Safety Meeting Notes 9/1/09

Present: Dean Barbatis, Dean Hayes, Nancy Wolford, Debbie Joy, Gary Hoss, Danny Glass, Vickie Nunes, Maggie Souza, Kathy Smith, Leslie Sachs

Handouts:
District Meeting to discuss emergency drill notes from 8/27/09
California Public Employee Disaster Service Workers Pamphlet

Upcoming dates:
9/9/09 2:00 pm in 3-142 All college meeting to discuss overview of emergency procedures
10/15/09 County, District and Cañada Seismic event drill (Tom & Linda will not be here)

Agenda:
Come up with bullet points for Pres. Mohr to cover in the 9/9/019 all college meeting (Debbie has these)
*Have Mike T. video tape this meeting and post to safety website

1) Guest speaker: 10-15 min. at beginning of meeting. Go over what it means to be a disaster service worker. Legal responsibilities.
2) Debbie to give quick recap of what has been done
3) Tom to discuss
   overview of why it is important
   process
   procedures for evacuation
   Next steps

Discussions:
Map and evacuation location updates (maybe Roberta can help)
   Maps need to be updated with current evacuation locations for each building and posted
   Add symbols for AED, evac chair, stair locations, first aid kit, EOC procedure manuals, helicopter pad,
   EOC locations, emergency phones, elevators, emergency access roads
   Frisbee Lawn being renamed to Lower Quad
   Bld 1 evac to mini track
   Move helicopter pad to field (include this on map)

Building Captain updates
   Fall 2009 building captains list up to date and posted (Maggie)
   Responsibilities need to be updated to reflect correct procedures
   Captains need to be informed of their responsibilities

911 Zone class postings up dated
   Discussed having one person responsible in each building for keeping these up to date along with all other emergency items in the same building (check 911 zone, emergency phones, elevators).
   911 Zone should include: evac map, location of AED, evac chairs, stairs, phones, procedures, emergency phone numbers).

Other:
Movie recommend by Vickie: “Spinning Butter” about how campus administrators handled a racial prejudice incident on campus

Carillon System:
   Why it is not in use daily? Students should get use to hearing it
   Need prerecorded CD’s for all emergency scenarios
   All first responders need to know how to work the system
   Who is responsible to send broadcast message?

Emergency Alert Announcement
   Carillon, email, text messaging, cell phones, mysmccd email
   Who is responsible for sending out this alert? (Robert Hood deals with all the press)
   Need scripts for each scenario approved by college
EOC location moving
  Primary will be moved to lower level of bld 8
  Secondary will be bld 9 break room
  Need to work out phone lines
  Need to duplicate all supplies
Evac chairs need 4 people to left one student
Ear plugs need to be accessible to building captains so they can remain in building if fire alarms are going off
  Suggested to put these in all first aid kits and our desks
How to continually get the word and updates up to all faculty/staff day/night?
  All college meetings
  Meetings taped and put on safety website
  Division meetings (possibly have 1 scenario covered each month – same scenario every division)
Create safety email (canadasafetycommittee@smccd.edu) so everyone can quickly report any item
  Have this email linked to a specific person for distribution and follow up (Kathy or Nancy)
Vista Apts: not part of general campus safety procedures (must have their own)
Flu Season: (Leslie) info will be sent out shortly regarding flu season and procedures
  Leslie has money to put hand sanitizer and tissues in every classroom
Committee Members: need to review members to make sure we are well represented.
Someone (Nancy) to follow up with all divisions/buildings to make sure someone is assigned to keep each
  buildings emergency information up to date (911 zones, phones, elevators, binders, safety emails)
Review of last year's EOC exercise needed (district meeting with all zone leaders)