UNAPPROVED MINUTES

CERRITOS COMMUNITY COLLEGE
MINUTES OF THE SAFETY COMMITTEE MEETING
SEPTEMBER 1, 2009

MEMBERS PRESENT: Steven Hirohama, Fine Arts and Communications/Theatre; Dr. Mervat Zewail, SEM; Erik Duane, Information Technology; Phillip Satterfield, Humanities/Social Science; Teresa Alenikov, Business Education; Mike Jones, Woodworking; Richard Bukowiecki, Campus Police; Maria Vega, Counseling; Marvelina Barcelo, Counseling; Judi Holmes, DSPS; Monica Lopez, Library; Glenda Kornbau, Recording Secretary; Robert Riffle, Chair.

GUESTS: Bryan Leighliter, Facilities/Grounds; Shawn Jones, Fiscal Services; Tom Richey, Facilities Manager

MEMBERS ABSENT: Geri Codd, Liberal Arts/Reading; Nancy Montgomery, Student Health Services.

The meeting was called to order at 11:05 a.m., by Mr. Riffle, Committee Chair.

MINUTES OF MARCH 10, 2009 AND MAY 12, 2009
Mr. Riffle asked the Committee to look over the minutes from the last two meetings. He asked if there were any changes or corrections. The minutes were approved by motion/second (Mr. Satterfield/Ms. Holmes).

EVACUATION/DISASTER DRILL
Mr. Riffle mentioned a campus-wide e-mail that will go out regarding the ShakeOut Drill. He also mentioned the web links that you can go into to read about this State-wide drill. He asked the Committee members to read the handout on the ShakeOut drill and to share it with others in their areas. The drill will be on Thursday, October 15, 2009. Chief Bukowiecki asked what time the drill will start. Mr. Riffle referred to the handout and that it would be appropriate to align with the State-wide drill at 10:15 a.m.

Mr. Riffle said the new president will be apprised of the drill and an e-mail will be sent to all staff prior to the drill. Mr. Riffle mentioned that Chief Bukowiecki from Campus Police and Nancy Montgomery from Student Health Services may place some students on campus with “fake” injuries. They will work with the students and we will invite the local Fire Department to be involved. Mr. Riffle explained to the Committee that we want everyone to know about the drill in advance. Chief Bukowiecki expressed a concern that the instructors might dismiss their classes because of the drill.

Chief Bukowiecki mentioned a new mass notification system that Cerritos College now has in place. It will only be used for emergencies and there would be tests a couple
EVACUATION/DISASTER DRILL CONTINUED
times a year to make sure it is working. He explained how to sign up for this new
system. Chief Bukowiecki talked to Faculty Senate about this new system and asked
the faculty to let their students know about it. Mr. Riffle mentioned that he has already
signed up for it and it was extremely easy to do. Chief Bukowiecki said if you have a
cell phone from Metro PCS, you will not be able to sign up for this notification system.
Mr. Hirohama asked if you can generate a text message that would go back to Chief
Bukowiecki. Chief Bukowiecki said, no.

Ms. Lopez asked if you would be charged for the text message. Chief Bukowiecki said
you would be charged your cell provider’s normal fees for text messaging.

Chief Bukowiecki mentioned that the mass notification system is free to the college for
two (5) years. Ms. Vega asked if you need to have your cell phone on, in order to
receive the message. Chief Bukowiecki said, yes.

Mr. Riffle asked if there are any questions regarding the drill. Dr. Zewail asked how
long the drill will last. Chief Bukowiecki said approximately 30 minutes and the triage
part might take a little longer. Mr. Hirohama asked about the triage part and if Chief
Bukowiecki would like his theatre students to film it and put it on the web site. Chief
Bukowiecki said, no, not at this time.

Dr. Zewail asked about students in wheelchairs and what should the instructors do
about them. Mr. Riffle said during the practice drill, you want to get the wheelchair
students out appropriately. He mentioned that 20 of the staff members in Facilities have
been trained on the new Evacu Trac Chairs and Chief Bukowiecki will start training his
staff and campus staff as needed, in the near future.

PARKING LOT REPAIRS
Mr. Riffle mentioned that they have re-paved and re-striped a lot of the parking lots and
will be doing more in the coming weeks. During winter break, lots C-1 and C-2 will be
re-slurry coated. This will not only provide a much improved look, but will make our
parking lots safer to navigate.

NEXT MEETING
It was decided that there should be a meeting after the drill and it will be held on
Tuesday, October 20, 2009 at 11 a.m., in SS-16.

ADJOURNMENT
The meeting was adjourned at 11:30 a.m.