

Cañada Safety Committee Meeting Notes  
Tuesday, February 15, 2011

Present: Robin Richards, Linda Hayes, Gary Hoss, Nancy Wolford, Debbie Joy, Vickie Nunes, Kathy Smith

- I. Preparedness Drills – Spring Semester
  - a. Evacuation Drill - (Great California ShakeOut) – October 20, 2011, 10:20 a.m.
  - b. Lockdown Drill – (date to District)  
Tentative date set for Wednesday, April 20<sup>th</sup>. One drill in am and one in pm.  
List of buildings/rooms and lock down instructions from Danny Glass (Debbie).  
lock down instructions to be give to faculty, staff and classified.  
Debbie to email Dean’s every semester to remind faculty to show lock down DVD

Subcommittee: Debbie, Gary, Danny, Kathy  
Bld. Captain list needs to be updated and to Maggie. Still trying to find nighttime coverage.
- II. Faculty/Staff Training
  - a. AED & new CPR guidelines – March 11, 3:00-4:30
    - i. EOC exercise (date to District)
  - b. AED/CPR Certification – Spring semester? w/Harold Borrero  
Will pick a date in March. \$25 each to be paid by health fees. Spot for 10 people. 4 hours on a Friday from 12-4.
  - c. Fire Extinguisher- Training needed from Danny
  - d. Evacuation Chair - Training needed from Danny  
Check fire extinguisher and Evac. Chair monthly when checking AED.
- III. Safety Issues
  - a. Old parking permit base – gone ☺
  - b. Lot 7 crosswalks
  - c. College Vista crosswalks  
Discussion about crosswalks and how to make them safer. Gary will follow up with signs, striping and flags.
  - Discussion about height of stop signs by bld. 1. Gary to follow up.
- IV. Incident Reporting Software  
District to purchase software and split cost 4-ways. Hope to have it soon.
- V. Graffiti – call 3420
  - a. \$250 Reward  
Reward email to be sent out and flyers posted on campus (Gary)
- VI. District Safety Committee Update
  - a. EAS (Emergency Announcement System) – complete
  - b. Waterfall Document – received and work order done to install
  - c. Signage in Buildings for AED locations  
Everyone please check their buildings

VII. Other

- a. First Aid Kits- how do they get replenished? –Dept. budgets, Robin to see if health funds can be used.
- b. Digital sign board. Would come in handy to alert students of events.
- c. Thursday parking lots closed; will have someone directing traffic. Extra parking below bld. 7 and 20.
- d. Window film needed for bld. 8 for privacy.
- e. Kathy to contact Danny to get extra allen wrenches for bld. 13 wooden doors and key to elevator.

VIII. Next Meeting – March 15