

CCC SAFETY COMMITTEE

Committee Members:

Mariles Magalong, chair*
Miguel Johnson
Jose Oliveira
Anne Shin

Ellen Coatney
Bruce King
Wayne Organ
Student rep*

Jim Gardner
Jeff Michels*
Darlene Poe
Brian Williams

*-absent

MINUTES OF THE MEETING

Friday, October 3, 2014 @ 8 a.m.

Room AA-216

1. Bruce presided over the meeting in Mariles' absence. He introduced Minda Calagui to the committee and informed them that she will be taking minutes.
2. The minutes of the last meeting were reviewed and approved.
3. Jose presented the evacuation/shelter-in-place/lockdown drill and informed everyone that the first drill will be held the first Wednesday of October. PAC and Gym Annex are on the schedule for two drills in October, one in the day time and one in the evening. This month is also the earthquake preparedness month. SSC and AT/CTC were originally scheduled for November but may be moved up to the week of the 16th of this month.

District is still working on Emergency texting system.

4. Jose stated that there are no accidents or injuries to report this month.
5. Jose presented the concerns of the Metas program regarding emergency preparedness. The following are being planned/addressed:
 - Saturday drills will be done in Applied Arts and Liberal Arts buildings
 - Establish assembly points (where to take the kids when there's evacuation)
 - How to account for the kids
 - How to get support and address technical issues
 - Provide emergency walkie-talkies
 - Provide access to cabinets with emergency supplies
6. Jose reported on the issues involved in maintaining a Key Inventory system. He stated there are no historical records of who has what keys and what key opens what door. He is participating in a District effort to create a Key Inventory database and to put together a process for requesting keys.

Other related issues were discussed, such as master keys and the work involved in physically identifying what key opens what door.

7. Bruce reported on the ongoing Facilities/Construction projects:
 - New College Center – This project is moving forward. Structural steel has been erected for the Classroom building and continues to be installed in the SA building.
 - Lighting project – Additional lighting will be put in place in different areas on campus to improve visibility/safety at night. More lights were installed on the new construction pathway because people were complaining that it's too dark.
 - Gym Annex – The modular elevator was installed last Friday, September 26, 2014, earlier than scheduled.
 - Parking Lot 16 & 17 – Both parking lots will be “shored up” by installing plate piles to prevent slippage. This process is coming together and is on schedule.
 - Child Care Area – There were concerns about kids’ safety because there are not enough parking spaces at the ELC parking lot. Parents park elsewhere and walk their children to the building. A speed bump will be added in the area to prevent speeding.
 - Repair of the PAC rigging will be scheduled during winter break.
8. Jim discussed the issue of trucks parking on campus. He stated that per San Pablo City ordinance, the trucks are not allowed to park for more than one or two hours. Jose will contact the City of San Pablo to confirm what authority we have per the City ordinance.
9. Bruce reported on the gas leak that occurred on Monday, September 29, 2014 at around 7:30 in the morning. The leak was due to the installation of a new gas line as part of the construction project. PG&E responded quickly and they fixed the problem almost immediately and crises was averted.

Meeting adjourned at 8:50 am.