

## **CCC SAFETY COMMITTEE**

### **Committee Members:**

Mariles Magalong, chair  
Miguel Johnson\*  
Jose Oliveira  
Anne Shin\*

Ellen Coatney  
Bruce King  
Wayne Organ\*  
Student rep\*

Jeff Michels\*  
Darlene Poe  
Brian Williams

\*-absent

## **MINUTES OF THE MEETING**

Friday, November 7, 2014 @ 8 a.m.

Room AA-211

1. The minutes of the last meeting were reviewed and approved.
2. Jose reported on Key Inventory system. He stated that the access and assets District wide committee met about a week ago. The policy is still being vetted through the various shared governance committees. The main agenda was the demonstration of the key request system and electronic database to record what key goes where. There will be an audit of all employee keys to determine what keys employees currently have and the information will be entered in the database. The managers will have the capability of generating a report to determine what keys were issued to their employees.
3. Jose presented the evacuation/shelter-in-place/lockdown drill and informed everyone that the first drill was held last Wednesday, November 5, 2104 for Art and Music Department. The ShorTel emergency system test was a success.
4. California Shake Out – These drills were successfully completed at the following locations:
  - PAC – Took 2 minutes and 19 seconds to get everyone to evacuate the building. It took another 3 minutes and 39 seconds to get everyone to the fall out zone. The total time took 5 minutes and 50 seconds.
  - Gym Annex – Took 5 minutes and 6 seconds to get everyone to evacuate the building. It took another 2 minutes and 51 seconds to get everyone to the fall out zone. The total time took 7 minutes and 57 seconds.
  - SSC – Took 4 minutes and 23 seconds to get everyone to evacuate the building. It took another 3 minutes and 1 second to get everyone to the fall out zone. The total time took 7 minutes and 24 seconds.
  - CTC/AT - Took 7 minutes and 4 seconds to get everyone to evacuate the building. It took another 1 minute and 27 seconds to get everyone to the fall out zone. The total time took 8 minutes and 31 seconds.

An email blast was sent out with some Earthquake information. An inspection was completed on all red emergency phones and they were all working fine.

5. Jose stated that there are no accidents or injuries to report this month.
6. Emergency Preparedness – Jose is looking into hiring an hourly Tech person to assist with training and videotaping. An emergency preparedness class may be scheduled on Wednesday morning and Wednesday afternoon, however it may be a conflict with some faculty schedule which is why videotaping and posting it online would be beneficial for those who will not be able to attend the actual training.
7. Bruce reported on the ongoing Facilities/Construction projects:
  - New College Center – During the winter break the power will be shut down on December 29 and 30, 2014 for about 4 to 5 hours. In preparation for that power shut down a section of the patio will be temporarily fenced off until November 14, 2014. In addition, Library Drive will be closed to vehicular traffic on December 23 and 24, 2014 from 6am to 5pm but pedestrian traffic will not be affected.
  - Lighting project –Lights were installed on the new construction pathway and the performing arts center. A walkabout is scheduled on November 12, 2014 at around 5:30 pm.
  - Gym Annex – The completion is scheduled for December 25, 2014. Both staircases are currently open but on December 12, 2014 one of the staircase will be closed.
  - Parking Lot 16 & 17 – The work will take place sometime in November 2014. During this time, a section of the parking lot will be closed.
  - Child Care Area – The speed bump was added in the area by the Child Care Center to prevent speeding and it seems to be working because people have slowed down while driving in the area.
  - PAC rigging – a small portion of the work will be done as soon as possible but completion is still scheduled during winter break.
8. Jose informed everyone that during the winter break, there will be one police officer District wide and in case of emergency he can be contacted and he will make sure it is arranged accordingly. There will be one office on campus on all other holidays other than the winter recess.

Meeting adjourned at 8:50 am.