

NORCO COLLEGE SAFETY COMMITTEE
MEETING MINUTES – Wednesday May 9, 2018

1. Welcome and Call to Order: Main Speaker – Justin Czerniak. Call to Order: 9:00am. Welcome
2. Approval of Agenda: Don't have a quorum
3. Approval of Minutes of 3/14/18 and 4/11/18 - Don't have a quorum
4. College wide evacuation drill: Main speaker – Justin Czerniak Drill coming up on Thursday, May 17th. @ 10:45 AM. Notice to home owners has already gone out. We expect the Building and Floor Captains to evacuate the buildings when the siren and rave alerts go off. The discussion came up on the buildings that still have vacancies and the possibilities of managers starting to encourage and enforce participation. Faculty need to take the lead in buildings where no captains reside or that they should assign faculty on a rotating basis.
5. Building Captain Program: Main Speaker – Justin Czerniak. Justin went over the current list. Blue highlights are the captains; yellow highlights are not confirmed. The conversation came up that we could have a pre-staged location for some radios and vests for building/floor captains for each building. This was any back up captains will also have access when certain staff may be out of the office.
6. Upcoming Training events on and off campus. Main Speaker – Justin Czerniak Justin reminded everyone that there was upcoming training for CERT and First Aid/CPR/AED. We should all encourage everyone to contact Monica Esqueda if they are interested in a training and she will set them up.
7. Health Fair and Stop the Bleed on Campus – Main Speaker – Justin Czerniak. Please make sure you stop by the Health fair today and tomorrow. Stop the bleed will be there for demonstrations.
8. Emergency Phones – Main Speaker Sgt. Henry. All of the blue emergency phones on campus and in the parking lots are working except the one in LOT C. Parts are currently being ordered to repair it.

NEW BUSINESS

9. Paperweight – main speaker Justin Czerniak. The conversation of a paper weight or some sort if item to help market the safety committee and provide an emergency supply will but put off until a later date and we are sure it will not be a paperweight.
10. Safety Survey – Main Speaker Justin Czerniak. This has been completed, Justin will pull the data and share it with the committee.
11. Safety Committee Website – Main Speaker Mark Hartley. We need to update the Safety Committee website. Mark will start to get this updated.
12. Safety Website – Main Speaker Justin Czerniak. We are in the early stages of putting together a Safety Website. Justin is working with Lenny Riley to get this going. We want to include links to other sites that may be beneficial.
15. Good of the order
 - All depts. should be checking their emergency kits to see who needs what and what has expired. These should be checked every 6 months.
 - Looking to make a few sub-committees to address some future needs, including events and websites
 - Next meeting July 11th
16. Adjournment – 11:00am