



# Districtwide Safety Committee

## Minutes

December 14, 2012

1:30 pm, PDC 104

---

**Members Present:** Rosemarie Hansen, Tanya Rogers, Ruth Greyraven, Colleen Leon, Ben Gamboa, Scott Stark, Charlie Ng, Mike Strong, Ken Stills (for Pierre Galvez), Steve Sutorus

**Members Absent:** Tatiana Vasquez, Whitney Fields, Tatiana Vasquez

**Guests Present:** Suzanne Trowbridge, Officer Gina Gonzalez.

The minutes of the November 9 meeting were approved by consensus.

### EH&S

Whitney was absent and no report was made.

### Districtwide Safety

Rose distributed a handout and recommended that she wants the committee to have a mission and a vision. She referenced her handout and promised to forward CHC's Safety Committee Operation Plan, and asked committee members to consider this for the next meeting.

Suzanne offered to bring in some other resource material regarding safety.

### SBVC Committee

Scott advised he has not seen any document in existence at SBVC. He mentioned that SBVC's committee is called the Facilities and Safety Committee. Charlie mentioned the CHC used to be structured the same way.

### CHC Committee

Rose reported on the Great Shake Out Feedback. Some people only received text messages 30 minutes late. This is uncontrollable due to the difference in cellular carriers. It was decided that electronic messaging would have to be supplemented with other means of communication, such as megaphones.

### District Offices/Annex Safety Committee

Colleen Leon reported that the Annex evacuated and did a headcount in two minutes. Problems reported previously by Colleen with lighting are being addressed. The sagging roof lead to the discovery of two broken support beams. Charlie and Steve advised that the District was considering moving the Annex operations to a different sight.

Ben advised that the 2013 goals for districtwide safety are moving the annex, building captain training, and AED training for more individuals.

Tanya advised that a bullying policy is scheduled to be presented at the next chancellor's cabinet.

Hazard Mitigation Plan has been approved by FEMA.

### **New Ideas**

- ♦ Colleen wanted to do an emergency drill with no forewarning. She felt this would give a truer picture.
- ♦ Adding safety training to in-service days.
- ♦ Charlie mentioned the Emergency Preparedness Manager position, which is in second interviews today.
- ♦ Given the shooting today in Connecticut, the committee discussed lockdown issues and how to handle an active shooter situation.
- ♦ Faculty and staff ID badges were discussed.

Kelly Goodrich, Recorder