

 **CONTRA COSTA COLLEGE**
Safety Committee
Meeting Minutes

Date: March 5th, 2024 (every 1st Tuesday of the Month)

Time: 8:00 am – 9:00 am

Location: SAB-211 **Zoom:** <https://4cd.zoom.us/j/5638713171>

Meeting ID: 563 871 3171 **Passcode:** FMPWEB

Voting Members

Chairperson: Robert Bagany

Managers: Nick Dimitri, William Tandongfor

Faculty: Ellen Coatney, Natasha Lockett, Ruth Gorman, Thuy Dang

Classified: Brian Williams, *1 vacant*

Students: Luis Rojo Ozuna, Thuy-Lyz Dinh

Representatives: Finy Prak (MCHS Principal), Michael Griffith (CCCSIG Rep), Jerry Johnson (CCCCD Risk Manager)

Non-Voting Members

Managers:

Present: Robert Bagany, Moises Urbina, Adam De Castillo, Maya Jenkins,

Zoom: William Tandongfor, Finy Prak, Thuy Dang, Kenyetta Tribble, Victoria Menzies, Nick Dimitri, Andrew Kuo, Luanna Waters, Jacqueline Ore'

Called to order at 8:05 a.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction		N/A
II. Review Current Agenda		N/A
III. Public Comments/Announcements (2 minutes each)	<p>Robert Bagany (Chair) – Construction There aren't any Construction teams on site. Last week the contractor at the Science Center finished the project. It has been signed off, and closed, so there's nothing major going on at the moment as far as construction.</p> <p>Moises Urbina – Evacuation drills cancelled for the day.</p> <p>Andrew Kuo – Library was broken into of Friday, 3/1. There's a light not working at the loading dock.</p> <p>Kenyetta Tribble – There is access to doors that aren't working. There is one in the SAB building, first floor.</p>	Informational/Discussion
IV. Standing Items	<p>A. Accident/Injury and Incident Reports Moises Urbina (Police Svcs) There were 2 medical calls in February. Both were in the AA building. Nursing dept. called in one and Gateway program called in the other. The question of protocol for calling when there's a campus emergency was raised by Victoria Menzies. Moises responded that for any emergency contact 911, then someone is able contact campus dispatch, so Police Svcs can have it immediately.</p>	Cancelled evacuation drills until building monitors have been established and trained. Will set up a safety/evacuation training for building monitors by end of March.

	<p>B. Evacuation Reports Police Svcs has an unofficial, unfinished safety monitor manual which goes over what exactly what should happen during an evacuation and what we're supposed to have per building. There should be a safety monitor, which is any designated district employee, assigned responsibility under the district safety program. That person will assign or work together with the building employees to get a sector monitor. Each floor should have a monitor and sector monitor. Each building needs to get together and figure out who those people will be, then update police services with who's on that list.</p> <p>Kenyetta asked about the how the alarm systems are used.</p> <p>Nick Dimitri suggested using radios for communications between monitors and Police Svcs during evacuations.</p>	
<p>V. Campus Safety Concerns</p>	<ol style="list-style-type: none"> 1. Dog walkers on campus w/o leash Concerns around dogs chasing community cats and possible incidents with students was expressed. 2. Vehicles in pedestrian areas We are not supposed to park vehicles in pedestrian areas hours. Temporary parking to onload and deliver to the campus or to a certain building is acceptable, but then vehicles need to move their car back to the parking lot. 	<p>Need signs on campus notifying person with dogs that they must be on a leash. Possible citations for not having leash.</p>

VI. Facilities Master Plan Update	Victoria Menzies – We are moving forward with the master plan. We are working on making those final prioritizations through the construction team through the steering committee. The campus is looking at doing some new building renovation and maybe some reutilization of spaces.	Informational/Discussion
VII. Action Items/Discussions	Building Coordinators: Who are they? How many do we need per building? Robert Bagany - Proposed that we have 2 monitors on every floor. Every building should have an evacuation share, and there should be a list of who the safety monitors are, a training for the safety monitors, including how to utilize the evacuation chairs, the walkthrough of the evacuation location. Should also have instructions on what to do once it's all clear.	Informational/Discussion
VIII. Adjournment	Meeting adjourned at 8:58 a.m. Next meeting Tuesday, April 2, 2024 at 8:00 a.m.	