



ANTELOPE VALLEY COLLEGE

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| SAFETY COMMITTEE MEETING | April 19, 2017 |
| Agenda | Meeting Place: HS 194 |
| | Time: 1:30 to 2:30PM |

Type of Meeting: Regular
Note Taker: Susan Herman
Please Review/Bring: Copy of 2/22/17 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 | February 22, 2017 |
| 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 and Deputy Murgatroyd. 3. Tiered shelter-in-place/lockdown procedure – Status report by Terry Cleveland and Deputy Murgatroyd. |
| 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. Results of scheduled periodic safety inspection. d. Current year-to-date Property & Liability Accident Log used to assist in identification and mitigation of trip and fall hazards regarding 2017 SCG #1. |



ANTELOPE VALLEY COLLEGE

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| | | e. Progress on AED Feasibility Study regarding 2017 SCG #3. 2. Emergency Drill Program for AVC – Status report by T. Cleveland and R. Murgatoyd. |
| VI. Open Discussion | | |
| VII. Next Meeting Date | | September 20, 2017 HS-194 |
| VIII. Check out | | |

SAFETY COMMITTEE MEETING

Minutes

DATE: April 19, 2017

Meeting Place: HS 194

Time: 1:30 to 2:30PM

Type of Meeting: Regular

Note Taker: Susan Herman

Committee Members:

| | | |
|------------------------|--------|-------------------------------------------------------------|
| Terry Cleveland | | Member - Director of Risk Management & Environmental Health |
| Susan Herman | | Member & Chief Note Taker – Human Resources |
| Kim Correa | Absent | Alternate – Attendance not required due to member attended |
| Deputy Ray Murgatroyd | Absent | Member – Campus Law Enforcement Representative |
| Steven Pulley | Absent | Alternate |
| Talia Grimes | | Member – ASO Representative |
| Dianna Williams | | Alternate |
| Joseph Esdin | Absent | Member - Academic Senate |
| TBD by Academic Senate | | Alternate |
| Jared Simmons | Absent | Member – Confidential Management |
| Michael Maher | Absent | Alternate |
| Steve Lose | Absent | Member - Classified Union |
| Dr. Louis Lucero | | Member – Educational Administrator |
| Michael Hutchison | Absent | Member – Faculty Union |
| Bill Bailey | Absent | Alternate |

| | Person | Action |
|--------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Check In | Terry Cleveland | Meeting was called to order at 1:34 p.m. by Terry Cleveland, Director of Risk Management & Environmental Health |
| II. Introduction | Terry Cleveland | Welcome to new ASO members, Talia Grimes (Member) and Dianna Williams (Alternate). Introductory remarks by Director of Risk Management, Terry Cleveland. |
| III. Approval of Previous Minutes of February 22, 2017 | All | Motion to approve prior minutes by Louis Lucero with a 2 nd by Talia Grimes. |
| IV. Old Business | Terry Cleveland | <p><u>Item Discussed:</u></p> <p>1. Jared Simmons provided a report about water pooling during the winter months at the top of the exterior stairs at the southeast corner of the HS building for the committee to review. In Jared's absence, Terry Cleveland discussed the findings. The drain in that area has been inspected and it was determined that it is working properly. However the grading of the walkway to the drain may not be properly sloped from all directions. This may become an additional area for the application of rock salt during freezing weather. No further action will need to be taken at this time. It was agreed that this matter would be closed.</p> <p>2. Terry gave a status report on the prior observation that Utility Cart drivers are driving too fast. The Committee discussed an</p> |
| | Terry Cleveland | |

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| | | <p>b. Goal 2: Reduce the accident incident rate of Reportable Injuries for the District.</p> <p>1) Please note that we were able to calculate a reportable injury rate of 5.94, which is year to date up through March 31, 2017. This compares to the 2016 figure of 5.96.</p> <p>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.</p> <p>1) Terry informed the members that 14 AEDs with alarmed boxes have been ordered and we have secured AED/CPR training, which will be administered on a date that is to be determined. We also discussed the locations where these AEDs will be placed.</p> |
| VI. Open Discussion | | <p><u>Item Discussed:</u> There was no other new business to discuss.</p> |
| VII. Next Meeting Date | | September 20, 2017 |
| VIII. Check Out | All | Motion to adjourn the meeting by Dr. Louis Lucero with a 2 nd by Talia Grimes. Meeting was adjourned at 2:15 p.m. |



Emergency Drill Program for AVC – Status Report for April 19, 2017 Safety Committee Meeting (to include Drills conducted since February 22, 2017 Safety Committee Meeting)

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

It took only 12 minutes and 15 seconds from the time the alarms were sounded to the time the "All Clear" was given during our daytime emergency evacuation drill. This time represents a new record for evacuating the combined area of Drill Zones 2 and 4! This compares to times of 18 minutes for the daytime drill in 2016 and 14 minutes 30 seconds for the daytime drill in 2015.

