



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 10:00 a.m. on Thursday, January 30, 2008.

I. Roll Call

Present:

Kathy Berry, Gonzalo Huerta, Rick Webster, David Lopez, Ted Ceasar, James Patterson, Sergio Lopez, and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Hope Davis, Jim Fisher, Richard Fitzsimmons, Daniel Gilson, Russell Lavery, Frank Miranda, Thomas Morrell, Deidre Pollock, Judy Santistevan, Jean Stroud, Jill Tucker, Jack Williams, John Abarca, and Becky Green.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 10:00 a.m. by Travis Gregory, Chairperson.

II. Approval of minutes

M/S/C Ted Ceasar/Travis Gregory to approve minutes of the December 6, 2007 meeting as presented.

III. Roles and Responsibilities of Faculty Members (Procedures, rules, and regulations)

The following handouts were distributed and reviewed:

- California Labor Code Section 3211.92 (b)
- California Government Code, Section 3100-3109
- Monterey County Health Department Preparedness Minutes

A discussion was held regarding the provisions stipulated in the California Government Code Sections 3100-3109. The California Government Code states, "*All disaster workers shall, before enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.*"

It was mentioned that IVC employees are not currently signing the above-mentioned oath as a condition of employment or during the hiring process (further research to be conducted on this issue).

A discussion was held concerning the emergency preparedness newsletter published by Monterey County Health Department. It was recommended to post a similar document on the IVC website. The evacuation map should be also available online.

IV. Emergency Drill

Two emergency drills would be scheduled this year. In order to minimize the impact on classes, the committee recommends scheduling the drills six weeks after the beginning of the semester, mid-morning, on a Tuesday.

Information concerning emergency drills and “disaster service workers” should be forwarded to the Academic Senate.

V. Emergency Preparedness Training

It was proposed to schedule one session (1-2 hours) on emergency procedures or a SIMS/NIMS presentation.

It was mentioned that the County EMS Director is a certified SIMS/NIMS instructor. The consensus is to schedule the training during staff orientation

Action item: Kathy Berry to contact the county EMS Director (presenter).

VI. Evacuation Plan Update

The current evacuation map was reviewed.

Action Item: Sergio Lopez will modify the evacuation plan and bring copies to the next meeting. After review the maps will be posted on the website.

VII. Emergency Cards

A sample emergency card was presented and reviewed. The following recommendations should be included:

- Add a contact number for Student Health Center/Nurse
- Add a contact number for campus security guards
- Add a “pink code” for missing child (Pre-school area)
- Include directions/steps to follow during each emergency (i.e., during a medical emergency: Dial 9-1-1 and for emergency first aid contact the Health Services office. Active shooter: Stay away from the door; lock the door, etc...)

Action Item: Travis Gregory will take the draft cards to the Administrative Council for additional feedback.

VIII. IVC Security Results

A copy of the security assessment (synopsis of findings) was distributed. Two copies of the complete IVC Security results are available in the Student Affairs office.

IX. Other Issues

A discussion was held regarding a student-driven "Tobacco-Free Campus" proposal. A committee has been established to promote this issue.

Action Item: Travis Gregory and ASG President David Lopez will co-chair the committee.

Adjournment

The meeting was adjourned at 11:15 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant