

NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday October 10, 2016

In attendance: Lisa McAllister (Co-chair), Vanessa Acosta, Nicole Brown, Miriam Carillo, Monica Esqueda, Beth Gomez, Mark Hartley, Tricia Hodawanus, Tracy Kazsuk, Dan Lambros, Ana Molina, Steve Monsanto, Carmen Para, Stephen Park, Chris Poole, Hector Ramirez, Preety Talwar, Denise Terrazas, Monique Rodriguez (Recorder)

Topic 1: Approval of Minutes – Main Speakers: Lisa McAllister

Contributing Speakers: N/A

Motion to Approve: Nicole Brown

2nd: Chris Poole

Approved with majority I's

Abstentions: Nicole Brown

Topic 2: AED & Locations – Main Speakers: Lisa McAllister

Contributing Speakers: Beth Gomez, Dan Lambros, Steve Monsanto

There are currently 2 AED's on campus; One AED is held in Health Services and the other will be located near the soccer field in the concession stand area. We are waiting on an order for a third AED which will be located in the CRC (indoor/outdoor location still pending further discussion). This enables us to have an AED conveniently located very closely to all areas of campus in the event it is needed.

While AED's are very easy to use and instruct you along the way, we will send a NORALL email with tutorial instructions on the usage of an AED and their locations on campus so everyone is aware of where they are. Each AED comes with 2 pads that must be discarded after use or when expires. We will need to add these pads to our emergency supply list to reorder when needed.

Topic 3: BC/FC Roles & Responsibilities – Main Speakers: Lisa McAllister

Contributing Speakers: Beth Gomez, Stephen Park

Monica Esqueda is currently working on making trainings available online for those who cannot make it in person.

At the moment there is a lack of participation and not all building or floor captain roles are filled. During the upcoming Great Shakeout we will see where our deficiencies truly are. Perhaps safety committee will have to take charge and become the building and floor captains for our areas or surrounding areas.

During the Great Shakeout all BC/FC should have an Activity Log on their clipboards. This form is to note any questions you may have during a drill or actual emergency. This ways any and all questions can be address and will serve to make our next drill or event that much better and prepared. We should also have the BC/FC Handbook and Incident Checklist on every clipboard every time.

These documents will be emailed to the Safety Committee. Please print out these documents and keep them all on the BC/FC clipboards. Everyone in your area should know where these clipboard are and know what to do with them in the absence of any Building and/or Floor Captain.

During all drills students with wheelchairs must be told how we would be evacuating them in the event of an emergency so they are involved. These students should be shown the evacuation chairs and told how they will be used to evacuate them in the event of an emergency.

Flow during a drill or emergency:

(Please note certain Building Captains fill both roles: Building Captain and Floor Captain are the same person)

Floor Captains evacuates their assigned floor and report to Building Captains

Building Captains report the clearance of their buildings to Denise Terrazas

Facilities gives the All Clear to return to buildings to Police

Police relays the All Clear to return to buildings to Denise Terrazas

Denise relays the All Clear to return to buildings back to Building Captains

Monica Esqueda will work with Lisa McAllister on adding Radio Trainings/Instructions as well. Dan Lambros will find info on radio instructions as well and send to Lisa.

Topic 4: Emergency Supply – Main Speakers: Lisa McAllister

Contributing Speakers: Miriam Carillo, Beth Gomez, Mark Hartley, Steve Monsanto, Chris Poole

All of the medication that have expired from the 10-person emergency bags have been ordered. Lisa McAllister and Monique Rodriguez will replace these expired medications after they have been received.

All of the food and water that has expired will go on the next emergency supply order.

All bags items with expiration dates will be replaced at the same time according to the soonest expiration date to ensure all bags are up to date at all times. After the food and water is replaced all kits will need to be updated in May 2019. We will make the order in April 2019 to ensure we receive the replacements in time.

Emergency bags we currently have are basic first-aid. Trauma kits are an option but require training to use. We have a multi casualty kit but Police will be responsible for all traumas in the event of an emergency.

All emergency supplies are housed in Building M1 facing M2. It is an air conditioned/temperature controlled room behind the IT Building. The storage area for emergency equipment will be cleaned monthly and maintained by Facilities. Will speak with them prior to our next order supply.

Come back next month will suggestions for our next supply order. You may go to the SOS website for ideas - www.sosproducts.com. A 4-person kit is needed for Portable A and will be shared with Portable

B. The Bookstore may be willing to purchase their own. Beth Gomez. Emergency Showers for dust and debris in the event of someone with trouble breathing might be useful.

Fire extinguishers are checked annually in August.

Topic 5 & 6: Evacuation Maps & The Great Shakeout/All Campus Evacuation –

Main Speakers: Lisa McAllister

Contributing Speakers: Beth Gomez, Mark Hartley, Steve Monsanto

Dion should have a list of all rooms needing evacuation maps placed and will replace them promptly before the Great Shakeout. The Great Shakeout is 10/20/16 at 10:20 am. There will be email reminders daily reminding us of the Great Shakeout beginning the Monday prior to Thursday's shakeout. Set your phone alarms to 10:20 am and pass along the same message to your colleagues as there will be no alarms sounding to signal the start of the Great Shakeout. Shortly after the 1-2 minute shakeout the alarms will sound signaling the All Campus Evacuation. Dispatch and Fire will be notified of the drill as always. Denise is the communication lead. If drill is cancelled all will be notified.

Topic 7 and 8: Safety Device Demo & Crosswalk Safety Light at STEM – Main Speakers: Andy

Contributing Speakers: N/A

Lock Block is a simple and affordable device we can use on a majority of our campuses classrooms (approximately 90% or so of our classrooms). The Lock Block is applied with double sided tape; simple to attach and use. This device does not work for double doors unfortunately. The price of the Lock Block is dependent on the volume purchased and can be as low as \$8 - \$10 each in large quantities.

Solar Powered Stop Signs are a great option for the STEM center crosswalk. These Solar Powered Stop Signs are currently being installed at UCI. These lights have many different settings and programming options. A constant flashing light means no stop needed ok to pass through or a constant red flashing light means must stop as if it were a regular stop sign. We can program it to flash different colors at different times of the day. This may alleviate some of the traffic congestion created by the constant stopping when unnecessary. The cost would be dependent on the option chosen at the time of ordering.

Topic 9: Good of the Order –

Mark Hartley: Dr. Green didn't want to go to the Chancellor for helping to pay for emergency supplies but all VP's will be meeting soon.

Ana Molina: Tomorrow is the Red Cross Training for Disaster Preparedness.

Dan Lambros: Purchased batteries for alarm system and will be replaced soon.

Hector Ramirez: Constantly searching for trip hazards; we currently have 15. Do we need tablets before putting water into barrels? Do we need to get water preservers.

Meeting Concluded