It took only 10 minutes and 20 seconds from the time the alarms were sounded to the time the "All Clear" was given during our nighttime emergency evacuation drill. This time represents a new record for evacuating the combined area of Drill Zones 2 and 4 at night! This compares to times of 16 minutes for the nighttime drill in 2016 and 19 minutes for the nighttime drill in 2015.

Evacuation Drills

Palmdale Center (entire Center)

11:15 AM and 7:30 PM on Monday, March 6, 2017

The daytime Emergency Evacuation Drill of the Palmdale Center was accomplished in something over 9 minutes and 15 seconds from the time that personnel were observed evacuating from the building's upper floors to the time the "All Clear" was given. No accurate timing was performed on this drill because the drill was erroneously initiated in some classes prior to the scheduled start time and personnel were already evacuating from the building before drill monitoring assets were in place. However, this is much better than starting too late and the students descending the stairs into the lobby are to be commended on their cautioning drill monitoring personnel that they were going the wrong way and that a drill was in progress as the assets were climbing the stairs. Some staff members said they were under the impression that they had to have the classes out at the Evacuation Assembly Area by the drill start time and so got an early start on notifying classroom occupants to begin. (No alarms are sounded at the Palmdale Center because the alarms would evacuate all building occupants in addition to AVC so we must pretend that the alarms sound at the pre-designated drill times for day and night drills.) Previous Palmdale Center Emergency Evacuation **daytime** drill dates and times were as follows: Thursday, March 10, 2016 - 9 minutes; Wednesday, March 11, 2015 - 12 minutes; Tuesday, November 19, 2013 - 6 minutes 36 seconds; Wednesday, November 07, 2012 - 14 minutes.)

The nighttime Emergency Evacuation Drill of the Palmdale Center was accomplished in 6 minutes and 45 seconds from the time that personnel began evacuating classrooms to the time the "All Clear" was given.

Previous Palmdale Center Emergency Evacuation **nighttime** drill dates and times were as follows: Thursday, March 10, 2016 - 5 minutes and 30 seconds; Wednesday, March 11, 2015 - 8 minutes; Tuesday, November 19, 2013 - No timing was performed on the nighttime drill on 11-19-2013 because the drill was erroneously initiated 20 minutes early before drill monitoring assets were in place; Wednesday, November 07, 2012 - 15 minutes.

Active Shooter Drills

Main Campus (entire campus)

9:45 AM and 7:30 PM on Tuesday, March 14, 2017

31 incidents of non-compliance were noted during the daytime drill. This compares to 44 incidents of non-compliance noted during the daytime drill on 3/16/2016 and 39 incidents noted on 3/03/2015.

25 incidents of non-compliance were noted during the nighttime drill. This compares to 42 incidents of non-compliance noted during the nighttime drill on 3/16/2016 and 58 incidents noted on 3/03/2015.

Remaining Emergency Drills for the 2017 Spring Semester

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 this semester 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



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April 26, 2017

Mr. Terry Cleveland
Director, Risk Management & Environmental Health
ANTELOPE VALLEY COMMUNITY COLLEGE
3041 West Avenue K
Lancaster, CA 93536

RE: QUARTERLY SITE INSPECTIONS

Dear Mr. Cleveland:

On March 27, 2017, I conducted the first of four Quarterly Inspections. The purpose of the visit was to conduct site safety inspections for all three campuses and identify potential Workers' Compensation hazards and/or property and liability hazards. The areas visited during this quarterly inspection are listed below:

LANCASTER MAIN CAMPUS

- Baseball Stadium
- Marauder Stadium
- Outside Stadium
- Softball Stadium
- Tennis Court
- T800 Outside
- T850 Outside
- T851 Outside

FOX FIELD

- Airframe and Power Plant classroom and shop
- Exterior of building and common walkways

PALMDALE CENTER

- Exterior of building and common walkways
- Learning Resource Center

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The report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards or hazardous conditions were observed or reported.

