

**Items Discussed
at
Safety Committee Meeting
April 29, 2008**

Attendees: Julie Thixton, Chris Laubenstein, Jessica Haws, Lee Wright, and Dan Cain.

- **Dan indicated that the plans for the committee were to resurrect the safety program and update our current policies and procedures. Attached to the agenda was a list of possible topics and a discussion was held regarding having committee members or staff members take the lead on the subject material.**
- **A campus safety inspection task list was completed by Julie and her team addressing safety items identified by the Southern California Schools Risk Management group. The District had 90 days to complete the noted safety corrections which were completed by April 30, 2008**
- **Julie mentioned that some of the items that need to be corrected were the removal of items that were sitting on top of other items. These safety issues are being addressed during the inspection but have a tendency to get put back later—so nothing is accomplished. Unless people are going to be proactive on ensuring this don't happen this situation will continue to be a problem.**
- **Lee indicated that he needed a lock for the Chemical Storage Room for the microscopes. Chris indicated M&O would provide a lock for the microscopes.**
- **Chris indicated that the District's insurance company had done previous safety inspections as had the Risk Management Team and this inspection was completed about two years ago. Lee asked how high things can be stacked and Chris said 12" from the ceiling unless there are fire sprinklers and then the distance is 24" and no double stacking on top shelf.**
- **Julie indicated she is working off an existing Emergency Operation Plan that was previously started but never finished. She is condensing the plan so it is easier to implement. A question was asked what is the difference between the Emergency Operation Plan and Emergency Preparedness Policy. Julie indicated that the operation plan laid out the ground rules and the preparedness plan explains how to implement the plan. In reality the plans are a lot alike. The Operation Plan spells out the team, the resources available, who to call in case of emergency etc.**

Should we change the Emergency Preparedness Policy to Emergency Procedure Policy?

Should these two policies be combined?

Julie indicated that the procedure is separate from the plan and can be an Appendix.

- **Julie will be working on updating existing safety plans and policies for adoption by the Board at their June meeting. Julie is also developing cards for each room/office for emergency situations.**
- **Everyone agreed that one of the major safety issues facing the District is educating campus staff and students on what to do in the case of an emergency. The group also agreed that if the campus were to have a major emergency only a handful of people would know what to**

do. The committee felt this is unacceptable and this should be the first thing the committee focuses on.

- Jessica asked about having fire wardens for the various phases. Julie indicated this is a good idea but will take time to get into place because this is not the way staff is accustomed to operating.
- Julie said that people will be asked to be a part of an Emergency team and these people will be required to take and pass the online Incident Command System (ICS) 100 test. Once this is completed team positions will be established with alternates being selected as well. The action plan that Julie is creating will be a step by step action list to get the District from where we are at now and where we want this program to be in the future.
- One of the first steps is to identify who on campus wants to be part of the Emergency Action Team. Chris asked if something could be put together that would better explain what the team is trying to accomplish. Chris felt that people may be more susceptible to participating if they have a better idea of what they are volunteering for. Volunteers need to understand that they will be stepping into a responsible position that will require dedication and the passing of the ICS 100 on line test. Volunteers will be trained in the chain of command so all participants know the command structure.
- Discussion was held regarding how contact will be made to students and staff. Julie indicated that this is the number #1 issue that needs to be addressed.
- Question was asked on who will be responsible for training the people. Awareness will be the key to success of the emergency plan. Each incident will be different and will drive the decision making process. Jessica mentioned that normally wardens would be responsible for insuring disabled persons are evacuated. Phase wardens can also double as information officers for their specific phase.
- The Emergency Plan/Policy needs to spell out what teachers/staff responsibilities for an emergency are. Some concerns were voiced about the level of participation the plan will receive.
- Discussion was held regarding who should create the Chain of Command for the emergency team and it was decided that this decision should be made by the CBO.
- In all reality once an emergency is reported chances are the CMC team will be taking orders from either fire or police personnel unless the campus would have to be self sustaining.
- A discussion was held regarding hepatitis shots and should they be made available to staff interested in receiving the shots. Currently shots are made available to maintenance staff at no cost. Tetanus shots should also be offered to the maintenance staff and should be a part of the IIPP.
- Goals for the committee were discussed and the committee is devoted to the creation of a binder that will have all the Districts related polices and procedures.
- Julie is working on the IIPP and will be taking it to the Board for adoption in June.

Future Meeting Topics:

Emergency Operation Plan
CPR

Next Meeting: Mid June--TBD