

DISTRICT COMMITTEE ON SAFETY  
MEETING SUMMARY  
April 18, 2018

**PRESENT:** David Moore  
Tom Gallivan  
Stephanie Barlow  
Debbie Buffington  
Nancy Buvinger  
Alicia Edquist  
Jose (Jay) Elarcosa  
Judi Holmes  
Patrick O'Donnell

**ABSENT:** Daisy Castellanos  
Pam Chambers  
Pilar Mata  
Hillary Mennella  
David Tilahun

**GUEST(S):** Luz E. Ocampo  
Meeting Secretary

**1. CALL TO ORDER**

David Moore called the meeting to order at 1:05 p.m. in LC-135.

**2. APPROVAL OF THE FEBRUARY 21 & MARCH 21 MEETING SUMMARY**

The February 21, 2018 meeting summary was approved. The March 21, 2018 meeting summary was approved with one abstention by Judi Holmes.

**3. SAFETY SNAP UPDATE**

David Moore reported that there were two Safety Snap reports last month. One was about a safety concern with a windscreen, which came loose on the construction site. This was reattached the next day. The second report was regarding a possible electrical hazard, which was determined to be unfounded. David Moore said it is good to see people using it and it is a great tool. We do need to inform Public Affairs that the Safety Snap link is back on the first page of the new website.

**4. SHELTER IN PLACE DRILL**

David Moore said that Tom Gallivan would talk about the Shelter in Place Drill. Tom Gallivan said that we are excited about the drill that will be taking place on April 19<sup>th</sup>. It will occur twice on this date; the first drill at 10:19 and another at 7:19 pm. The drill is just a drill – to see what will work and what does not. Tom explained the timeline for the drill: First there will be the PA announcement indicating that the drill has begun, then the faculty will lock their doors and initiate “hide” techniques, including silencing their cell phones. After a few minutes, the horn ceases and classes and groups are encouraged to watch the part of t Run, Hide & Fight video and PowerPoint provided on the flash drive that was distributed throughout campus. This is a key objective of the drill. If a person is not in an office or classroom, they can go to a location where a video will be shown, i.e. Student Center or Teleconference Center. Each drill, including watching the video, is timed for about 20 minutes and Nixel will also be tested at this time. The conclusion of the drill will be

announced by the PA system. Jay Elarcosa asked to explain Nixel. Tom Gallivan said that it is the emergency text message and email.

Alicia Edquist asked if the Sheriff's department would be on campus for this drill. Tom Gallivan replied that they would not be. David Moore asked how long does it take for the Nixel message to arrive. Tom Gallivan said he gets his quick and it depends who your provider is. Alicia Edquist asked about the 2 buildings that had PA issues. Tom Gallivan said they are currently working to repair them. David Moore said that he was just told by Simplex that the BE building should be operational today, and they were going to try to get to the Math building, so there is a chance that both may be operational. Jay Elarcosa asked what is going to happen within the actual 20 minutes that the students are sitting there. Tom Gallivan replied, "PA announcement, lock doors, silence cell phones and then watch the video.

**5. OSHA LOG UPDATE**

Nancy Buvinger reported back on whether OSHA reports have to be posted for the college. She informed the committee that we are exempt per OSHA reporting requirements, and as such the college is in compliance.

**6. SHARED GOVERNANCE EVALUATION**

David Moore stated that the Shared Governance Evaluation form is something that needs to be done every year. He requested the committee to complete the evaluation at this time, reviewing the six questions and answer them. The committee discussed the questions, made comments, and these were noted on the form.

**7. ITEMS FROM THE FLOOR**

Patrick O'Donnell said that maybe David Moore can talk about the pay phones on campus. David Moore said that old pay phones that do not function may be removed, since contractors do not service them anymore. The executive staff want to discuss this before removing. Patrick O'Donnell said the stadium has a pay phone but no "blue" phone nearby. David Moore mentioned that some people still need a "landline" phone but it may become obsolete eventually. Patrick O'Donnell said the old pay phones do not tie in directly to our campus 911 system.

**8. NEXT MEETING DATE – MAY 16, 2018**

The next meeting is scheduled for May 16, 2018 in LC-51.

**9. ADJOURNMENT**

The meeting adjourned at 1:50 p.m.