

 **CONTRA COSTA COLLEGE**  
Safety Committee  
Meeting Minutes

**Date:** October 8, 2024 (every 1<sup>st</sup> Tuesday of the Month)

**Time:** 8:00 am – 9:00 am

**Location:** SAB 211 **Zoom:** <https://4cd.zoom.us/j/87153959380>

**Meeting ID:** 871 5395 9380 **Passcode:** 404986

### Voting Members

**Chairperson:** Robert Bagany

**Managers:** Nick Dimitri, Lt. Charles Hankins

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

**Classified:** Angela Loera

**Students:** Pamela Fuentes, Max Stemmler

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


### Non-Voting Members

**Managers:**

Present: Robert Bagany, Lt. Charles Hankins, Maya Jenkins, Angela Loera, Pam Fuentes, Max Stemmler

Zoom: Nick Dimitri, Thuy Dang

Called to order at 8:10 a.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions		N/A
II. Review Current Agenda	Agenda approved.	Vote
III. Public Comments /Announcements (2 minutes each)	No Public comment.	Informational/Discussion
IV. Standing Items	<p>A. Accident/Injury and Incident Reports – Lt. Hankins There was 1 slip/fall near the Knox Ctr. There were 2 medical calls: 10/1 – Possible heat stroke (student) 10/2 – Student lost consciousness</p> <p>B. Evacuation Reports – Lt. Hankins ELC evacuation drill was done in September. They are performed on a monthly basis at the ELC. <a href="https://www.contracosta.edu/wp-content/uploads/2023/01/CCC-Evacuation-Assembly-Areas_MAP_1-2023.pdf">https://www.contracosta.edu/wp-content/uploads/2023/01/CCC-Evacuation-Assembly-Areas_MAP_1-2023.pdf</a></p> <p>C. Facilities and Construction – Robert Bagany Working on HVAC projects. Preparing to replace turf on the football field.</p>	Informational/Discussion
V. Action Items/Discussions	<p>A. Building Monitors Share current list with new users.  <a href="#">CCC Building Monitors.xlsx</a></p> <p>B. Share Safety Monitor Manuel with New Users</p> <p>C. Procedure – Entrapment in Elevator There is a call button located inside elevator which calls elevator company dispatch. Technician is dispatched to come and relieve the elevator user. If there is no immediate danger to entrapped person, we wait for technician to arrive.</p>	Informational/Discussion

	<p>If Police Svcs is called due to danger to entrapped person, they will get them out. There is possibility of damage to elevator if Police Svcs is called.</p> <p>There was an incident of entrapment in Science building. The user(s) was jumping up and down in the elevator.</p> <p>D. Building Monitor Training Dates – Fall/Spring  Fall training – October 31, 2024 at 10am  Spring training - TBD</p> <p>E. Safety Supplies  Items needed for Safety Package. Supply list can be found in the safety manual.</p>	
<p>VI. <b>Adjournment –</b>  Future Meetings on Wednesdays:</p> <p>11/5/24, 12/3/24  2/4/25, 3/4/25, 4/1/25, 5/6/25</p>	<p>Meeting adjourned at 8:47 a.m.</p> <p>Next meeting Tuesday, November 5, 2024 at 8:00 a.m.</p>	<p>N/A</p>

Building	Floor	Name	Assigned Position	No. of kit
SAB	1	Adam del Castillo	SAB 1st Floor	1
SAB	2	Evan Decker	SAB 2nd Floor	1
SAB	2	Jason Berner	SAB 2nd Floor	
GE	2	Elvia Ornelas-Garcia	GE 2nd Floor	1
GE	3	Ashley Phillips	GE 3rd Floor	1
LLRC		Erica Watson	LLRC	1
SCI	1	Georgia Chau	SCI 1st Floor	1
SCI	2	Brian Williams	SCI 2nd Floor	1
SCI	3	Jeff Kamilian	SCI 3rd Floor	1
AA	1	Kris Moore (MCHS)	AA 1st Floor	1
AA	2	Matthew Lee	AA 2nd Floor	1
AA	2	Terrill Mead	AA 2nd Floor	
CTC		Xiao Pena	CTC	1
AT		Nick Hansen	AT	1
ELC		May Saeteurn	ELC	1
SSC		Cole Moyer	SSC	1
SSC	(backup)	Charles Ramirez	SSC	
Art		Michael Zephyr	Art	1
Art		Anthony Gordon	Art	
Art		Romus Reece	Art	
Music		Jennifer Griest	Music	1
GA	1, 2	Kyle Alvarado	GA	1
LRB		Denine Colbert	LRB	1
G (Gym)		Alex Levels	G	1
ATKC		Minako Tsukahara	ATKC	1
				<b>20</b>

The Safety Monitor Emergency Kit:		Note 1	Note 2
1	Safety Monitor Emergency Kit (Duffel Bag)		
2	Notepad		
3	Helmet (yellow)		
4	Pencil/Pen		
5	ID Vest (yellow)		
6	Megaphone		
7	Goggles		
8	Whistle with lanyard		
9	N95 Respirator		
10	AM/FM Radio		
11	Nitrile Gloves		
12	First Aid Kit		
13	District Emergency Operations	<b>CCCCD Emergency Operations Plan.pdf</b>	298 pages
14	Emergency Blanket		
15	Plan (EOP)	Same as #13, duplicate	
16	Biohazard Disposal Bag		
17	Site Emergency Directory	"Alert List"	1 page
18	Hand Sanitizer		
19	Safety Monitor Manual	<b>Safety Monitor Manual Revised.pdf</b>	92 pages
20	Flashlight		
21	Emergency Radio		
22	Batteries		
23	Clipboard		
24	Caution Tape		
25	Critical Incident Checklist	Starts on page 65 of Safety Monitor Manual	4 pages
26	Water		

+ placard - name + Building Monitor on a letter sized page

# Evacuation Assembly Areas



**CONTRA  
COSTA  
COLLEGE**

## MAP LEGEND

-  AED: Automated External Defibrillator
-  Evacuation Assembly Area
-  District Polic Department
-  Staging Area (Police and Fire)
-  Incident Command



EVACUATION ASSEMBLY AREAS	
A	MAIN BUS STOP
B	PARKING LOT 17
C	PARKING LOT 14
D	PARKING LOT 10
E	PARKING LOT 6