phases of UL Pure safety, training modules.
- **ATTC Bldg. – Water Intrusion/Remediation Update**
 - The committee was briefed on the remediation project progress, all indoor air quality tests were within normal ranges and the building received a new drinking fountain.
- **2015/2016 – Chemical Inventory/Corrective Action Distribution – Report Issued, March 2016**
 - The was provided with a progress update on the corrective action required, following the annual, chemical inventory conducted by the SBCCD, safety/loss control consultant, 3rd party. Various departments reported on their progress with corrective action updates.
- **Update Following – First Aid Training Dates Confirmed – District Sites/SBVC/CHC – April 2016**
 - A progress report was provided to the committee with a successful class at the district offices and at the SBVC/CHC campuses, respectively. It was summarized that we have to get better with last minute cancellations from our employees.

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- **Campus Safety Training – May 2016 – M&O/Custodial/Grounds – Heat Illness Prevention with Easy Ups for Shading – Live with S&RM**
 - The committee was briefed the upcoming changes with the heat illness standards and the training, which will take place for the employees who work outdoors at the campus sites. Example: Maintenance, Grounds & Custodial staff.
The committee was also briefed on upcoming equipment that may be provided for the Maintenance, Grounds and Custodial staff for heat illness prevention. It was also summarized that InformaCast may be used as tool to remind employees to drink water on days where excessive heat warnings are issued.
- **Active Shooter/Lock-down/Bomb Treat Training – Planning/Dates - Update**
 - The committee was briefed on the progress with Active Shooter/Bomb Treat training. It was discussed that attendance is low and the resources allocated are high to put on these trainings. Solutions to address attendance are underway.
- **Review meeting frequency/dates/meeting times for 2016/2017, DSSC Meetings**
 - The committee by consensus has agreed that the District-Sites, Safety Committee meeting should continue to commence, every other month in 2016/2017.
- **Update Training Report – March 2016 – UL Pure Safety – Full-Time, SBCCD Employees**
 - The committee was briefed on the training compliance for the SBCCD, employees. Training completions and non-completions were discussed.
- **Workers' Comp./Injury – Summarized by Safety & Risk Management**
 - The committee discussed training dates for active shooter/lock-down and bomb treat training. The committee was asked to provide dates for these trainings. Spring break was discussed as an option for training dates.
 - Claim losses were at the district-sites for this monthly/quarterly reporting period were summarized for the committee.

Emergency/Disaster Preparedness

- **District-Sites, Emergency/Disaster Preparedness Goals 2016/2017**
 - The Incident Management Structure/Emergency Management Structure/Roles-Responsibilities were discussed with the committee and the plan to build the infrastructure in conjunction with the sites having autonomy relative to the structures, which will be proposed. Training was also summarized in regards to the structure and resources will be provided for the employees either online/live for these trainings. It was also summarized that these trainings will be beneficial to employees outside the organization.
- **New In-house, American Red Cross, CPR/AED/First Aid Offered – June 2016**
 - The new American Red Cross in-house training resource was summarized for the committee with the time commitment. Free initial/refresher course will now be offered, district-wide, with the online training portion and then an in-person skills test or skills challenges for more experienced trainees. EP Coordinated committed to getting the information about the training back out to the ATTC/PDC/TESS, since ATTC/PDC were not included on the District, email distribution list.



