

Safety Advisory Committee

Minutes

10/14/20

9 - 10 AM

[Zoom via app or web](#)

Attend: S.Castaneda, C.Glaser, C.Jones, D.Rosenthal, M.Pasek, R.Barron, R.Allard, M.Webb, R.Puga, A.Olivera, C.Truvillion, A.Calderon, R.Wrest

- I. Safety Advisory Committee 2020-21 Charge Review
 - A. Action: Review any suggested changes
 - B. C.Glaser to send charge to everyone for review next meeting.

- II. 2020-21 Safety Advisory Committee Meeting Schedule
 - A. Action: Confirm schedule
 1. No conflicts, schedule confirmed

- III. Review & Update Emergency Response Procedures
 - A. Reviewing and updating evacuation plans
 - B. S.Castaneda will bring to committee for feedback

- IV. Process For Reporting Safety Concerns
 - A. BC website footer updated with "Report Ethics Violation"
 - B. Is this included in HR hiring packet?
 1. A.Calderon has confirmed that info is given out at New Employee Orientation

- V. Active Shooter Update
 - A. Possible plan in Fall 2020 or Spring 2021
 1. Operationally, there are some restrictions that might not easily facilitate a drill for this until the pandemic is over.

- VI. Great American Shake Out
 - A. Drop, Cover, & Hold On on 10/15/20 @ 10:15a
 1. Virtual exercise; Info has been sent out
 2. M&O staff and Officers will serve as Runners
 3. This is also part of some of our Clery requirements
 4. Some admin staff will be in CDC
 - B. R.Barron: Looking for funds for 10 backpacks for students for emergency drills since they are outside
 1. R.Barron to put proposal together for group to review and eval for funding sources

- VII. Mobility Cart Route

Supporting documents can be found on the Safety Advisory Committee webpage:
committees.kccd.edu/bc/safety-advisory-committee

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- A. C.Glaser will send out cart route for feedback
- B. S.Castaneda: Cart driver policy is in progress

VIII. Updates

- A. M&O
 - 1. Campus Center is close to finished (Dec 2021)
 - 2. SE Building scheduled completion Aug 2021
 - 3. LED lighting interior of LA building started in October
- B. AEDs
 - 1. R.Barron: AED for CDC
 - a) One in patrol unit, one with College Nurse
 - b) Unit for CDC has been requested
 - c) M.Pasek will ask S.Shearer to contact S.Castaneda
- C. Night Walk
 - 1. D.Rosenthal, R.Puga, R.Allard, C.Truvillion, R.Barron, M.Webb, C.Jones, C.Truvillion would like to help
 - 2. **Action: If interested in being part of group, send email to C.Glaser**
 - 3. Potential dates
- D. Security Cameras
 - 1. S.Castaneda working on an assessment for need
 - 2. As Measure J construction is built out, need for cameras will be assessed
- E. Title IX Updates
 - 1. A.Calderon: More to come once she is up to speed
 - 2. D.Rosenthal: Wondering about training for larger campus
 - a) A.Calderon will check
- F. CSAs
 - 1. Reminder submit CSA form as soon as possible
 - 2. S.Shelly: Will send out CSA form to group with info
- G. Safety handbook
 - 1. Will have HR review
 - 2. S.Castaneda would like to have this finalized soon
 - 3. C.Glaser to send Safety Handbook to group for review
- H. Additional clearance for CDC employees
 - 1. A.Calderon, R.Barron to research additional requirements
 - 2. Line of sight barriers are being installed in CDC
 - 3. Working on door button for access to CDC
- I. College Safety webpage
 - 1. Any suggestions?
- J. CDC closure for COVID positive test
 - 1. Will close until 10/27

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K. Safety manual for College Safety in progress

Remaining 2020-21 Meetings: 11/11/20, 12/09/20, 01/13/21, 02/10/21, 03/10/21, 04/14/21, 05/12/20