



ANTELOPE VALLEY COLLEGE

SAFETY COMMITTEE MEETING Agenda	November 16, 2016 Meeting Place: HS 194 Time: 1:30 to 2:30PM
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Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 9/21/16 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
TBD by ASO	Member – ASO Representative
TBD by ASO	Alternate
Joseph Esdin	Member - Academic Senate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Steve Lose	Member - Classified Union
Dr. Louis Lucero	Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey	Alternate

Items	Person	Action
I. Check In		
II. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	September 21, 2016
IV. Old Business		<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> 1. Water reported to pool during winter months at top of exterior stairs at southeast corner of H.S. Building – Status report by Jared Simmons. 2. Report of utility cart drivers driving too fast and in a dangerous manner – Status report by Terry Cleveland. 3. Hazardous waste disposal issues at TE-7 Building – Status Report by Jared Simmons.
V. New Business		<p><u>Items to Discuss:</u></p> <ol style="list-style-type: none"> 1. Reviews of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Reported work-related accidents since the last Safety Committee Meeting. b. Current year-to-date work-related accident statistics including identification of trends (if any). c. Review of results of scheduled periodic safety inspections. 2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatoyd. 3. Pursuit of this year’s Safety Committee goals – Status report by Terry Cleveland.



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VI. Open Discussion		
VII. Next Meeting Date		February 22, 2016 HS-194
VIII. Check out		



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	Jared Simmons	<p>email to all his faculty and staff asking them to have conversations with all student workers about observing all rules for their safety and the safety of others. There have been no further reports of poor driving. This item will be closed.</p> <p>3. Jared states the issue of hazardous waste disposal at the TE-7 building has been resolved. Large, sturdy, sealable waste containers with wheels have been provided to the instructors. Bags and labels have also been supplied to the instructors to label and bag their hazardous waste before they put it into the large waste containers. The large containers will then be rolled to the big hazardous waste bin and dumped by the custodial staff. “NO PARKING” will be marked on the pavement in the area of the big bin. A funding stream for additional disposal fees has been identified in the Academic Affairs Division. This item will be closed.</p>
V. New Business	<p>Terry Cleveland</p> <p>Terry Cleveland</p> <p>Terry Cleveland and discussion by all</p>	<p><u>Item Discussed:</u></p> <ol style="list-style-type: none"> 1. Review of the following by Terry Cleveland: <ol style="list-style-type: none"> a. Work related accidents reported since the last Safety Committee Meeting on September 21, 2016: 3 first aid cases; 1 medical case; 0 lost time cases; Total of 4 cases. Terry Cleveland reported the injuries in detail at the meeting. b. Year-to-date work-related accident statistics (calendar year 2016): 10 first aid cases; 8 medical cases; 5 lost time cases; Total of 23 cases. c. Terry gave a review of Keenan & Associates’ findings during the recent periodic safety inspection. A review of the findings is attached hereto. 2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto. 3. Terry gave a status report on the pursuit of this year’s Safety Committee goals. <ol style="list-style-type: none"> a. Goal 1: Increase the identification and mitigation of trip and fall hazards at the Main Campus, Palmdale Center (to the extent that we have control in the leased space), and Fox Field Site (to the extent that we have control in the leased space). <ol style="list-style-type: none"> 1) Ideas discussed were to continue distributing the Quarterly Safety Inspection Reports to Safety Committee members as well as to Supervision of areas in which



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findings are made so that the items described can be used as learning tools for campus-wide application of what not to do and conditions that need to be corrected; Possible re-evaluation of placement and/or construction of decorative fences on Main Campus meant to keep people off plants, trees and shrubs. Some of them may attract people to lean or sit on them and they are not constructed to handle these loads. Jared indicated that it may be possible for the grounds department to survey the wood fencing around the campus during their routine inspections. Jared will ask for feedback from the Grounds Department. Michael suggested possible signage around the decorative fence areas stating “Don’t sit or lean on fence.” Another idea that was discussed was to keep a spreadsheet of accidents that occur each year listing the date, location and description of the accident so that we may track our progress in identifying and mitigating trip and fall hazards within the District. Susie prepared such a spreadsheet and Terry reviewed it. Everyone agreed it will be a very useful addition to our meetings and can be used to increase awareness, reporting and prevention efforts. We will include updated spreadsheets, without names, and a review of them in future meetings.

