

Members:

Scott Stark*	X	Janet Johnson	X	Lito Reyes	X
Mark Ikeda	X	Marianne Klingstrand	X	Julia Sanchez	X
Whitney Fields	X	Gloria Kracher	X	Nori Sogomorian*	
Parra Memo*	X	Carolyn Lindsey		Ed Szumski	
Elaine Akers		Marie Mestas*		Chris Tamayo*	X
Marcia Alfano-Wyatt		Reggie Metu	X		
Carolyn Allen-Roper		Sarah Miller			
Susan Bangasser	X	Kathleen Pryor*	X		
Karen Deck	X	Zadock Reid			

Topic:

Discussion:

Review Minutes

Approved 10/01/12 Minutes with corrections on two additional members in attendance.

Scott S.

The ShakeOut drill – improve getting people back into buildings. Train PS occupants on various exits. Encourage Building Captains and Alternates to direct traffic and assign to site areas. InformaCast did not work well. Look at Evacuation Site 8, too close to building. Debrief with captains and alternates after event. Students entered back into buildings before being released. Taped off grass areas made it tight.

Handicap students would like more training and awareness of what to do in the case of an emergency. Meeting to plan a safety meeting for handicap students and club; include Scott, Whitney, Kathy, Chris and Krysten. Scott will investigate handicap restrooms and availability.

Scott, Elaine and Janet walked the campus for AED locations; two outside AEDs one in the patio area of the ART building as a trial. See if the camera in the ART area can view AED area. Might want to reconsider the AED location for HLS more classes on the 1st floor but may be safer on the 2nd floor near the Evac+Chair. SHS will move their AED out to the lobby area so it is more accessible. Still have 4 areas not covered; M&O, KVCR, CDC and TRAN. Administrative Services will communicate with the Deans and secretaries about checking green light flash daily. Administrative Services will confirm signage needed, purchase and install. Scott will add the AED for the Business and Auditorium into the Bond money.

Install in the NH/LA and LIB/Business areas; 2 newer and 2 older bike racks plus a change orders for a bike rack in the Business area. Administrative Services will do Work Requests for AED & bike rack installation.

Waiting for order of magnitude and cost from Ingersoll Rand on hardware retrofit. PS's locks are connected to a software; very cumbersome and no automatic lockdown capability. Looking at Bond allocation and safety issues for the campus; waiting to get price on campus PA system. Scott, Chris, Aaron B., Jeremy S., and James H. met about the EOC. They checked out the generator, communication, shut-off tools etc.; Scott will get a quote on an analog and 2 Data line SAT phones.

Scott will work on campus signage that are building specific; and a utility shut-off campus wide map with Chris T. that has a clear overlay along with the correct shut-off tools.

Susan mentioned bags that were distributed around campus and that we should gather them up and used appropriately.

Scott mentioned the difference between smart and dumb battery chargers for the radios; ours are dumb. We need to send an email or do a manager's training on how to correctly use the radios and keep them in an assessable area.

AED/CPR certification usually happens near November; need to come up with a good time for this year's training, January near the Flex days was suggested.

Scott will investigate benches for HLS and NH; would like something like Financial Aid with or without backs and heavy enough to not walk off. Susan has some money for HLS. Check the fire extinguisher in the HLS that is white and hard to see; make more visible.

With the moving of the TVM we recaptured 4 student parking slots. There are currently more parking spots also for staff near the Construction area.

If you have any leaks in your buildings from rain please let Administrative Services know as soon as possible. Mats needed outside of some offices; the old ones only lasted 1 year.

Whitney F.

Will work at updating 1-2 safety programs per month; will allow a certain amount of time for input.

Phenol testing in the Chemistry lab not HLS; will need a program or plan. CHC has a plan because of working with cadavers. No Phenol used with cats; PO done should be set up this month, will communicate results to Susan and staff.

Other Information

Cancel our meeting on January 7th since classes don't start till the 14th.

Adjourned

4:40pm