

LOS MEDANOS  
COLLEGE

**Safety Committee  
Minutes**

Thursday, March 16, 2017  
3:00 PM – 4:30 PM, CORE CC2-225

<i>Item #</i>	<i>Topic/Activity</i>	<i>Lead</i>	<i>Handouts/ Reference Materials</i>	<i>Outcome*</i>
<b>Roll</b>	Members Attended: Robert Estrada, Dale Satre, Teresa Ferguson, Chad Wehrmeister, Sandra Mills, Juliana Salas, Russ Holt, Hannah Tatmon, Lucy Snow, Eloine Chapman, Melissa Pon, Carole Rogers, Alex Porter Absent: Dave Oleski, Mike Hotten, Barbara Cella, Kathryn Nielson, Sharon McLean, Crystal Stahl (Alternate)			
<b>1.</b>	<p><b>Public Comment</b> Alex Porter introduced himself to the safety of committee and Clarissa Cadena, new Business Services Secretary.</p> <p><b>Non members attended:</b> Hannah Tatmon- Hourly/ Student, Office of Inclusion Abbey Duldulao- representing Math Building- community member. Paul West- Science Lab Coordinator, Physical Sciences</p> <p><b>Additional comment:</b> Reminder: Printed copies of agenda and minutes will not be provided. Links are on the site. Review minutes prior to the meeting.</p>	N/A		Inform ation
	<p><b>Approve: Agenda for March 16, 2017</b> <b>Review/Approve: Minutes from February 16, 2017</b> Motion to approve minutes from last meeting: Approved.</p>	Porter	<a href="#">safetycom mitteeminu tes2-16- 17draft.pdf</a>	Action Action
<b>2.</b>	<b>Old Business</b> ( <i>items previously appearing on agenda</i> )			
2a 2b	<ul style="list-style-type: none"> <li>• <b>Safety Signs</b> (<i>Update</i>) <ul style="list-style-type: none"> <li>○ Two different signs have been made to post on doors where safety bags and radios are located, review a list for the safety bags from Ann Starkie, look for master list on bags and radios. The two different signs are approved by Chad.</li> <li>○ Clarissa will go around and place signs in the designated locations- dates to be confirmed</li> </ul> </li> <li>• <b>Safety Committee Membership:</b> <ul style="list-style-type: none"> <li>○ The Subcommittee for Safety training: there are vacancies and we are requesting volunteers in email that was sent out, we are waiting to hear back. There are also</li> </ul> </li> </ul>	Porter		Action Update

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		<p>additional student vacancies. Student senate appoints volunteers, Dale was the only one who volunteered but will let them know about open position.</p> <ul style="list-style-type: none"> <li>○ Hannah, student/classified, stated she could also be a student representative.</li> <li>○ Russ will update webpage with list of safety committee membership</li> </ul>			
<b>3.</b>	<b>New Business</b> ( <i>New items on agenda</i> )				
	3a 3b	<ul style="list-style-type: none"> <li>• <b>ICS-100 Training Reminder</b></li> <li>• <b>Safety Training Subcommittee</b> <ul style="list-style-type: none"> <li>○ Melissa asked for clarification on what subcommittee members do. They go around campus and inform other staff and departments on Safety Committee topics. Chad, Bob and Sandra volunteered for this.</li> </ul> </li> </ul>	Lester (absent) Porter		Information Action
<b>4.</b>	<b>Standing Items</b> ( <i>Updates</i> )				
	4a 4b 4c	<ul style="list-style-type: none"> <li>• <b>Training Schedule</b></li> <li>• <b>Safety Support Grid</b></li> <li>• <b>Updates :</b> <ul style="list-style-type: none"> <li>○ Scheduled trainings: April 4 safety Monitor Training @ Brentwood Center, for classified and management that was offered here in the Fall, tailored to their evacuation map, shelter in place, active shooter.</li> <li>○ March 30<sup>th</sup> DSPS for their training: look at individual departments for their specific needs.</li> <li>○ Additional note: Chad: Evacuation Chair Training offered to provide training for evacuation procedures and locations, Paul West added he would help coordinate</li> <li>○ Tell staff and managers to contact Evacuation Chairs or have training with them first</li> </ul> </li> <li>• <b>Additional last comments:</b> In previous meetings SC and managers looked at the structure of the flow chart on the website to ensure accuracy. There are vacancies on it that can be filled or added. We need to verify it is updated when people leave departments. Suggested by Chad to update several times a semester. <ul style="list-style-type: none"> <li>○ Goal: to send out reminders to management to update at least maybe twice a semester and update the emergency support grid and attach to email. Also find people to fill vacant spots.</li> </ul> </li> </ul>	Porter / Wehrmeister  Wehrmeister	<a href="#">Flow Chart evacuation plan-9-15-16 draft.pdf</a>	Update

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		<ul style="list-style-type: none"><li>○ Hannah asked is there a plan/process for emergency incidents. Chad says we have generic plans, we have an emergency checklist card for criminal event and also information on District website</li><li>○ Safety monitors cover evacuation and shelter in place for specific situations, additional information also on District website</li></ul> <p>Reminder from Alex: Our responsibility as committee is to go back and share with department.</p>			
<b>NEXT MEETING:</b> Thursday, April 20, 2017 3:00 PM to 4:30PM; CO-420					

*\*List the intended outcome for each agenda item as "Information," "Discussion," and/or "Action." †If there is a related document being reviewed, indicate "first read" or "second read."*

**2017 Safety Committee Meetings, 3:00 PM – 4:30 PM, CO-420:**

**May 18, 2017**

**June 15, 2017**

**July 20, 2017**

**August 17, 2017**

**September 21, 2017**

**October 19, 2017**

**November 16, 2017**

**December 21, 2017**