- b. **Goal 2:** Reduce the accident incident rate of Reportable Injuries for the District.
 - 1) Ideas discussed were to continue to disseminate information on unsafe conditions and practices that have been identified during proactive inspections of portions of campus and that can be used as learning tools for campus-wide application of what not to do and conditions that need to be corrected. This is done by way of distribution of the Quarterly Safety Inspection Reports as listed for Goal 1. Also, remind Deans to send their Techs and Instructional Assistants to our monthly Safety and Health training classes for which they already get email announcements.
- c. **Goal 3:** Perform a feasibility study on an Automatic External Defibrillator (AED) Program for implementation at the Main Campus, Palmdale Center and Fox Field Site.
 - 1) Ideas discussed were to further educate ourselves on the requirements of such a program by reading “The AED Site Assessment Guide” and “The Ultimate AED Buyer’s Guide.” The “Assessment Guide” indicates that ideally, we should be able to travel at a brisk walk from a person in sudden cardiac arrest to an AED station and back to the down person in 3 minutes. It has been determined that Fox Field would need two AEDs and Palmdale Center would require one AED. Further research will need to be done to determine how



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		<p>many AEDs will be needed for the Main Campus. Jared suggested that Terry contact other Risk Management Directors at other colleges to inquire about their AED programs. Terry will report back at the next Safety Committee Meeting. The training on AEDs that must be done as part of an AED Program could possibly be done in-house by Nursing Instructors. We should check with Elizabeth Sundberg. Perhaps Flex Credit could be offered. Terry reported that Corporate & Community Ed. offers several FA/CPR classes that include AED training. If we implement an AED Program, the make and model must be standardized throughout our facilities. Terry stated the next task in our study is to determine placement by priority and this will determine the number of units needed.</p>
<p>VI. Open Discussion</p>	<p>Jared Simmons</p> <p>Jared Simmons</p> <p>Michael Hutchison</p>	<p>Item Discussed:</p> <ol style="list-style-type: none"> 1. Jared shared with the committee that locks have been changed in the HS building to allow classrooms and labs to be locked from the inside with the push of a button. 2. Jared discussed with the committee the need to possibly change the language used when locking down the campus. His suggestions were as follows: <ol style="list-style-type: none"> a) 1st level – “Closed Campus Lockdown” where doors are locked but they are accessible with your prox card. b) 2nd level – “Exterior Lockdown” where you can’t enter a building with a prox card, but you can move around and enter offices/rooms within the building. c) 3rd level – “Full Lockdown” where every door is locked and inaccessible – inside and out. You will not be able to get in any door with a prox card. 3. Michael Hutchison brought to the committee’s attention that after the lockdown incident of 10/5/16, he has been approached by other employees that were concerned about not having cell service in some buildings, such as APL, SCT and HS, so they did not receive the RAVE announcement for the lockdown. Michael indicates that people would like to see some other type of system used when a lockdown has been put in place. Possibly some type of phone/PA announcement in all classrooms and labs and outdoors or some type of computer announcement. Michael suggested a possible digital announcement with a hyperlink to give people information as to what procedure to follow and to give updates on the situation. Terry indicated that Rick Shaw, Executive Director of ITS, is researching announcement systems. Michael also voiced concerns about some exterior windows not having window coverings that can be lowered in the event of a lockdown, where people are required to hide and some shades are too translucent to hide people. In some of the rooms in the



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		<p>HS building there is no way to cover the windows so people can't be seen from outside. Michael also said Instructors expressed concerns about transient students in the hallways and outdoors and their responsibility for students who say they have to go to the restroom and then do not return to class and their question asking if they should let them return. Terry shared that a tiered shelter-in-place/lockdown procedure was discussed by the President, VP's, ICS Public Information Officer and himself to tailor our response to various threat levels and more information is forthcoming from our PIO.</p>
VII. Next Meeting Date		February 22, 2016 HS-194
VIII. Check Out	All	Motion to end the meeting by Jared Simmons with a 2 nd by Louis Lucero. Meeting was adjourned at 3:18 p.m.

Safety Committee Meeting for 11-16-2016

Results of periodic scheduled safety inspections from which the entire campus can learn:

BE Building east end - Both the interior and exterior permanent "floor mats" at the east end of BE Building are elevated at some corners enough to present a tripping hazards. The cloth floor mat beneath the drinking fountain at that end of the building is taped down but portions of the tape are lifting.

Library Computer Lab - A cord across the walkway creates a trip hazard in this area. The cord should be re-routed to reduce risks of tripping and falling in this area. A longer cord could be run parallel with the wall and connected to power on the side away from foot traffic.

Library ceiling near L-223 – There are stained ceiling tiles near the sprinkler head that may indicate a water leak. The sprinkler should be checked for leaks and functionality and, after insuring that there will not be further leakage, the tiles should be replaced.

Library L-224 Study Room – An "Emergency Procedures" yellow flip-book is laying in its plastic sleeve on the table in that room and should be posted prominently.

Library Quad – There is a broken light fixture attached build into the raised concrete curb "seating area" east of the Library that presents a risk of laceration.

