

## **Cañada Safety Committee Meeting Agenda/Notes November 15, 2011**

Present: Dean Richards, Dean Hayes, Officer Hoss, Matt Horsley, Debbie Joy, Nancy Wolford, Danny Glass, Vickie Nunez, Linda Rizolli, facilities/AI, Victoria Worsh, Kathy Smith

Linda Rizolli:

### **Campus Closure/Shutdown December 17 and January 2 – updating power systems.**

- All power to the college will be turned off on December 19 at 9:00 am and turned back on January 2 at 8:00 am.
- No one will be allowed on campus with the exception of campus housing, bookstore, rentals and contractors. A generator will be in use in key locations.
- Barricades will go up Saturday, December 17 and signs will be posted.
- The campus will have security 24/7.

Faculty and local residents will not be allowed on campus for any reason (including dog walking). Parking lot 2 will be closed as of December 17. Cañada Vista residents will need to park elsewhere.

### **Concerns**

- Generator needed for: biology/chemistry stockrooms, health center, bld. 20 and bookstore.
- Facility rentals, gym, fields, sewage, college vista residents, alarms systems, University Center
- Individual office refrigerators, campus ice machines, power surge at start up, computers/labs, Xerox machines and office equipment.

Facilities and the district are working to resolve the concerns above.

- College Vista residents will have full power and limited access to the campus.
- Vickie will call all alarm companies, follow up with facilities rentals and ask district to inform vendors.
- Danny will send out an all campus email reminding everyone about the need to defrost individual office refrigerators before the shutdown and to place a towel at the base of the fridge.
- Linda Rizolli will get back to us about the power surge concern and whether or not to unplug all equipment.

Various campus wide emails will go out prior to the shutdown addressing these issues and keeping the campus up to date on resolutions/solutions.

### **Follow-up: October Earthquake Drill**

Evacuation drill - (Great California ShakeOut) October 20, 2011, 10:20 a.m. & 7:20 p.m.

Handout (attached) provided with comments from both day and evening personnel.

**Training:** for evacuation Chair and fire extinguisher.

December 7

Times: 4:00-5:00 and 5:00-6:00

Location: building 13 fire lane

Woodside fire department will provide training for building captains and key personnel.

Danny: u-tube has a video on how to use a fire extinguisher.

Lockdown drill will be in the spring. There will be a building captains meeting prior to the drill to go over procedures.

### **Safety Concerns**

- Bld. 5: all the fire extinguishers are inside classrooms which are locked. Facilities will follow up and get back to us.
- Structural Engineer: only one authorized to determine if a building is safe to reenter after an earthquake. Danny will follow up on what that means for our campus.
- Requested: Radio for Charleen Suda in bld. 13 computer lab (radios are \$400 each). Charleen is responsible for bld 13 in the evenings.
- Courtesy phone needed outside bld. 20
- Volunteers needed to: update 911 zone posters, update website
- Review building evacuation routes – building 5, 6, 16, 17, 18 and 22

### **Other**

Campus handling of “sharps” - the district has a contract that picks up monthly. “Sharps” are brought to the biology storage room and placed into “sharps” storage container until pick up.

Kate Charlton would like someone to approve the ‘blood’ contact procedural binder. Safety committee recommended that Kate and Sharon Bartels approve as the subject experts, then send it to the VP’s to approve in cabinet.

**Next Meeting** – December and January meeting cancelled, **February ???** 10:30-12:00 8-119

respectfully submitted by ks

## **Debriefing: Earthquake Drill - October 20, 2011**

The building captains and CAT members met to debrief after the earthquake drill at 10:30am. The following were comments made at the debriefing.

### Sound (Day)

- Buildings 5 and 6 had no sound. Mike Tyler said it was probably an amplifier problem and he will look at it.
- Building 9 - the north end classrooms (9-106 and 9-206) cannot hear the alert
- Building 13 - some areas could not hear well (west side)
- The Tone helped a lot.

### Sound (Evening)

- Buildings 5 and 6 had sound! It was loud and clear for occupants
- The all-clear outside Building 6 was difficult to hear
- The northside of Building 22 - difficult to hear the speaker for the all-clear
- Building 13 was also a bit difficult
- Building 21 has a "humming" sound from the speaker

### Evacuations (Day)

- Still need to work on the best way to evacuate buildings 5 & 6. Is it best to walk across building to the loading doc? (e.g. floors 2 and 3)
- For the first floor of building 5 and building 6, need to make certain we are far away from the building in an earthquake.
- For buildings 16/18/22, went to the fire lane instead of the lawn (it was wet)
- Building 13, particularly the 3<sup>rd</sup> floor, is VERY difficult to evacuate with three flights of stairs (need additional chair on north side of building).

### Evacuations (Evening)

- The UC Berkeley class in 18-305 did not leave
- G-5, 16-212, and 18-221 slow to leave

### Training

The group felt there needed to be additional training about the evacuation chairs - how to remove from the wall and how to use. A training session will be set up for the Building Captains and CAT to practice how to use the chairs as well as the fire extinguishers. It was suggested that Woodside Fire Department assist us in the training.

### All Clear (Day)

There was some confusion about the all-clear on the radio. The process should work as follows:

1. The emergency director has two assistants (if possible) to help serve as runners.
2. The emergency director "asks" for the all-clear (instead of individuals reporting in randomly). For example, the individual begins by stating "this is , the director and I am checking for all-clear. Is building 1 all clear?"
3. The emergency director receives information from all of the building captains regarding the all-clear for each building.
4. Once each building has reported, the emergency director provides the all-clear on the radio.
5. The individual signals alert tone on the loud speaker then announces it to campus.

### All Clear (Evening)

There should be the "alert" tones at the all-clear so that individuals know to expect an announcement. It is probably helpful to have the "alert" at the all-clear all of the time.

In a real emergency at night, the evening administrator takes on the role of emergency director. There may be a need to ask individuals on campus to assist (who are not building captains or CAT members).

#### Lighting

- Major Problem: NO Emergency lighting in the Stairwells of Buildings 13, 16,18.
- Need flashlights as part of the Building Captain kits.
- Somewhat dark in parking lot 8.

#### Building Captain Supplies

- Flashlights
- New vests
- Clipboards
- Pen
- Radio (to selected individuals)