



SAFETY COMMITTEE MEETING

Agenda

Date: May 16, 2018
 Meeting Place: HS-194
 Time – 1:30 to 2:30 pm

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 3/14/18 Minutes

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Mariah Washington	Member – ASO Representative
	Alternate – No Alternate at this time
Joseph Esdin	Member - Academic Senate
TBD by Academic Senate	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Yvonne Harvey	Member - Classified Union
	Alternate – None Provided
Dr. Louis Lucero	Member – Educational Administrator
	Alternate – None Provided
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

Items	Person	Action
I. Check In		
II. Introduction	<i>Terry Cleveland</i>	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Previous Minutes	<i>All</i>	March 14, 2018
IV. Old Business	<i>All</i>	<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> Questions regarding adding tourniquets & extra gloves to AED cabinets and facilitating a “Sidewalk CPR” mass training event. First aid boxes to be deployed on campus. Disaster Funds Expenditures.
V. New Business	Terry Cleveland	<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> Reported work-related accidents since the last Safety Committee Meeting. Current year–to-date work-related accident statistics

	T.Cleveland & R. Murgatroyd	<p>including identification of trends (if any).</p> <p>c. Results of scheduled periodic safety inspection.</p> <p>d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of slip, trip and fall hazards regarding 2018 SCG #1.</p> <p>2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatroyd.</p>
VI. Open Discussion		
VII. Next Meeting Date		September 19, 2018
VIII. Check Out		



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Items	Person	Action
I. Check In	Terry Cleveland	Welcome.
II. Introduction	Terry Cleveland	Introductory remarks by Director of Risk Management, Terry Cleveland.
III. Approval of Previous Minutes of (Date).	All	The March 14, 2018 minutes were approved. Motion to approve minutes by Yvonne Harvey, with a 2 nd by Jared Simmons.
IV. Old Business	Terry Cleveland	<p><u>Issues Discussed:</u></p> <p>1. The placement of gloves and tourniquets in each AED cabinet was discussed. Most members agreed that the tourniquets & gloves should be with the First Aid boxes and not the AED boxes. It was further agreed that we will check into getting small boxes that can be mounted above the First Aid boxes to house the gloves & tourniquets and directions for use. Tourniquet stickers will be placed on the outside of the tourniquet boxes. Sidewalk CPR was also discussed. Joseph Esdin suggested that 4 hour CPR and AED classes be made available to staff and faculty and be used as a flex event for adjuncts and faculty. Use of Disaster Preparedness funds was discussed as a way to possibly fund the</p>

	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p>trainings. Terry Cleveland's office will check into the costs of training.</p> <p>2. Terry announced that a total of 16 First Aid Kits have been deployed between all the campuses.</p> <p>3. Terry read a list of purchases that have been made over the last year with the Disaster Preparedness funds.</p>
<p>V. New Business</p>	<p>Terry Cleveland</p> <p>Terry Cleveland</p>	<p><u>Issues Discussed:</u></p> <p>1. Review of the following by Terry Cleveland:</p> <ul style="list-style-type: none"> a. Work related accidents reported since the last Safety Committee Meeting on March 14, 2018: 2 first aid cases; 4 medical cases; 1 lost time case; Total of 7 cases. Terry Cleveland reported on all new accidents in detail at the meeting. b. Year-to-date work-related accident statistics (calendar year 2018): 5 first aid cases; 5 medical cases; 1 lost time case; Total of 11 cases. c. Terry discussed the findings of the latest Safety Inspection. The inspection conducted dealt mainly with the new SPCC Plan. It was found that the secondary containment for the Verizon cell tower generator is not large enough. It was also learned that our secondary containments may not be sized correctly at the fuel dispensers and that the generator near the auto-shop had no containment around it. Terry and Jared Simmons will check into these containment areas further. d. Terry reviewed the year-to-date Property and Liability Accident Log and described the District's 3rd reported Slip/Trip/Fall incident so far in 2018. This fall was a result of a crack in the concrete sidewalk. This sidewalk has been repaired. <p>2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto. It was discussed that Terry would talk to Rick Shaw about possibly populating all calendars with emergency drill information.</p>
<p>VI. Open Discussion</p>		<p><u>Item Discussed:</u></p> <p>1. Deputy Ray Murgatroyd gave an update on emergency supplies that are housed at the Palmdale Center. He indicated that their emergency supplies are being housed in Room 192 in a locked storage cabinet.</p> <p>2. There was discussion about a key cabinet that will be installed at the Palmdale Center in the electrical room on the back side of the office area #117. It is intended to house the override keys</p>



