

NORCO COLLEGE SAFETY COMMITTEE
MEETING MINUTES – Wednesday April 11, 2018

In attendance: Justin Czerniak (co-chair), Richard Henry (co-chair), Vanessa Acosta (recorder), Adam Lyter, Chris Poole, James Reeves, Monique Rodriguez, Maureen Sinclair, Daniel Lambros, Daren Koch, Steve Vaipulu (guest)

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: Don't have a quorum

4. Building Captain Program: Main Speaker – Justin Czerniak. Justin went over the current list. Blue highlights are the captains; yellow highlights are not confirmed. The discussion came up on the buildings that still have vacancies and the possibilities of managers starting to encourage and enforce participation. The areas that are still short in captains are: ATEC, STEM, WEQ, Bookstore (because new staff will be starting in May), CRC (the day and night shift staff both backed out). The areas that are lacking the most are instructional buildings as faculty is hesitant in involvement since their schedules don't always have them in one office location.

Comments/Questions:

- Justin discussed that Denise's backup will be Ana Molina.
- Darren mentioned that he may be able to try and recruit staff for CRC again. He also suggested that we have a centralized location for the 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. Lastly, he brought up the idea of having an app on your phone that works as a communication device in case of emergencies in the case we cannot get enough radios to all the captains. – will look into what apps might work.
- Jim will try to encourage participation from management.
- Maureen suggests that we try and find incentives for staff participation even though this is part of our institutional service and in our contracts as district employees. She mentioned that Dept. Chair faculty need to take the lead in building Captains in the buildings they are located or that they should assign faculty on a rotating basis.
- Justin has a training calendar to ensure that the new system for building and floor captains is maintained and staff are sufficiently trained.

5. College wide evacuation drill: Main speaker – Justin Czerniak Drill coming up on Thursday, May 17th. Time TBA. This was changed from the original date of Friday, May 18th. Notice to staff has already gone out with date correction. Justin is working on getting the notifications sent out to the community to let them know all of our alarms will be sounding that this is only a drill. He is working with Diana Meza and production printing for final costs.

Comments/Questions:

- Jim wants to ensure that we give the community and local law enforcement and the Navy base sufficient notice that we will be having a drill and put a hard deadline on our notice to the community of May 1st.
- Jim wanted to make sure that the Safety Committee was meeting again prior to the drill. Justin confirmed that the next meeting will be on May 9th.

6. First Aid/CPR/AED training. Main Speaker – Justin Czerniak Justin reminded everyone that there was a training today and there were spaces still available. There will be future dates available and we should all encourage everyone to contact Monica Esqueda if they are interested in a training and she will set them up.

7. FBI Infragard Los Angeles – Mass Shooting – Main Speaker – Justin Czerniak. We had attendance of 85-90 people from all over the state. Some guests came from out of state. We have been asked to possibly host additional events in the future.

- Steve Vaipulu – feels that Mgmt really needs to be more involved and should have made more of a presence at this event. The involvement of Mgmt will trickle down to staff and make them feel more comfortable with wanting to attend if it is encouraged by mgmt.

8. Health Fair and Stop the Bleed on Campus – Main Speaker – Monique Rodriguez. Health fair set up for May 9-10. Stop the bleed will be there for demonstrations. So far there are 19 booths reserved for Wed and 15 booths for Thurs.

- Jim suggested we add a booth for Emergency Preparedness from Norco College. Justin will coordinate with Monique and Lisa.
- Also suggested – we should have more emergency preparedness booths available. Possibly during Welcome Day.

9. Lock Blok – Main Speaker Justin Czerniak. The lock bloks that were ordered are here and will be installed the week of Spring Break along with instructions on how to use them in each classroom.

- Adam suggested we send out a NOR- ALL email to let all staff and faculty know how to use them as well.
- Justin let us know that Mark Hartley and Ruth Leal have already made an instructional video on this and it will be released in the weeks to come.

10. Active Shooter Video, trainings and presentations – Main Speaker Justin Czerniak. We are trying to get as many people to attend as possible. Most of the trainings/presentations are held during College Hour. Justin can set them up during different times if needed.

NEW BUSINESS

11. 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.

- Jim asked how often these get checked. Sgt said once per month. He did mention that very few calls get made from these and they would not work as a notification system as they do at MVC. They have a more updated version of this system.
- Maureen - Side note on the functionality of the HAWK system. We have been receiving complaints about access in and out of STEM. There have been set times when you can no longer turn in and out of STEM. Suggested to send out another email to students and staff to let them know how the system works.

12. Upcoming Training – main speaker Justin Czerniak. Jim suggested that we create an annual training calendar with suggestions of who should attend and who it might benefit the most.

- Daren asked about Flex Time and if we could possibly get some time to speak to faculty about the importance of attending some of these trainings during faculty Flex Day. Maureen will communicate with Nicole Brown or Melissa Bader.

13. 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. Hopefully Daren and Vanessa can help since they run their dept websites and already have some access.

14. Safety Survey – Main Speaker Justin Czerniak. This has already been sent to NOR-ALL. This is more of a customer satisfaction survey to see areas that can be improved. Vanessa will also send this to all current Norco students.

15. Good of the order

- Monique: reminded us that Sexual Assault Awareness will be on Tue/Thurs the upcoming weeks. On 4/24 from 3-4pm. Otherwise the rest of the dates are during college hour.
- All depts. should be checking their emergency kits to see who needs what and what has expired. These should be checked every 6 months.
- Next meeting May 9th

16. Adjournment – 10:42am