

Cañada Safety Committee Meeting Notes  
Tuesday, April 19, 2011

Present: Dean Richards, Dean Hayes, Danny Glass, Al, Kathy Kerwin, Rob Dean, Debbie, Kathy Smith, Nancy Wolford

- I. Old Business – updates
  - a. AED/CPR Certification – Fall semester  
4- hours needed to be certified. Debbie will contact Harold B. to see what dates he is available to offer training from 1-5 pm.
  - b. Fire Extinguisher Faculty/Staff Training - Facilities
  - c. Evacuation Chair Faculty/Staff Training – Facilities  
4/28/11 bld. Captain & CIT training 12:30 & 4:30 for fire extinguisher, Evacuation chair and lockdown drill.
  - d. Lot 7 crosswalks Update – Facilities/Public Safety - done
  - e. College Vista crosswalks Update – Facilities/Public Safety  
Needs yellow pedestrian sign, Danny will follow up
  - f. Graffiti Update – Public Safety  
Currently 4 suspects security will follow up. Robin to email district to get our suitcase camera
  - g. Waterfall Document Installation – Facilities  
Have been posted in classrooms. Danny will save enough for bld. 5,6,8 and give remaining to Debbie to distribute to the division offices and key areas on campus.
- II. UHF Radio Checks – Cañada  
District test these on the 3<sup>rd</sup> Tuesday of every month between 2:15-2:30. Our campus then tests our own. Rob will test ours today.  
There has been an issue with some of the radios not being charged and turned on. This will be brought up at the administrative council meeting.
- III. Incident Reporting Software – Care/Behavior reporting - Robin  
We will have this working as of July 2011. Access will be limited.
- IV. Portable Video Equipment – Robin to email Mike to get our suitcase camera.
- V. Preparedness Drills – Spring Semester
  - a. Evacuation Drill - (Great California ShakeOut) – October 20, 2011, 10:20 a.m. / p.m.?
  - b. Lockdown Drill – Wednesday, May 4, 11:00 a.m. and 7:00 p.m.**
    - i. Email-text message
    - ii. Building Captains Meeting/training 4/28/11
    - iii. Notification – what a lockdown drill means, what is expected. Faculty/staff will receive more direction in department meeting. Announcement over PA & CIT team to check buildings and release classes to resume.
- VI. Other
- VII. Next Meeting – May 17