



ANTELOPE VALLEY COLLEGE

**SAFETY COMMITTEE MEETING
Agenda (Proposed)**

**April 20, 2016
Meeting Place: HS 194
Time: 1:30 to 2:30PM**

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 2/17/16 Minutes

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Chief Note Taker – HR– Department of Risk Management
Kim Correa	Alternate
Deputy Ray Murgatroyd	Member – Campus Law Enforcement Representative
Steven Pulley	Alternate
Jennifer Corona	Member – ASO Representative
Shawn Smith	Alternate
Debra Dickinson	Member - Academic Senate
Joseph Esdin	Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Alternate
Steve Lose	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	February 17, 2016
IV. Old Business		<p><u>Item to Discuss:</u></p> <ol style="list-style-type: none"> Possibility of including more AVC personnel in DMV Pull Program – Status report by Jared Simmons. Progress of M&O personnel in completing on-line Keenan & Associates Defensive Driver and Extreme Weather Training classes – Status report by Jared Simmons. Settings on Sheriff’s Department building override lockdown System – Status report by Jared Simmons. M&O roster for Playground Inspection and General Inspection classes to be offered by Keenan & Associates this Spring – Status report by Jared Simmons.
V. New Business		<p><u>Items 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 including identification of trends (if any). Review of results of scheduled periodic safety inspections.



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		2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatoyd.
VI. Open Discussion		
VII. Next Meeting Date		September 21, 2016 HS-194
VIII. Check out		



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SAFETY COMMITTEE MEETING Minutes	April 20, 2016 Meeting Place: HS 194 Time: 1:30 to 2:30PM
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Note Taker: Susan Herman

Committee Members:

Terry Cleveland	Member - Director of Risk Management & Environmental Health
Susan Herman	Member & Chief Note Taker – HR– Department of Risk Management
Kim Correa	Absent Alternate
Deputy Ray Murgatroyd	Absent Member – Campus Law Enforcement Representative
Steven Pulley	Absent Alternate
Jennifer Corona	Absent Member – ASO Representative
Shawn Smith	Absent Alternate
Debra Dickinson	Member - Academic Senate
Joseph Esdin	Absent Alternate
Jared Simmons	Member – Confidential Management
Michael Maher	Absent Alternate
Steve Lose	Classified Union
Dr. Louis Lucero	Absent Member – Educational Administrator
Michael Hutchison	Member – Faculty Union
Bill Bailey	Absent Alternate

Items	Person	Action
I. Check In		Meeting was called to order at 1:34 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health.
II. Introduction	Terry Cleveland	Welcome – Introductory Remarks by Director of Risk Management, Terry Cleveland
III. Approval of Minutes	All	Since there was not a quorum at the beginning of the meeting, the Minutes were approved by the people present, Jared Simmons, Steve Lose, Terry Cleveland and Susan Herman
IV. Old Business	Jared Simmons Jared Simmons	<p><u>Items Discussed:</u></p> <ol style="list-style-type: none"> Jared discussed the progress on the DMV Pull Program. He indicated it is still being worked on but everyone in M&O who are using vehicles have completed the forms and they have been submitted to DMV. Copies of the forms are currently being kept with Maxine Griffin in the HR Department. Jared further suggested that the Athletic Department may also want to participate in this program. Jared also informed the committee that HR will not only get notifications from DMV for any drivers in the program, but also notification from the Department of Justice as well that may be related to a person’s driving record. Jared discussed the progress of M&O personnel in completing the on-line Keenan & Associates Defensive Driver and Extreme Weather Training classes. Jared indicates they are nearing 100% completion. A reminder notice was sent out to those who have not yet completed the



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		<p>the edge consistent with the other steps in the bleacher.</p> <p>2) Fox Field – Tool Room – The dimly lit tool room has a temporary light attached to the ceiling using loose wire. The light is powered by an extension cord that runs the perimeter of the room and plugs into an outlet in another room. Extension cords are not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.</p> <p>3) Fox Field - Work Shop – Extension cords on the shop floor create a tripping hazard. The shop floor also has several areas with chipped or uneven spots which also create tripping/fall hazards.</p> <p>2. Terry gave a status report on the Emergency Drill Program for AVC. Report is attached hereto.</p>
VI. Open Discussion	<p align="center">Terry Cleveland</p> <p align="center">All Jared Simmons</p> <p align="center">Jared Simmons</p>	<p>1. Michael Hutchison shared that he was approached by a staff member in the automotive program about a sink in the automotive shop in the tool room that is backed up and periodically overflows, then creates a slipping hazard. Jared indicated that the sink had been looked at and some repairs had been made, but that more work may need to be done. Jared states that M&O will be purchasing or renting a small diameter camera that will be able to see into the pipe so they can further explore the problem. Jared did indicate that if this continues to be a problem that can't be fixed they will take the sink out of service until a contractor can come in to make further repairs if necessary – possibly over the summer break.</p> <p>2. Debra Dickinson brought to the committee's attention that the second floor walkway on the HS Building near the stairwell has a concave spot that collects water during a rainstorm and voiced her concerns about the water freezing during the winter months and creating a slipping hazard.</p>
VII. Next Meeting Date		September 21, 2016 HS-194
VIII. Check out	All	Motion to end the meeting by Jared Simmons and 2 nd by Mike Hutchison. Meeting was adjourned at 2:12 p.m.

