



# District Sites - Safety Committee Meeting

## September 17, 2010

### Meeting Minutes

#### Members Present:

Ben Gamboa                      Colleen Leon  
Steve Sutorus

#### Committee Membership:

Mary Bender                      Tommi Ng                      Ben Gamboa                      Cheryl Burge  
Colleen Leon                      Kelly Goodrich                      Steve Kelley                      Steve Sutorus  
Jon Kyle

The meeting was called to order at 2:35 p.m. and each member signed in.

Sutorus updated the group on the status of the District lobby phone. Jon Kyle has been working with the electrician on getting the phone installed – scheduled for the week of September 20<sup>th</sup>. C. Leon updated the committee on the newly installed security doors/buzzers at the Annex. Everything is working fine and the phone/intercom will be installed over the next few weeks.

The group agreed that the District Sites will be participating in the “Great Shakeout” on October 21, at 10:21 am. Sutorus will send out an email with attached informational flyers announcing the event to all employees via email.

The committee discussed the recent Lock Down Training held at the District Office. It was agreed that the classroom training and hands-on walk-thru was well done and that the information provided and format was very good. C. Leon will attempt to coordinate the same training at the Annex. Leon mentioned that Russ Suter from Willdan had already conducted a pre-walk of the building.

The AEDs are currently being monitored by Sutorus (District, PDC, ATTC) and Leon (Annex) on a monthly basis.

Sutorus mentioned that the meeting agendas and minutes are being posted on the District website.

Sutorus gave an update on the current revisions of the District-wide hazard risk assessment. It will be submitted to FEMA and other required organizations over the next month.

B. Gamboa provided an update on the status of the CC system-wide EOP. SBCCD is completing our EOP based on the template recently completed by the State.

#### Next Meeting:

Thursday, November 19<sup>th</sup> 2010, 2:30 pm. Conference Room #2.