Library Quad – A portion of pavers is missing and creates a tripping hazard very near the main entrance door of the Library.

Sidewalk near northwest corner of Library - There is a hole in the sidewalk (approx. 5" wide) that presents a tripping hazard.

Learning Center - An open floor panel beside the wall of LC-110 creates a trip & fall hazard. The floor panel should be closed when unattended.

Learning Center LC-119 – There is an electric space heater with exposed heating elements. Electric space heaters with exposed elements present an elevated risk of fire. Electric space heaters with exposed elements should be removed from this area. Electric liquid filled radiator heaters with a UL rating are a lower risk alternative to exposed element space heaters; however, no portable heater should be left on while unattended.

Large concrete area between Cafeteria and Library - The many oncrete pavement sections between the Cafeteria and Library have numerous uneven joints that present tripping hazards. These elevated trip hazards should be ground down so the walking surface is even.

Student Center – The sidewalk leading to the southwest public entrance of the Student Center has standing water that presents a slipping hazard. Standing water can also become stagnate and present health hazards. Grading or drainage should be improved to reduce the hazards associated with standing water. The concrete just outside this entrance door also has standing water.

Bookstore - Wood pallets were left near the south (non-public) entrance of the Bookstore. These should be removed from close proximity to the building to reduce arson opportunities.

Cafeteria Kitchen Storeroom - Loose acoustical ceiling tiles should be repaired or replaced to reduce the falling object hazard they present.

Cafeteria Kitchen hallway – There is evidence on the ceiling of a water leak. The source of the leak should be identified and repaired if not already done.

SSV-124 – There is a microwave oven with power supplied by an extension cord. Extension cords are not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.

SSV-187 – There is a toaster and a microwave oven plugged into a power strip that is plugged into an extension cord. Connecting extension cords and multi-outlet power strips presents an elevated risk of fire or circuit overload. Extension cords are not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.

Student Services - This department has an excessive amount of food lying about. If the food must be kept here, place food in large Tupperware-type bins with airtight lids so the contents do not attract rodents and the containers are not easily chewed-through.

Emergency Drill Program for AVC

Emergency Drills since last Safety Committee Meeting on September 21, 2016:

October 26, 2016 Active Shooter 15-Minute Drills at Palmdale Center at 11:15 AM and 7:15 PM

The following anomalies were observed during the daytime drill:

Room SV3C - Class was being conducted when the Screeners approached the closed door (approximately 4 minutes into the drill) and a voice could easily be heard in the classroom while several feet away from the door which attracted immediate attention. The Screeners opened the unlocked door and found the lights on and class being conducted. The Instructor was reminded of the drill (a poster of which was taped on the outer surface of the classroom door as was the case on all classroom doors for weeks prior to the drill) and a brief reminder was given of the drill activities. The Instructor responded in the affirmative and the Screeners went on their way. During the first re-check of classrooms during the drill, one Screener knocked on the door and shouted "Custodial. Open up." After a slight delay, a student unlocked and opened the door. An explanation was given that this was a ploy that a killer could use to identify the presence of live targets and gain easy access to them. During the second re-check of classrooms during the drill, another Screener attempted the same ploy. A voice from inside shouted "OK. Thank you!" but the door was not unlocked and opened this time. The "OK. Thank you!" sounded sincere and no laughter was heard after the reply so, presumably, the person who shouted it was not purposely being non-compliant. It appears that the Instructor, and possibly the students, did not grasp the concept of not attracting attention and not identifying their presence during an Active Shooter Response.

Three students arriving at different times while the drill was progressing were reminded of the drill and directed to hide.

Office SV3M-14 - The door was not locked. The occupant corrected this immediately.

The following equipment anomaly was observed during the nighttime drill:

Room SV3J - The first door to the north of the door labeled "300" would not lock. The Instructor participated otherwise.

Note: 5 classrooms were not scheduled to have classes in session on Wednesday evenings. This situation not been encountered during previous drills.

November 2, 2016 Emergency Evacuation Drills of Drill Zones 1 & 3 of Main Campus (DZ 1 = A; SSV; SCT; DZ 3 = BE; L; LC; T100) at 11:15 AM and 7:30 PM
Please note: These were the semi-unannounced drills for this semester for which only the week of the daytime and nighttime drills was pre-announced. This week was given as the Week of October 31 through November 4, 2016. The actual date(s) and drill start times were not pre-announced.

For the daytime drill, it took only **13 minutes** 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 (conducted on 11/05/2015) was 15 minutes and 31 seconds. Note: Last year's daytime drill was completely pre-announced.

For the nighttime drill, it took only **8 minutes and 2 seconds** from the time the alarms were sounded to the time the "All Clear" was given. The time it took for last year's nighttime drill (conducted on 11/05/2015) was 9 minutes and 6 seconds. Note: The following buildings were not occupied and, therefore, not included in the nighttime drill activities: A, LC, T100. Note: Last year's nighttime drill was completely pre-announced.

