

Cañada Safety Committee Meeting Notes  
Tuesday, November 16, 2010

Present: Gary Hoss, Debbie Joy, Nancy Wolford, Danny Glass, Cliff Heap, Robert Hood, Kathy Smith, VPSS Robin Richards, Mike Celeste

- I. Crisis Action
  - a. EOC Tabletop Exercise
    - i. Best Spring Date - CAT team to meet in March – Wednesday night
    - ii. Process – are we setting up the EOC? Need to ask district
  - b. Lockdown Drill-Spring Semester – need to have a summary/plan of how to do a lockdown that can be sent to all faculty/staff in advance. Building captains should be trained in advance. VPSS Richards would like a roster of building captains by building. Will meet in February to prepare and have drill in March.
  - c. Review Feedback from Earthquake Drill (handout)
  - d. Building Captain Review (handout)
    - i. It was suggested that we replace the “north hill” evacuation site to grass, patio, rear area by bld. 22, or parking lot #9.
    - ii. There is still some confusion with the evac map for bld. 13 since we are only listing the south stairs on the map.
    - iii. Bld. 17 had not put up their new evac maps.
    - iv. Would like typed instructions for everyone
    - v. Would like training/discussion at division meetings
    - vi. Would like Evac, Lockdown and emergency procedures included in new hire paperwork and discussed in class each semester.
    - vii. Fire lane, Bld. 13 –Mike- is this a fire lane, do we want it to be a fire lane. If so, it needs to be clearly marked.
    - viii. Speaker system still not fully operational.
- II. Smoking Policy Survey – as of 1/1/2011 Campus will allow smoking in parking lots only.
  - a. Implementation/Marketing Plan
    - I. Smoking cessation material
    - II. Health fair
    - III. Facebook / Twitter
    - IV. Posters
    - V. Signage – post signs/posters on campus
    - VI. President’s letter
    - VII. GWAMAIL
    - VIII. ASCC Senate
    - IX. Webpage
  - b. Smoking/Building Signs Walking Tour – Thursday 9:30  
It was suggested that all the ashtrays and 15’ signs be moved by 1/1/11. Also, would it be possible to send something out with the student registration email?
- III. Faculty/Staff Training – Follow-up: Debbie
  - a. Fire Extinguisher – Danny to coordinate, possibly same day as lockdown drill
  - b. CPR/AED – possible instructor Harold Borrero \$25 per person? 4 hour training (CAT team first)
    - I. Possibly on March 11 Flex Day
    - II. How do we pay?

c. Evacuation Chair

IV. Previous Safety Issues – Follow-up

a. Old Parking Permit Base - still no firm date as to when it will be removed. Security will add a cone at base to prevent accidents.

V. Other

Chemistry stockroom- general procedures need to be reviewed with staff. Fire door blocked. VPSS Richards will speak to Dean Stringer.

Cliff will be retiring in December

VI. Next Meeting – December 21 – NO, cancelled. Next meeting will be in January.