SITE: LANCASTER MAIN CAMPUS

LOCATION: Fine Arts

The telephone receiver is broken in half (Photo 1). Consider installing a tamper resistant call box for emergency.

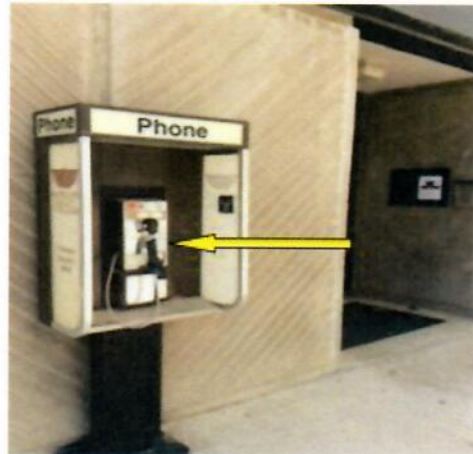


Photo 1

LOCATION: Sand pit near running track is an improvement from the 2016 report. The sand pits are covered with a weighted tarp (Photos 2 and 3).



Photo 2 – 2017

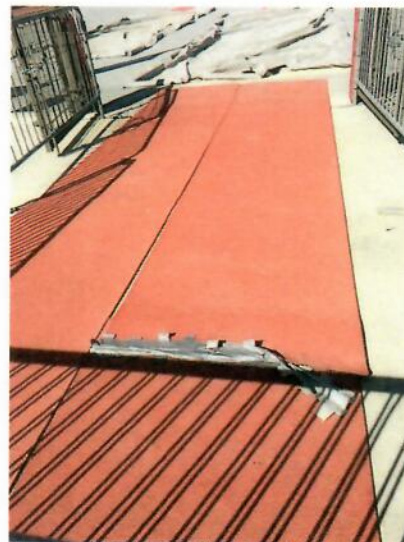


Photo 3 – 2016

LOCATION: Exercise equipment near the softball field has cracked and/or missing rubber cushion points (Photo 4). The equipment has evidence of uneven wear patterns and rust. Consider preventative maintenance for all the fitness equipment along the fitness path.



Photo 4

LOCATION: Tennis Court Bleachers

The supplies stored near the tennis court bleacher create a tripping hazard (Photo 5). Consider relocating the products closer to the fence and not in the center of the walkway.



Photo 5

LOCATION: Outside T800/Sheriff's Office

The skirting around the portable building appears to have access points used by rodents (Photo 6). Consider securing the access points to prevent animals from nesting under the structure.

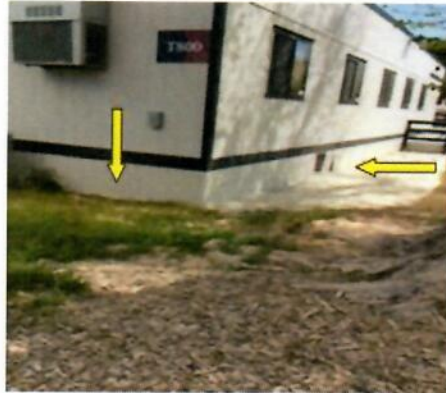


Photo 6

LOCATION: Outside T850 and T851

A walking surface with an abrupt change in elevation greater than 1/4 inch creates a trip fall hazard. The ramps outside of T850 and T851 have notable elevation changes which create a trip fall hazard (Photos 7 and 8). Consider improving the transition point where the dirt and ramp meet.



Photo 7 – Trip fall hazard

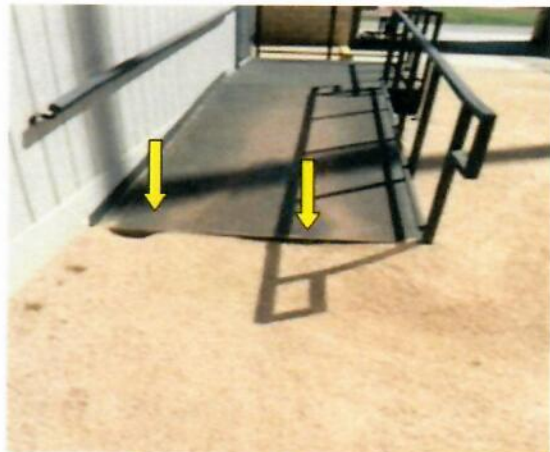


Photo 8 – Trip fall hazard

SITE: Fox Field

LOCATION: Classroom

The classroom has water stained ceiling tiles (Photo 9). The water source should be identified and repaired as needed. The stained ceiling tiles should be replaced with clean tiles.

