

Cañada Safety Committee Meeting Notes - September 20, 2011

Present: Dean Richards, Dean Hayes, Officer Hoss, Debbie Joy, Nancy Wolford, Danny Glass, Robert Hood, Vickie Nunez, **GoGo** from Swinerton, **Al** from facilities, Kathy Smith, **Check with Debbie for full names.**

Building Needs/Safety Issues

Building 6

Ramp to building 6 needs a sign “no disabled access”. Resolved-a stencil was painted at the top of the ramps leading to building 5 & 6 on 9/21/11.

Prevention of skateboarders on the hand rail for the ramp – discussion with no resolution

Building 8

Vehicle “thoroughfare” outside building 8 (vehicles are driving down emergency access road). The Chancellor has directed that vehicles/vendors are not to use this access road or drive across the quad. Emergency vehicles, district facilities and security vehicles are the exception.

Facilities will move the “no vehicles beyond this point” sign before the end of building 13. The Student Services office will contact Tom Bauer, Jan Roakes and Rachel Corrales to have them inform all vendors and add this to all new contracts.

Individual divisions are to discuss this at their division meetings. It is ok to unload, but then you must turn around and drive back down fire lane (not in front of building 8). Loading and unloading should happen when classes are not in session to minimize student/vehicle interaction. Drivers must proceed slowly and watch for students.

Building 13

Exterior lights – top floor - These lights need to be turned on manually every night. Danny will remind facilities to make sure the lights are on before dusk and ask *custodian to turn them on at beginning of the 4:00 shift*. Dean Hayes would like facilities look into the possibility of automatic lighting or a timer.

Lighting between Lot 8 and building 13

Kathy would like more lights on between 6:30-7:30 am. Danny said that we should be parking in lot 2 where there is more lighting.

Overflow parking in lot 10 (bld 19-21) – students are parking in the dirt area beyond the paved parking lot when lot 10 fills up. There is no lighting or barriers for this area. Danny will look into testing the new lighting in this area. *Still need to follow up regarding barriers so cars do not go over the edge*. We have the same issue with the overflow parking behind lot 6.

Vista Crosswalk – better since the new sign has been placed in the roadway, but still concerned about vehicles coming around the corner too fast.

Parking Lot 7 Crosswalk needed – this area needs two crosswalks added. One challenge is where to place them; Danny will follow up.

Website Upkeep – need someone to help keep it up-to-date. Kathy will help.

Preparedness Drills – Fall Semester

Evacuation drill - (Great California ShakeOut) October 20, 2011, 10:20 a.m. & 7:20 p.m.

Students/faculty will be notified via email, text message & campus speaker system.

Middle College has a parent meeting in the theatre this night and will move their meeting to 7:30 pm. SF State and Special Ed needs to be notified in advance.

Lockdown drill will be in the spring. There will be a building captains meeting prior to the drill to go over procedures.

Review building evacuation routes – Building 16, 17, 18 & 22 still need solutions. Debbie & Maggie are reviewing these.

College Updates

Incident Reporting Software – Advocate. This is in use now

AED/CPR Training (non-certification) – August 26, 18 faculty/staff were certified at no cost to the college. Thank you professor Borrero

Fire Extinguisher & Evacuation Chair – we would still like a training session on how to use these for key personnel. *Danny needs to coordinate and schedule this.*

District Safety Committee Updates

The campus will have a complete power shutdown between December 19th and January 2nd

Is this really the 19th or is it as of the 23rd when our holiday break begins??? Yes, the 19th is correct.

The campus will be updating some of the power systems.

Concerns: Biology, health center, fields, sewage, college vista, alarms systems, gym, Bld 20, University Center, facility rentals. *GoGo will follow up* and report back. Campus security will be on site 24/7 during this time.

Other

Emergency announcement system will be tested once a month on a Friday at noon to ensure the system is working properly.

3rd Tuesday of every month the UHF radios are tested. Please make sure they are turned on! Debbie will add this to the Outlook calendar.

AED in Health Center- is there one?

AED, Evac chair and building captains are needed for buildings 5 & 6.

Campus No Smoking Policy – The signs have disappeared and need to be posted again. Enforcement: everyone needs to help enforce this. If there is a problem security should be called. What are the consequences for not following the policy? This needs to be stated in the catalog with all the other policies.

Handicap button is needed to open the doors from inside the Grove leading to the hallway. Vickie will check again and follow up with Danny.

Next Meeting – October 18 10:30-12:00 8-119

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