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- **Review the After Action Report – April Emergency Evacuation Drill**
 - Evacuation Site Coordinator (ESC) responsibilities were covered prior to discussing the District Admin., ATTC and PDC building, after action report. The ESC position was created to keep undertrained Building Captains from performing duties they do not have the skills sets to perform. It was summarized that the CHC and SBVC campuses have adopted this model moving forward.
 - The committee discussed that the emergency roll bags are cumbersome and it would be great if the ESC's only had the bare essentials to carry out with them as opposed to the roll bags.
 - The committee discussed having a sign in sheet and protocol in the front lobby to identify traffic coming in/out of the various buildings on the property.
 - The committee discussed how we can trek individuals with special needs at the district sites, the idea is to check with the SBCCD, technology dept./TESS and identify Apps, which can assist with this.
 - The committee discussed how important it is to gather information for the 1st responders to assist with the disaster needs.
 - The motion was initiated and approved by the committee by consensus to officially adopt the Evacuation Site Coordinator program, for the district-sites (District-Admin. Offices, ATTC/PDC, TESS and the Camarillo site, ATPC).
 - Strengths and weakness following the drills were discussed and recommendations on how we can improve by conducting more live drills at the district-sites.
 - The committee discussed how to address on site visitors and students in the ATTC/PDC buildings during an emergency. The commitment was discussed, which is needed from the administrators on site in their roles as Emergency Site Coordinators.
 - The committees discussed signage will be posted to identify the emergency evacuation site at the district, with solar powered lighting for night operations, if applicable. The committee discussed, utility boxes to store onsite emergency supplies/provisions/essentials, as opposed to individual go-bags to secure essential supplies, security issues were discussed on where to store the supplies.
 - The committee discussed the roll call list being revised focusing on each department and radio training, once assigned. A lead building captain was discussed, preferably a staff member who consistently is on site.
- **Overview of new Emergency Notification System – Regroup – Fall 2016**
 - The emergency notification system currently in-place was discussed and the statistical results were reviewed, the discussion included managing the data with the SBCCD, technology department.
 - The new emergency notification was discussed with a summary of the capabilities.
- **Open Discussion on revising District-site, Building Captain program to Site Evacuation Coordinator program**
 - The committee voted to adopt the new Emergency Site Coordinator program. Training will be initiated on the new responsibilities for individuals whom have volunteered to fulfill this role at the district sites.
- **Go-Bags VS Current Black Roll Bags for Bldg. Capt. Or Site Evac. Coord. program**
 - The committee discussed fees, which could be assessed at the campus level,



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comparable to the Health Fee to be assessed to purchase provisional emergency preparedness supplies for the students.

- **Summer, June-August, emergency/disaster preparedness training for District-sites, employees**
 - The committee discussed various interactive trainings, which will be conducted in the summer aside from the traditional classroom trainings. Dates are to be determined. The EP Coordinator will take the lead on coordinating these exercises/dates.
- **HAM radio operator, training opportunity**
 - The committee discussed various options that come with owning a HAM radio and the training, which will be provided by the district in the near future. The district participation in IVECS, a communications consortium with San Bernardino, public sector agencies was discussed.
- **Volunteers for the upcoming, disaster/emergency preparedness, planning committee**
 - The committee discussed participation in the new EP committee.

▪II. Round Table (Safety Committee Comments/Feedback)

- **Annex – 3rd** property manager was discussed taking over the property TESS is housed, no issues to report.
- **ATTC/PDC – PDC-** Four classrooms/restroom remodel has been completed at the PDC, building. **ATTC –** Nothing to report.
- **Human Resources –** Nothing to add/contribute.
- **Fiscal Services –** Discussed committee member’s inquiry with many white cars parked across the street at the airport.
- **Facilities –** Coordinate all facilities requests with the VCFS or the FS, Admin. Assistant, until further notice.
- **Safety & Risk Management –** Summarized that the existing ATTC, Cal-trans program will not have any inmates at the district-site locations connected to this program, which raised employee concerns relative to safety.
- **Emergency/Disaster Preparedness –** Summarized that there is an opportunity to have access to the drone program tied to the ATTC grant and a drone operator program. The EP Coordinator will be working with the ATTC on putting this together.

III. Upcoming Training

- First Aid – District-Sites employees

IV. Injury/ Incident Review - Ongoing

- Safety & Risk Management summarized near misses/first aids & injury claims.

V. Action Items

- Summarized in committee audio recording and forwarded to the responsible parties to



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take action.

- Facilities related items – ongoing.

VI. Next Meeting Date: **May 6, 2016, 2PM – Conference Room#2**

03/04/2016 Meeting Adjourned 3:54PM