Consider improving chemical storage procedures. Products such as motor oil should be stored in the shop and not on shallow ledges inside the instructional area (Photo 10).



Photo 9 – Stained ceiling tiles



Photo 10 – Chemical storage

LOCATION: Tool Room

The conditions in the tool room have improved since the 2016 inspections. The temporary lighting was replaced with permanent light fixtures (Photos 11 and 12); however, the florescent bulbs are exposed. Florescent bulbs are extremely fragile and the contents are considered hazardous. Consider providing a protective barrier over the exposed bulbs inside each tool room.



Photo 11 – 2017

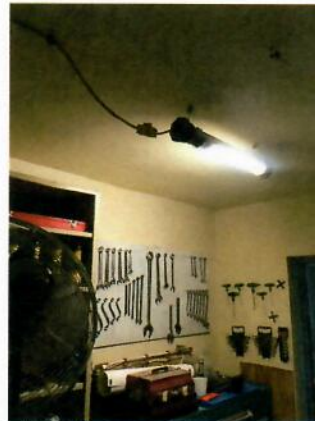


Photo 12 – 2016

SITE: Palmdale Center

Palmdale Center is due to relocate in September 2017.

LOCATION: Palmdale Center

Room SV3N has water stained ceiling tiles (Photo 13). The water source should be identified and repaired as needed. The stained ceiling tiles should be replaced with clean tiles.



Photo 13

CLOSING

Keenan's inspection services are intended to help clients identify and mitigate hazards and potential liability exposures. While we are confident that our services will help our clients create a safer environment, we do not represent or guarantee that we were able to identify all potential hazards, or offer a fail-safe mechanism for dealing with them. Consequently, we make no promise or representation that clients will recognize improved loss experience or premium savings as a result of these services.

It is always a pleasure to be of service to the College in the area of Loss Control/Risk Management and to assist you with providing a safe environment for faculty, staff, students, and campus visitors. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, extension 2641.

Sincerely,

Patricia Swint

Patricia Swint, CPSI
Senior Loss Control Consultant
Loss Control/Risk Management

PS/cb

cc: Susan Langston, Keenan & Associates, Torrance
Suzanne Trowbridge, Keenan & Associates, Riverside

Emergency Response: What to do When

Knowing the appropriate response to an emergency situation could save your life!

Evacuate

Situations when there is threat to your building, such as:

- Fire or earthquake
- Any situation where moving outside is the safest alternative

Evacuation considerations:

- When the building alarm sounds, or you are asked to evacuate by emergency personnel, walk quickly and calmly to the nearest exit.
- When possible, evacuate via the shortest, safest route to your building's evacuation assembly area noted on the Area Evacuation Map.
- Use stairs, not elevators.
- Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, and immediately notify emergency personnel of their location.

Shelter in Place

Situations when there is NO IMMEDIATE threat to your location, such as:

- Dangerous incident in the surrounding neighborhood
- Any situation where remaining inside is the safest alternative

Shelter in Place considerations:

- Close all doors and windows (no barricades).
- Remain inside; engage in normal indoor activities.
- Keep movement outdoors to a minimum.
- Use buddy system when leaving your location.
- Communicate with your co-workers if you need to leave.
- Be prepared to elevate to a Lock Down at a moments notice.

Lock Down

Situations when there is IMMEDIATE threat to your location, such as:

- Dangerous incident on campus or in immediate neighborhood
- Any situation where lock, barricade, and hide is the safest alternative

Lock Down: Prepare to RUN, HIDE, FIGHT

- **RUN:** If outside a room or building and you hear gunfire, move away.
- **HIDE:** Lock the door, turn off all light sources and quickly cover the windows. If locking is not an option, create a stronghold. Conceal yourself behind large items. Silence your cell phone and remain quiet. Move away from doors and windows.
- **FIGHT:** Arm yourself with available items and mentally prepare yourself, as a last alternative if confronted.

Register for approved Antelope Valley College emergency communications and other important information via text message with **Campus Alerts in myAVC**.