Emergency Drill Program for AVC

Emergency Drills since last Safety Committee Meeting on February 17, 2016:

February 25, 2016 unannounced Emergency Evacuation Daytime Drill of Drill Zones 2 & 4 of Main Campus (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) at 11:15 AM and 7:30 PM.



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For the daytime drill, it took 18 minutes from the time the alarms were sounded to the time the “All Clear” was given. This compares to 14 minutes 30 seconds for the most-previous daytime drill (conducted on 2/25/2015). For the nighttime drill, it took 16 minutes from the time the alarms were sounded to the time the “All Clear” was given. This compares to 19 minutes for the most-previous nighttime drill (conducted on 2/25/2015).

March 10, 2016 Emergency Evacuation Daytime and Nighttime Drills of Palmdale Center at 9:45 AM and 7:30 PM.

For the daytime drill, it took 9 minutes from the time the alarms were sounded to the time the “All Clear” was given. This compares to 12 minutes for the most-previous daytime drill (conducted on 3/11/2015). For the nighttime drill, it took 5 minutes 30 seconds from the time the alarms were sounded to the time the “All Clear” was given. This compares to 8 minutes for the most-previous nighttime drill (conducted on 3/11/2015).

March 16, 2016 Active Shooter Daytime and Nighttime 15-Minute Drills of Main Campus at 11:15 AM and 7:30 PM.

44 incidents of non-compliance were noted during the daytime drill. This compares to 39 incidents of non-compliance noted during the daytime drill on 3/03/2015. 42 incidents of non-compliance were noted during the nighttime drill. This compares to 58 incidents of non-compliance noted during the nighttime drill on 3/03/2015.

Drills Remaining in 2016 Spring Semester:

Evacuation Drills

Drill Zones 5 & 7 of Main Campus (DZ 5 = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2; DZ 7 = HS, HS001)
Thursday - April 21, 2016 at 11:15 AM and 7:30 PM.

15-minute Active Shooter Drills immediately followed by Evacuation Drills

Fox Field Site (all classes)

Wednesday - May 11, 2016 at 8:15 AM and 4:15 PM.

Upcoming Emergency Drills for the 2016 Fall Semester

September 2016 - Main Campus Emergency Evacuation Drills for Drill Zones 6 & 8 (6 = APL; CDC; CSUB; 8 = FS; GH1-4; RW; T501-4; TE3-4; TE7; NCP)

Tuesday, September 13, 2016 at 9:30 AM for Child Development Center only.

Thursday, September 15, 2016 at 11:15 AM and 7:30 PM for all areas of Drill Zones 6 & 8 except the CDC.

October 2016 - Palmdale Center 15-minute Active Shooter Drills

Wednesday, October 26, 2016 at 11:15 AM and 7:15 PM

November 2016 - Main Campus Emergency Evacuation Drills for Drill Zones 1 & 3 (1 = A; SSV; SCT; 3 = BE; L; LC; T100)

Week of October 31 through November 4, 2016 - **Please note: For the semi-unannounced drills, only the week of the daytime and nighttime drills is pre-announced. The actual date(s) and drill start times are not pre-announced.**



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Annual Table-Top Exercise:

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. Therefore, our 2016 disaster response/emergency preparedness annual exercise will be a Table-Top **only** with no field component this year. It will be conducted by West Coast Consulting Group, Inc. (WCCG) on Friday, October 14, 2016 from 8:30 AM to 11:30 AM. The room location on the Main Campus at which to gather will be determined at a later date. This Table-Top Exercise will simulate a realistic emergency affecting the campus and the Incident Command System team personnel must work through the simulation with various twists and turns thrown in along the way by WCCG Consultants. The Exercise will begin at 8:30 AM and the Debrief will end at 11:30 AM for a 3-hour total commitment on October 14, 2016 by AVC Incident Command Staff personnel and personnel serving as Depth to the Incident Command Staff.