

SAFETY COMMITTEE MINUTES

**April 22, 2015
1:30 – 2:30 PM
Business Bldg, Room BE-207**

The meeting was called to order at 1:31 P.M. by Terry Cleveland, Director of Risk Management & Environmental Health.

ATTENDANCE:

PRESENT: Terry Cleveland, Jennifer Corona, Debra Dickinson, Jerry Lewis, Steve Lose, Dr. Louis Lucero, Deputy Ray Murgatroyd, & Shawn Smith.

ABSENT: N/A

GUESTS: Dawn McIntosh (Director of Auxiliary Services) & Kim Moore (Acting Supervisor of Food Services/Food Service Assistant II).

A. WELCOME: Terry Cleveland welcomed the committee and thanked them for attending.

B. Sampling of disaster preparedness food and water plus Committee and Preparer feedback on ease of preparation and palatability before ordering more in Fiscal Year 2015/2016.

1. **Ease of preparation** - Dawn McIntosh and Kim Moore reported that the Food4Patriots (which reports a 25-year shelf-life) entrees of Traveler's Stew, Uncle Frank's Italian Lasagna, and Instant White Rice were easy to prepare. They required only mixing with water and a heat source. The water used was from World Grocer and has a reported 30-year shelf-life. Dawn and Kim also mixed Food4Patriots Orange Energy Drink Mix (powder) with the World Grocer water to make the energy drink.
2. **Palatability** – The members of the Safety Committee and Dawn and Kim reported that the food and water were palatable. A list is attached of the Food4Patriots entrees that are stored at AVC for use if, and when, necessary.
3. **Open Discussion regarding disaster preparedness food & water** – Dawn McIntosh asked if the food comes in larger containers. She said it's OK if it does not but it would be easier to prepare for a large number of people if it came in larger containers so that not as many smaller packets would have to be opened. She asked if we could investigate survival food available from Walmart because she saw some in a Walmart store in Utah that was sold in larger containers. Deputy Murgatroyd and Debra Dickinson suggested investigating survival food at Costco for the same features plus the long shelf-life. If the next order of survival food and water is secured prior to the Safety Committee Meeting in September 2015, the meeting will again be held in the Cafeteria Staff Lounge and the food and water will be sampled at the meeting for palatability and feedback on ease of preparation will be gathered. Dawn McIntosh asked if we have a means for heating water if there are no utilities in the event of a disaster. Terry Cleveland replied that the District has propane camp stoves in the Disaster Supply conex container and that one will be delivered to her so that she can approximate how many stoves and fuel canisters she may need.

C. Old Business

1. **New Annual Report Form for Committees and Goal Setting for Safety Committee** – The attached completed Annual Report Form was approved for forwarding to the Office of the President and College Coordinating Council.

D. New Business

1. Reviews of the following by Terry Cleveland:

a. Accidents reported since our last Safety Committee Meeting which was held on February 25, 2015

Total = 4: 3 First Aid; 0 Medical; 1 Lost Time. Terry Cleveland reported the injuries in detail at the meeting.

b. Current year-to-date accident statistics for 2015 including identification of trends (if any):

Total = 4: 3 First Aid; 0 Medical; 1 Lost Time.

Report of trends – None.

Review of results of scheduled periodic safety inspections:

c. Main Campus

- Storage shelves at Child Development Center overloaded, bending under the weight, and not secured to the wall.
- Exits and emergency evacuation routes obstructed at Child Development Center by tables and chairs and at back of cafeteria in Student Center by a utility cart. Exits and emergency evacuation routes must be kept free of obstructions at all times.
- Keys were left in utility cart “ignitions” while carts were unattended on north side of Student Center. Keys should be removed by cart operators if carts will be left unattended to prevent theft and joyrides.
- The sidewalk between FA1 and the FA Quad has a raised elevation of ½” at a joint which presents a potential tripping hazard. Such raised concrete areas should be ground down.
- An extension cord was being used as permanent wiring in the black-box theater storage area and was strung through a metal bracket in one area and presented a tripping hazard in another area. This presents an elevated risk of circuit overload and fire because they are not designed for permanent use. The metal bracket can abrade the cord’s insulation and present a shock hazard. The cord needs to be removed and replaced with permanent wiring.
- Special Note: There have still been no missing covers from small utility access openings that could cause trip & fall accidents noted since our November 2014 meeting.

Palmdale Center

- No items noted at time of inspection.

Foxfield Site

- No items noted at time of inspection for AVC portion of area inspected. A portion of the Barnes Aviation area of use was mistakenly included as part of the AVC area of use and notations were made but no AVC staff or students are exposed to the conditions presented in the Barnes Aviation area of use.

2. Emergency Drill Program for AVC – Status report by T. Cleveland:

Emergency Drills Since Last Meeting:

February 25, 2015 Emergency Evacuation Nighttime Drill of Drill Zones 2 & 4 at 7:15 PM – It took 19 minutes from the time the alarms were sounded to the time the "All Clear" was given. As reported at the February 25, 2015 Safety Committee Meeting, the **daytime** drill of Drill Zones 2 & 4, which began at 11:15 AM on February 25, 2015, took 14 minutes and 30 seconds. These drills were our first daytime and nighttime drills of Drill Zones 2 & 4 combined so we have no time comparison with a previous year.

March 03, 2015 Active Shooter Drills for Main Campus – These drills were held from 9:45 AM to 10:00 AM and from 7:30 PM to 7:45 PM. 32 incidents of non-compliance were noted during the daytime drill and 32 incidents of non-compliance were noted during the nighttime drill.

March 11, 2015 Emergency Evacuation Daytime and Nighttime Drills of Palmdale Center at 10:30 AM and 7:30 PM – For the daytime drill, it took 12 minutes from the time the alarms were sounded to the time the "All Clear" was given. 5 incidents of non-compliance were noted during the daytime drill. This compares to 6 minutes 36 seconds for the most-previous daytime drill (conducted on November 19, 2013). For the nighttime drill, it took 8 minutes from the time the alarms were sounded to the time the "All Clear" was given. 6 incidents of non-compliance were noted during the nighttime drill. There is no time comparison to the most-previous nighttime drill (conducted on November 19, 2013) because that drill was erroneously initiated 20 minutes early and no time was taken. However, the November 7, 2012 nighttime drill took 15 minutes.

Upcoming Drills Before Next Safety Committee Meeting:

Sometime during the week of May 4, 2015 – Semi-surprise Day and Evening Emergency Evacuation Drills of Drill Zones 5 & 7.

May 12, 2015 Fox Field Site Combination Active Shooter/Emergency Evacuation Drills beginning at 10:00 AM and 5:00 PM.

E. Open Discussion

All

An open discussion regarding disaster preparedness food & water was held during the sampling of the disaster preparedness food & water at the beginning of the meeting and is noted in section B.3. of these minutes.

Additional Information & Adjournment

APPROVAL TO ADJOURN MEETING: Debra Dickinson moved to adjourn the meeting – seconded by Dr. Louis Lucero. Meeting adjourned at 2:26 P.M. Next meeting: September 2015