



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, March 13, 2008.

I. Roll Call

Present:

Daniel Gilison, Ted Ceasar, Jose Guerrero, Becky Green, David Lopez and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Jean Stroud, Hope Davis, Jim Fisher, Richard Fitzsimmons, , Russell Lavery, Frank Miranda, Marco Morales, Thomas Morell, James Patterson, Deidre Pollock, Judy Santistevan, Jill Tucker, Jack Williams, Gonzalo Huerta, John Abarca, Becky Green, Deidre Pollock-Blevins and Rick Webster.

II. Call to Order

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

III. Approval of minutes

M/S/C Daniel Gilison/David Lopez to approve minutes of the February 14, 2008 meeting as presented.

IV. Evacuation Drill

A discussion was held regarding the evacuation drill conducted on Tuesday, March 11, 2008 at 10:30 am.

The drill was completed and the "all clear" command was given by the President after eleven (11) minutes.

There were some concerns raised regarding the audible level of the alarm system. Another concern is accommodations for people with disabilities.

The alarm system and the upgrade of the phone system were discussed during Administrative Council meeting. Administrative Council is also proposing to purchase a radio for each Administrator.

Next Evacuation Drill: Tuesday, October 7, 2008. Time to be determined, but it could be scheduled during the evening. If so, adjunct instructors will be informed.

V. Emergency Cards

A revised sample of the Emergency ID cards was distributed.

VI. Emergency Training

In order to comply with the training schedule published by the DRCCC, the Environmental Health and Safety Committee is proposing to schedule some SEMS/NIMS training sessions throughout this academic year.

Jose Guerrero proposed to provide "First Responders" training for Faculty. Mr. Guerrero will email additional information to Travis Gregory, Chairperson.

VII. Active-Shooter Policy

Jose Guerrero presented a draft policy titled, "Active Shooter: Critical Incident Response Procedures and Emergency Preparedness."

The committee reviewed the policy and stated the following:

- Classroom doors lock from outside.
- During an active shooter emergency, it is recommended to barricade the entrance with desks, chairs, etc. Barricading the entrance may deter the shooter from entering the building.
- A discussion was held regarding the meaning of the term "lockdown."
- Training for staff.

VIII. Oath or Affirmation of Allegiance

Human Resources staff is conducting an informal survey regarding the utilization of Oath/ Affirmation of Allegiance forms. HR is asking other community colleges if their employees sign an oath or affirmation. More information will be provided at next meeting.

IX. AED's Machine for the Athletics Department

M/S/C Green/Gilison to recommend the purchase of an AED machine for the Athletics Department. Recommendation will be submitted to College Council for consideration/approval.

IX. Other Issues

A brief discussion was held regarding voluntary CPR training for faculty and staff.

Adjournment

The meeting was adjourned at 10:50 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant