

COLLEGE OF THE SISKIYOU  
SAFETY COMMITTEE MEETING

Minutes

November 12, 2015

Committee members present: Alvarado, Haugen, Kiefer, Luddon, Funk, P. Clark, Speck, Healy

The meeting was called to order at 2:05 p.m. in DLC-4.

1. Approval of minutes – No minutes from October 8.
2. Discussion and Action
  - a. Behavioral Intervention Team met this week. The members are from Financial Aid, Admissions and Counseling. They will meet with students that people have concerns about. N. Funk recommended also having a medical professional on the team.
  - b. Discussion of critical incident on campus earlier this month. HR set up a critical incident stress debriefing for personnel who were involved. Beth Watt had offered services from her department on future incidents, but it could be difficult to implement. There may be future discussion.
3. Recurring Reports
  - a. RASP – Industrial ergonomics training was held on October 23. Maintenance and IT took part.
  - b. Keenan Reports – P. Clark is working on the SWACC report update. He also did five ergonomic evaluations today for staff.
  - c. Accident Reports – One in Yreka for October.
  - d. Safe Colleges and Safety Shorts – Do office ergonomics for the next distribution. Lori will send out. The committee discussed assigning the Safe Colleges Active Shooter segment, but because it is over 40 minutes long, we felt it would be difficult to keep people engaged. It was suggested we again show the “Run, Hide, Fight” video for staff. Also include that video in the monthly success seminars for students. Also remind staff that they can voluntarily view any Safe College trainings themselves that interest them.
  - e. Maintenance Safety Requests – There is a problem with people hiding in the buildings prior to lock-up. This has caused some concern for custodial staff who come across them during their rounds after hours.
  - f. Safety Credits – Sidewalk repairs and light installations are complete and invoices are coming in. Remind people if they have ergonomic needs such as chairs, they need to put them in their budget for the upcoming budget year.

#### 4. Project Reports

- a. Chris Wehmen will be working on the phone intercom system this week. That was one obvious breakdown in communication during the evacuation drills.
- b. Interior pedestrian signs will be worked on in the spring. Quotes can be obtained and the money can be requested for the upcoming budget year. Doug is working on the project.
- c. SDS Input – Hillyard products are not in MSDS online.
- d. Gym exit quote – The project has been approved. There are two doors that are supposed to be removed and D. Roberts does not want them taken out. Mark Healy will continue to work with D. Roberts to obtain agreement and scheduling.
- e. Emergency evacuation maps – Use current maps NMR has provided and get them up in ESTC, TTC, Science, and RHSI.
- f. Yreka's wayfinding still need to be put up. A work request has been submitted and needs to be followed up on for completion. If we need to hire outside help to do so, we can do that.
- g. Building exterior numbers and signs – A work request is in, so this needs to be scheduled and completed. M. Healy will move the project forward.

#### 5. New Business

- a. Evacuation point signage – Doug & Lori will come back with information for review at the next meeting.
- b. Spring disaster drill training – We are planning a shelter-in-place drill. Mark mentioned how to make a simple door bar for each room that would eliminate the need for every individual to have a key.
- c. Building roof numbers. This will work easily with metal roofs. Mark thinks dark letters would work better on the foam roofs than white. There would be less expansion and contraction.
- d. Building inspection will be done on half of the John Mantle Student Center.
- e. It was suggested we place a stop sign by the entry by the Child Care Center. The request will be put on SchoolDude for project assignment.

#### 6. Old Business

- a. Student training for disasters. D. Hagarty and Doug did training today with students. They will plan at least two each semester for students.
- b. Comments for the evacuation drill. The phone intercom is being worked on. The report that parts of LRC did not have audible alarms is true, but it was not a failure of the system. Rather, when building modifications are done, the original system's function can be compromised by placements of walls, doors, etc. Some building stewards participated in the drill.

Students did not know where to go when they were told to leave the building. California Safety is submitting a proposal for annual alarm testing that we are required to do.

7. Other

- a. Next meeting is December 10, 2 to 3 p.m. with a building inspection from 3 to 3:30.
- b. P. Clark will not be available for the next meeting.
- c. Check with Jenny and Ed for this schedule.
- d. IIPP needs to be reviewed this year.

Meeting adjourned at 3:20 p.m.

Respectfully submitted,

Lori Luddon