

## SAFETY COMMITTEE Minutes

Wednesday, May 2, 2018 12:30 – 2:00 p.m. DBFL 210

Committee members:

Present-Toni Fannin, Lisa Martin, Jim Buchanan, Chrisanne Knox, Cathy Walton-Woodson, Michael Colson, Nicole Despina, Sara Larkin & Ryan Huddleston.

Guests: none

1	Organizational Items reviewed	Toni	12:30
1.1	Meeting called to order:	Toni	12:35
1.2	April 18 <sup>th</sup> , 2018 minutes approved	M/S/C	12:40
1.3	Agenda adopted w/slight revisions	Toni	
2	Public Comment: None		
3	Safety Monitor progress update by Chrisanne, getting names & updating monitor sheet. Ryan discussed safety monitor checklist, also suggested maybe it should be on a clipboard and kept in the safety tote bag. Discussion on “site sectors” there are 4 quadrants for DVC. Chrisanne will email map that shows the areas. Cathy had discussion on safety monitor backups & administrators roles to support the 110 acres of this campus. Ryan said the police and his team would be first responders to any major evacuations on campus depending on the emergency. Ryan has already trained various departments; he will show Chrisanne his model of the “LMC” sector list/flow chart and see if it can be of some help to create DVC’s sector list/flowchart. Most classified in the past have been the sector/safety monitors and are prepared to be on the lists. It was agreed this	Discussion	12:45 to 1:30

	committee recommend a new sector monitor/ flow sheet to College Council.		
4	<p>Inventory safety procedures</p> <p>Toni brought the safety tote bag from the division office &amp; the team pulled the items from the bag. Discussion on other bags in past years, agreed to recommend all safety bags recalled and given to Cathy so that new bags or backpacks can be equipped with new items. Jim said his employees have most safety items already and his crew has radios that can be of use. Discussion to research new (2way radios) instead of the expensive ones the M&amp;O uses. Michael will update SRC and see if there are any safety bags there. It was agreed that Michael will report out to College Council and ask for monetary support to make all new bags with updated items.</p>	Toni ..	1:30- 1:50
5	<p>Debrief on Forum:</p> <p>Pros- Panel Good, Safety group ready to answer questions. Cons-Too long, poorly attended and streaming did not work.</p>	Chrisanne .....	1:50- 2:00
6	Next Safety Forum: SRC - Thursday May 17 <sup>th</sup> , 4:00p-5:30pm		2:00 – 2:05
7	Next Safety Committee meeting- <b>May 16<sup>th</sup>, 12:30-2p BFL 204</b>		
	<p>Future Agenda items:</p> <ul style="list-style-type: none"> <li>• Ryan to schedule a flex training of first aid</li> <li>• Continue Safety Monitor progress</li> <li>• Debrief of SRC Forum</li> <li>• Update from Cathy regarding inventory</li> <li>• Dates for safety monitor trainings</li> <li>• Fall convocation</li> </ul>		