		for the Palmdale Center. It will have a battery backup. It would be available to Cathy Hart, Keina Young, Jose Blanco and the Sheriffs/Officers at the Palmdale Center.
VII. Next Meeting Date		September 19, 2018
VIII. Check Out	<i>All</i>	Motion to adjourn the meeting by Louis Lucero, with a 2 nd by Jared Simmons . Meeting was adjourned at 2:35 p.m.

Emergency Drill Program for AVC

Emergency Drills since last Safety Committee Meeting on March 14, 2018:

Nighttime Lock Down Drill (aka Active Shooter Drills) - Main Campus (entire campus) - 7:30 PM on Wednesday, **March 14, 2018**

There were 12 incidents of non-compliance noted during the nighttime drill. Most instructors had to be reminded of the drill. This compares to the following incidents of non-compliance noted during previous nighttime drills: 25 on March 14, 2017; 29 on March 16, 2016 and 32 on March 3, 2015.

Evacuation Drills -Drill Zones 5 & 7 (DZ 5 = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2; DZ 7 = HS, HS001) - 9:45 AM and 7:30 PM on Thursday, **April 19, 2018**

Daytime Drill: It took 10 minutes and 13 seconds from the time the alarms were sounded to the time the "All Clear" was given. The time it took for last year's daytime drill (2017), which was a semi-surprise drill for which only the week of the drill was pre-announced, was 10 minutes. The time it took for the 2016 drill, for which the date and time were announced during the previous semester with numerous reminders, was 13 minutes. The time for the year before that (2015), which was a semi-surprise drill, was also 13 minutes.

Nighttime Drill: It took only 8 minutes 45 seconds from the time the alarms were sounded to the time the "All Clear" was given. The time it took for last year's daytime drill (2017), which was a semi-surprise drill for which only the week of the drill was pre-announced, was 10 minutes and 20 seconds. The time it took for the 2016 drill, for which the date and time were announced during the previous semester with numerous reminders, was 16 minutes. The time for the year before that (2015), which was a semi-surprise drill, was 19 minutes.

Lock Down Drills (aka Active Shooter Drills) immediately followed by Evacuation Drills - Fox Field Site (all classes) - 8:15 AM and 4:15 PM on Wednesday, **May 2, 2018**

Daytime Drill: Nothing drew the attention of outside observers to the hiding places of those in Lock Down during the Active Shooter component of the morning drill. The Emergency Evacuation component of the 8:15 AM combination drill took 1 minute 14 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area. This set a new record and compares to previous years' evacuation times of 1 minute 22 seconds on May 2, 2017 and 1 minute 27 seconds on May 11, 2016 and 1 minute 30 seconds on May 12, 2015.

Afternoon Drill: Nothing drew the attention of outside observers to the hiding places of those in Lock Down during the Active Shooter component of the afternoon drill. The Emergency Evacuation component of the 4:15 PM combination drill took 1 minute 30 seconds from the beginning of the evacuation to the time roll-call was completed in the Evacuation Assembly Area. This compares to previous years' evacuation times of 1 minute 31 seconds on May 2, 2017 and 1 minute 35 seconds on May 11, 2016 and 1 minute 17 seconds on May 12, 2015.

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2018				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4					
5	March 6, 2018	Walkway between APL and the LS2 Building	Student and her son were walking on the sidewalk toward H.S., when her son stepped on the north side of a metal drain cover that then lifted the south side of the cover causing her to trip and fall. - student denied any medical treatment	Steve Epps was called and the drain cover was repaired.	
6	March 7, 2018	Dirt area near Quad Stage between the SCT and BE buildings.	Student was walking and looking around at activities, not paying attention to where he was walking. He stepped down with his right foot landing between the pavement and dirt causing him to fall.		
7	April 19, 2018	Sidewalk near the corner of the Learning Center and the BE Building. Crack in the sidewalk which has separated enough to create two elevations.	Adjunct faculty member tripped and fell presumably due to the crack in the sidewalk and the raised elevation.	M&O re-poured the concrete in this area.	