

# Safety Committee Meeting Minutes

November 5, 2021

Scheduled Time: 10:00 AM - 10:45 AM

Location: Held via Zoom

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## **Present:**

Ricky Carrillo

Kim Timoteo

Dorothy Reconose

Meagan Azevedo

Nick Laskowski

Thomas Kaiser

Elizabeth Belaski

Rosalie Ruiz

Alexis Agustin

Stephanie Martinez

Susan Nakahira

Juan Cadavid Munera

Meeting commenced at 10:04 AM.

### **1. Safety Committee Membership**

The search for a Parent representative and SJPD representative is still ongoing. Meagan asked Juan before if he could talk to fellow students to try to get a parent on board. Juan said it's on his To-Do list so he will reach out to people and get back to us. Elizabeth made an announcement to her students about this. One of her students' parents works with SJPD and they put the word out to colleagues but there are no leads there.

Meagan said we can also reach out to Fire Science to see if they can help us find someone from SJPD.

- ACTION ITEM: Meagan will send an email reaching out to Oscar Tovar.

### **2. Approval of Agenda**

No changes were suggested for the agenda so the agenda stands as approved.

### **3. Approve Meeting Minutes from October 8, 2021**

No corrections or changes were suggested for the September 10 Safety Committee meeting minutes so the minutes stand as approved.

### **4. Prioritize Updated Annual Safety Goals for 2021-2022**

The Annual Safety Goals for 2021-2022 were discussed again in an effort to clarify, prioritize and make plans to complete listed items. Ricky read through each item and the following were highlights of the discussion:

- Parking lot/Bus safety – Ongoing. Members of SVCTE Administration and others help with monitoring the bus entry/exit times and security is also posted out there to help too.
- Evacuation procedures: Train Division Leaders and other assigned roles – Ricky said this is an item for Nick to work on as Incident Commander (IC). Nick said this is in his agenda for his Emergency Incident Team meeting this afternoon and the plan is to set this up for next year.
- Emergency Response Teams training: Set training date – Ricky said this is also an item for Nick (IC).
- Lockdown procedures: Get “Run, Hide & Defend” training through an outside vendor – Ricky said this is another item for Nick (IC). Ricky and Nick can discuss this with Joe Viramontez from ICS for schools.
- Medical Emergency procedures: Clarify who responds and action plans for injured – Ricky said this is a site specific issue that should be addressed by site Administration.
  - Elizabeth shared what she's done with injured/ill students. She lays the student down if needed, calls for help, and said that she lets her other students know to grab her radio to page for help if she's unable to call herself. She's also sent students to the Medical Assisting class for assistance. She calls 911 if needed and advises the Administration
  - Meagan said that the response needs to be standardized.
- CPR/First Aid Training for employees – The goal is to offer this training annually in the summer. One small group already took the training this year. Meagan and Lisa are working together on this. Meagan stated that SCCOE offers the training at a cheaper rate than we were paying.

- ACTION ITEM: Meagan has a contact at SCCOE that she'll reach out to for more information and will let us know.
- Safety Training Plan for all employees: Incorporate into hiring process – Kim said that she discussed this with Meagan and what they cover in the hiring process is the IIPP, reporting safety hazards and workplace injuries. Meagan also wants to involve OSHA safety information.
- Door Security: Closed door policy – Ricky says the closed door policy changed since Covid but the plan is to reinstate it once things go back to normal. Rosalie asked if people can open windows instead of propping doors open. Ricky answered yes but said there are rooms without windows .
- Review classrooms and offices for emergency exit signage – Site evacuation maps have been updated and everyone should check to see what they have posted in their rooms to make sure it's correct.
  - Dorothy said Ricky should be in charge of making sure the proper signs are up.
- Communications Procedures: Work with Principals – This is relaying information gathered from these Safety Committee meetings to site staff, faculty members and students as needed to make sure everyone stays informed.
  - Nick said they send messages out as needed. Meagan said another good way to get information out is the Newsletters. Meeting minutes are also posted online accessible to all.
- Mass emergency communications using Infinite Campus, ASAP programs – Ricky said Amanda may be in charge of this now. Alexis pointed out that the Canvas program can also be used for this.
  - ACTION ITEM: Thomas said he needs to make sure Amanda has access to those programs.
  - ACTION ITEM: Dorothy said a plan needs to be developed. This will be taken to Cabinet. Meagan said she will put it on the agenda for Cabinet to discuss.
- Air Quality Safety Plan – There is an Indoor Air Quality Plan in place now. This has been completed.

#### **5. Discuss October 21 Earthquake Drill**

Ricky said feedback was given to Nick. No other feedback was discussed here.

Juan expressed concern about a blind spot in the parking lot near building 200 where it's hard to see pedestrians crossing over from parking to campus. Elizabeth says the hedge height is a problem. Ricky reported that the hedge height was already dropped 18" but he'll take a look at this and see if it's necessary to go lower.

Elizabeth reported a safety concern with security golf carts speeding on sidewalks causing near accidents.

- Ricky will talk to security about it and everyone who drives carts and equipment.

Alexis reported that students often speed through the parking lot as soon as they pass building 300. This is most often the students that park by building 500.

#### **6. Update on Safety Inspections**

Ricky and Meagan are still working through the punch list getting items cleared.

#### **7. Training New Faculty & Staff on Safety Procedures**

Kim said Bob wanted to discuss this topic but could not attend the meeting today. This item will carry over to our next meeting.

#### **8. Incident reports**

Meagan touched on incident reports she received in the last two months. She said if students injure themselves where there is a blood spill, they must call M&O for proper cleaning and handling. There was also an incident where a teacher said the injured student did not require medical assistance but that turned out not to be the right call. She said people need to consult others with medical experience and not make that judgment call.

Meagan said another incident involved someone with a back injury and a wheelchair was not available. She

thinks both sites need to have their own wheelchair.

**9. StopIT Anonymous Reports received for October**

Agenda item postponed to next meeting due to lack of time.

**10. Open Business**

None discussed due to lack of time.

**11. Next Meeting**

Our next meeting is scheduled for Friday, December 3, 2021.

**12. Adjourn**

The meeting was adjourned by Ricky at 10:50 AM.