

CCC SAFETY COMMITTEE

Committee Members:

Mariles Magalong, chair*	Ellen Coatney	Miguel Johnson
Bruce King	Jose Oliveira	Darlene Poe*
Seti Sidharta*	Wayne Organ	Brenda King-Randle

*-absent

MINUTES OF THE MEETING

Friday, September 7, 2012 @ 8 a.m.
Room AA-216

1. Introductions were made
2. Minutes of May 4 were approved
3. Evacuation drills were discussed:

Lieutenant Oliveira shared the draft schedule as follows (these are held the first Wednesday of every month):

PAC	October
GA Bldg	November
AT/CTC	December
Art	February
Music	March
Biology	April
Physical Science	May
Child Care	Monthly

4. Police Services Forum:
 - a. The discussion was put off until next meeting to include all committee members in the discussion. Lieutenant Oliveira indicated that this has not been an active committee for 5 to 6 years. It may be redundant since Police Services participates on most other committees where the same issues are discussed.
5. Status Reports:
 - a. Lieutenant Oliveira attended a three day training session/symposium during the summer in San Diego covering the Occupy Movement.
 - b. He will be attending a one day workshop in San Mateo on school violence.
 - c. The entire Police Services Department had shooting training during the summer.
 - d. Officer Pace audited the school's AED machines to ensure they are all in working order.
 - e. October 18 will be "Shake-Out" event for earthquake readiness training.

- f. The Police Services Department will also train on Crisis Intervention protocol & should be finished at the end of September.
- g. There is one officer vacancy on the campus & the Chief is working on getting it filled, hopefully before the end of the year.
- h. There were no slip& fall accidents to report since the last meeting.
- i. The two golf carts in his department are inoperable. The quote to repair them was \$2,000 which would be more than the carts are worth. It was suggested that the Automotive Department might be able to repair the carts more economically & Lieutenant Oliveira indicated that he'd look into it.

Facilities/Construction

- *The Music Building will be completed September 29th.
- *The District Card Access project is supposed to go out for bid this month & be completed by the end of the year or first part of next year.
- *The High Voltage project is scheduled for completion this month.
- *The automated roll-up doors for AT should be completed this month.
- *The Visitor Bleachers in the Football Field project has been completed.

- 6. Gas Leak last Spring Semester & areas to improve emergency response:
 - a. Ellen Coatney expressed concern about emergency response:
 - i. Communication/phone tree was not effective.
 - ii. Building Monitor radios were not used or were not charged. They are supposed to be tested every Wednesday with Police Services.
 - iii. Following emergency checklist & thoroughly inspecting buildings need improvement.
 - iv. Keys to lock building doors not always available.
 - v. List of Building Monitors needs to be brought current.
 - vi. Air intakes were not shutdown.

Meeting adjourned at 8:45AM