October 14, 2016 Table-Top Exercise from 8:30 AM to 11:30 AM

Note: President Knudson has determined that we will alternate our annual Table-Top Exercises and combination Table-Top/Field Exercises from one year to the next. Last year's drill consisted of a combination Table-Top/Field Exercise for which the emergency situation was an aircraft crash on the Main Campus. The 2016 disaster response/emergency preparedness annual exercise was a Table-Top only with no field component and the disaster was a large-magnitude earthquake affecting Southern California and included the added emergency of a natural gas fire in the Health Sciences Building. The Table-Top Exercise was conducted by West Coast Consulting Group, Inc. (WCCG) and simulated a realistic emergency affecting the campus and the Incident Command System team personnel were tasked with working through the simulation with various twists and turns thrown in along the way by WCCG Consultants. The Exercise began at 8:30 AM and the Debrief ended at 11:30 AM. It involved the AVC Incident Command Staff. WCCG was very complimentary of AVC's performance during the Table-Top Exercise and complimented the Incident Command Staff on its communications with one-another regardless of the Functional Areas to which personnel were assigned.

Upcoming Emergency Drills for the 2017 Spring Semester (drills in February, March, April, and May):

Evacuation Drills

Drill Zones 2 & 4 (**DZ 2** = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, T850-1; **DZ 4** = LH, OF1, GYM, T800, SA, S1 – S9, SR, SBS, TE6, TE8)
9:45 AM and 7:15 PM on Monday, February 27, 2017

Evacuation Drills

Palmdale Center (entire Center)
11:15 AM and 7:30 PM on Monday, March 6, 2017

Active Shooter Drills

Main Campus (entire campus)
9:45 AM and 7:30 PM on Tuesday, March 14, 2017

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 sometime during the week of April 24, 2017 - This is the area that has the semi-surprise drills for which we announce only the week of the drills and not the specific date(s) and times.

Active Shooter Drills immediately followed by Evacuation Drills

Fox Field Site (all classes)
8:30 AM and 4:30 PM on Tuesday, May 2, 2017

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2016				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
4	2/9/2016	North side of the Bookstore	Student exited the north side of the Bookstore and continued walking west toward her car in parking lot #3. She tripped on uneven pavement that was lifted and cracked, causing her to incur a contusion to her left knee and a sprained ankle.	Unknown outcome. Office of Risk Management does not have the Campus Incident Report on this matter.	
5	2/17/2016	Cafeteria	Student slipped and fell inside the cafeteria lounge, between the 2 sets of double doors on northwest side of the building. Pain in her head, left shoulder, left side and left leg.	Chair was photographed then thrown away. It was not preserved for evidence	Claim against the District filed on 10/21/16
6	2/29/2016	Outside south side of FA 1 Building	Student tripped on a crack in the concrete sidewalk, causing an injury to her ankle	Sidewalk was repaired	
7	3/1/2016	LH - 102	Student sat in a chair and the chair broke causing her to fall, rip her pants and scrape her left thigh.	Chair was photographed then thrown away. It was not preserved for evidence	Claim filed against the District - she is represented by an attorney.
8	5/24/2016	East side of the ME building	Student indicates she tripped on a concrete pillar, near the sidewalk, that holds the light post and fell. Student was transported by ambulance to AVH.	No changes were made. The lightpost is not on the sidewalk - it is in the grass off of the sidewalk and is easily visible.	
9	9/13/2016	Sidewalk near the north entrance to the Learning Center	Student alleges she tripped over a rise in the concrete sidewalk outside the north entrance to the Learning Center	The sidewalk has been repaired.	Student is represented by an attorney. No claim filed as of 11/15/16.

	A	B	C	D	E
1	PROPERTY AND LIABILITY ACCIDENT LOG - 2016				
2					
3	DATE	LOCATION	DESCRIPTION OF INCIDENT	SOLUTION	CLAIM FILED?
10	9/26/2016	APL - 108	Student caught her foot on the floor outlet cover and power strip cord that was plugged into the outlet on the floor, causing her to fall and fracture her left leg.	Furniture and power cords were rearranged in the room.	
11	10/15/2016	Outside PAT	While walking from the building towards parking lot #5 , student twisted her ankle and fell. She stated she was talking with friends and didn't notice the "Caution Step" sign painted on the curb line.	No changes were made. Curbs are clearly marked.	
12	10/31/2016	Wooden Fence outside the east side entrance of the SCT building	Student leaned against the wood fence that was just north of the building door. The fence collapsed and student fell backwards. Student is 9 months pregnant.	Wooden fence was removed.	