

**CAÑADA COLLEGE SAFETY COUNCIL AGENDA**  
**September 22, 2005 10:00 AM – 11:30 AM in Building 1 Room 101**

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Alex Toscano Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative

Guests:

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	ACTION	O/C
<b>1) APPROVAL OF THE MINUTES 6/30/05 Meeting</b>				
2) Accident Reports:		Lesli Sachs		
3) Campus Update		Danny Glass		
<b>4) Old Business</b>	Inner Campus phone numbers update.	Susan Traynor		
	Hard phone line locations and status of phones	Susan Traynor		
	Stairs and walkways: striping, handrails	Linda Hayes		
	Condensed Emergency Procedure Sheet	Lesli Sachs		
	Nextel phone training	Susan Traynor		
	Emergency contact information lamination	Susan Traynor		

<b>CONTENT</b>	<b>PROCESS</b>	<b>WHO</b>	<b>ACTION</b>	<b>O/C</b>
	Workman's Compensation forms: Who fills these out  Evacuation Maps  First Aid Kits	Danny Glass  Committee  Susan Traynor		
5) New Business	October Fire Safety Month and the viewing of the Northridge Earthquake DVD.  Campus wide calamity simulation	Susan Traynor  Susan Traynor		
<b>5) Next meeting 10/20 /05</b>	Room 1-101			
<b>ADJOURNED AT:</b>				