

Cañada Safety Committee Meeting
Notes
Thursday, November 18, 2008
Building 9 – Room 153
10:30-12:00

1. **Campus Construction Update – Avery Brundage**

- Lot 4 – multiple events in the theatre during the month of December will need access to unload at the loading dock of Building 3. Avery wants all event drivers to come to campus in advance and drive the drop off/unloading route (which will be gravel). The dock is still paved. Vickie will get all event dates to Avery
- Ticket machine by lot 4 will be moving to lot 6 this week. Ticket machines will be inside the parking lots (they will no longer be drive through)
 - Ticket machines should not be faced in a Southwest direction because rain or moisture. Use campus email to notify students of ticket machine moves and new locations. Debbie will follow up with the suggestion for some sort of rain hood over the machines (for students and machine)
- Lot 5 & 6 will be student lots (lot 5 was designated only for employees) with one reserved space for the College nurse
- Lot #7 is planned to be open mid December with 172 spaces
- Arrival zone 6- has gas & water line issues. Cap is higher than grade and they are looking for a solution. Tentative paving date is December 15
- Primary gateway was scheduled to begin November 17. We are waiting for SamTrans to send a bus and driver to drive the route to make sure the proposed routes/lanes will actually work. Read construction notice attachment for route details. This will be the most disruptive aspect of the campus upgrades due to limited access. During phase 2, there will be no way to make left turns off campus at the Farm Hill Blvd exit. Avery will follow up regarding the signal upgrades. Phyllis will ask President Mohr to use the email system to notify students in advance. Also, we will request more security that week to help direct traffic
- Waterfall & Frisbee lawn should be completed and open when we return from Thanksgiving
- ADA access to Building 5 & 6 – use the ramp or elevator
- ADA access to Building 8 – go around to the back of the building
- Stairway beside bookstore will be replaced – working on a solution to the grade issue
- New lights will arrive the first week of December and will be installed as soon as possible
- At the College Council meeting on November 20 Alex Acenas will have the most up to date construction information
- Reflective signs are along the back of campus loop road (the cost is .50 cents each per day)
- Surveillance signs will go up as construction is completed in each area. Wording has been approved by district.
- Be sure to contact local sheriff's office and Woodside fire of campus construction changes

2. **Report on Emergency Preparedness Mock Exercise – Debbie Joy**

Our campus received an "A" from the District Office. Debbie has list of recommendations and will follow up.

3. **GETS (Government Telecommunications Telephone Services) Card Information – Debbie Joy**

GETS cards originate from OES Homeland Security. They give priority use when making phone calls during an emergency. Cards are person specific and cannot be loaned. Question raised regarding who should receive a

card. Debbie will follow up with District Office and the other Colleges to find out who will receive cards on their campuses.

At this time Debbie Joy is the Point of Contact at Cañada College (POC) and has a card as well as the Vice President Student Services who has been registered for a card.

4. Update on Signage to Prohibit Smoking Near Buildings – Danny Glass

Avery will pull dollars from construction funds and coordinate with Danny regarding where new No Smoking signs will be placed as building renovations are completed.

The No Smoking sign by Building 13 and the coffee kiosk, The Pony Espresso is a large international sign posted and easily viewable.

The recommendation is to educate students and faculty regarding the college policy and to ask faculty to model correct behavior (see attached email).

5. Report on District Safety Committee – Debbie Joy

The District Safety Committee reported that the District will require all personnel who have contact with hazardous waste must be trained and certified. Below is one example of an online training program and test for certification. Please contact Mike Celeste for more information.

<http://www.ehs.washington.edu/psotrain/hazwaste/index.shtm>

Vice Chancellor Jose Nunes and Vice President Lucas-Woods would like to be informed of all College 911 calls. And Security has been asked to send incident reports and follow up to the VPSS and Vice Chancellor Jose Nunes – Suggestion to train Security on how to use SharePoint so Incident Reports are viewable online.

6. Status of Waterfall Document

Please see attached Waterfall Document. The Safety Committee does not feel it is ready for distribution. It is felt that at least one page of first aid should be included in the document and a reminder somewhere in the document that all District employees are “Disaster Service Workers” and are required to stay and help in the event of an emergency. The Committee also feels that we need to discuss making this document more cost effective District-wide.

7. Status on January EOC Tabletop Exercise

The next EOC Tabletop Exercise will be during the week of February 23-27 or March 2-6. Skyline has already chosen February 24th and 25th. An email has been sent to the President’s Office and the Division Deans requesting a date be chosen for Cañada’s Tabletop Exercise.

8. **Other**

- 1) November blood drive will be in lot #2 on November 25th and 26th from 9:00-1:00
- 2) The District is looking at replacing the Nextel phone system. More info to follow
- 3) Tammy Baize called to thank Cañada for all the consideration they have been given during the construction
- 4) UHF radios are still not working at Cañada – training through Mike McGrew– Danny will follow up
- 5) Campus mail box was blown up Sunday, November 9th. The Sheriff's Office was called and a report was filed
- 6) There was a suggestion that the Handicap ramp between Building 16 & 13 have rail or barrier at the top turn so wheelchairs will not go over the edge. Alex Acenas was contacted regarding this suggestion (see attached email).

9. **Next Meeting** – December 9, 12:00-1:30 p.m.