



BIOHAZARD



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## San Diego Mesa College Safety Committee

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### MINUTES

Thursday, October 25, 2012

LRC 208 - 2:00 PM

#### ATTENDANCE:

Charlotta Robertson, Saeid Eidgahy, William Craft, Erica Specht, Michael Lewis, Nathan Betschart, Ginger Davis, Matt Fay, Chris Renda, Shar Hariri (proxy for Diana Medero), Michael Fitzgerald.

#### 1) OLD BUSINESS

- a) Dean Robertson welcomed new committee member, Chris Renda and Shar Hariri (proxy for Diana Medero) introduced themselves to the group.
- b) The minutes from the September 27, 2012 meeting were approved.  
M/S/U: Eidgahy/Craft
- c) Review Injury/Illness & Accident Reports  
The committee members did not review any campus injury reports. Dean Eidgahy stated that injury reports needed to be kept confidential and should be faxed not emailed. Dean Robertson assured the committee that employee and student's names were marked out before they are reviewed at the Safety Committee and that copies are destroyed after the meetings. (The documents are either hand delivered or mailed confidentially).
- d) The 2012-2013 Meeting Calendar changes were discussed. Ginger Davis informed the committee that the meeting times could be extended to 3:30pm if necessary.

#### 2) NEW BUSINESS

- a) Classroom Safety Signage: Dean Robertson distributed a draft of the proposed classroom safety signage. Dean Eidgahy suggested that everyone review the signage in their areas, report their observations, and give feedback to the committee next month. Michael Fitzgerald stated that he would create a simplified classroom version that would be easy to read. Nathan Betschart added, "When in doubt, call the police". Officer Hariri suggested that all Mesa telephones should have a direct dial button for college police. Dean Robertson will take his suggestion to the administration.
- b) Evacuation Locations-Dean Robertson showed the committee a map of the current locations of the emergency evacuation zones. Seven evacuation zones have been identified. These maps have been posted in all classrooms on campus and a DL was sent out to the campus. The map is also posted on the website and can be accessed at: <http://www.sdmesa.edu/map/pdf/evacuation-map.pdf>

- c) Inspection Reports- Acting VPA Craft stated that the Keenan Insurance group would return to campus from October 29-31<sup>st</sup> to ensure that all the required work has been completed. He will ask them for a consultation regarding the canyon behind the parking structure. Students are walking down a steep slope to campus which is considered hazardous.
- d) Department reports-
  - Acting VPA Craft reported that he received a call stating that the plastic tables and chairs in the K-100 area were not safe. After inspection, he determined that the tables and chairs were in good condition and were not a hazard if used properly.
  - Nathan Betschart reported that there was a gas smell outside the D-Building area. This has been reported to facilities for repair.

### 3. SAFETY EDUCATION

- a) Dean Robertson reported on the Great California Shake-out on 10/18/12 at 10:18am. She stated that all available C-CERTs were deployed to the seven evacuation zones and a radio test was conducted. Radio communication was provided to all zones and all areas tested successfully.
- b) Dean Robertson attended the Council on Emergency Management and Homeland Security (CEMHS) Conference in Long Beach, CA. She was able to obtain commitment to receive one free AED from a conference attendee that specializes in AEDs. She received information about best practices for AED's.

### 4. CHEMICAL HYGIENE PLAN

Acting VPA Craft reported on a District meeting held by Dave Umstot from Facilities Management regarding the Hazardous Materials Business Plan for each campus. Matt Fay stated that Mesa College's business plan was on record with the County and that the Mesa facilities office had a copy of this plan. It was noted that the plan must include the entire campus.

### 5. ROUNDTABLE

- a) Mesa Shuffle Part II-10 empty modules in the Modular Village will be converted into classrooms.
- b) Planned Power Outage will occur on 10/27/12. Affected faculty members have been notified. It was noted that these outages need to be announced to all affected parties.
- c) Family Service Radio Test on 10/26/12 at 10am was announced.

### 6. NEXT MEETING: Thursday, November 29<sup>th</sup> 2pm LRC 435.

Submitted by: Professor EJ Specht

Reviewed and Approved by: Charlotta Robertson, Co-Chair