

SBVC

Facilities & Safety Minutes



Members Present:

Elaine Akers	Mark Ikeda	Kathleen Pryor
Whitney Fields	Janet Johnson	Lito Reyes
Vicente Alvarez	Marianne Klingstrand	Ed Szumski
Karen Deck	Tommi Ng	

09-19-2011
3:00 – 4:35 pm

Topic:

Discussion:

Review Minutes

Correction of Rebecca to Rebeccah.

Chairperson Nominations

Table for next meeting.

Review Meeting Dates

Approved

Accident/Injuries Report

Tommi reviewed information with committee. 3 year comparison report does not include first aide or incidents that did not go to doctor:

- Did not go to Doctor
 - Hit Head (1)
 - Trip & Fall (1)
 - Pending (1)

Fall is heaviest in incidents. In the year 2010 – 18 total, in the year 2011 – 12 so far, mostly in custodial and maintenance. 60% of incidents were below \$1000. More people filling out the forms; Tommi sends all reports to Whitney. Lito shared that they checked out the Library roof in reference to the incident - pulling up through the roof hatch is difficult.

Other Business

Ed wanted to know if we had a campus notification, similar to "Mission Critical Communication" It was mentioned that Craig has a tweet "Alert You" that you have to sign-up for. The Home page of the website also has any emergency information displayed.

Smoking in non-designated areas – faculty and staff can just inform them that this is a no-smoking campus and let me show you where you can smoke. Benches need to be moved back to smoking area in the HLS area. Need more signage and use smart classrooms to educate campus that we are a "no-smoking campus."

KVCR received a grant where they will be distributing first aid kits out to the public at the campus TBD in October. Need to send out notification to Facilities and Safety committee when we know more. Whitney stated that he was going to pursue this same grant next year.

Shakeout

Whitney conducted conversation on the Great California Shakeout and what SBVC will conduct on 10/20/11. We will need to get a packet together to give to Faculty and department secretaries with information. Departments will make sure to post on boards, and communicate to departments. Suggestion for Part I – Stay in Building and Part II – Evacuate to Designated Site. You have disabled students how will you get them to the evacuation site. Suggestion to use the smart classroom and the cafeteria (Diane D.) information television to display presentation.

The possibility of delivering packets/bags with everything you might need to the captains at the individual sites after an emergency has occurred was mentioned, i.e. hard hats, vests, bullhorn, batteries, safety glasses, first aid kit and information binder.

Elaine mentioned that we need to make sure Captains and Teams know where to go and what to do.

Need Training on Evacuation Chairs– no dates set. Might be able to use Scissor/Boom lifts if stairs are not safe?

Mentioned Radio Training coming. Need to make sure to use common language that anyone can understand.

Elaine shared how we need to have the AEDs more evenly distributed across the campus. Whitney mentioned that he was working on getting a grant that might help with the cost of more AEDs. Karol has already given Whitney a map with the locations of the current AEDs. Elaine will send Whitney the information on what organization has to know about our AEDs. Elaine mentioned that an AED plan was started but not adopted yet.

Evacuation Map was reviewed and comment was mentioned that Site 2 seems heavy with buildings. It was mentioned that this is a large area and would accommodate the number of students. It was mentioned the possibility of moving the Primary and/or Secondary Command Posts, tabled for next meeting.

Need to have updated Emergency Response Team List and training on what roles would be.

Whitney mentioned education for faculty, staff and students in regards to being prepared at home, work/school and in your car. Extra water and food on hand for you, your family and pets.

Adjourned

4:35 pm