



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, February 14, 2008.

I. Roll Call

Present:

Deidre Pollock-Blevins, Jean Stroud, Ted Ceasar, Kathy Berry, and Travis Gregory.

Absent:

Andrew Chien, Jacky Cypher, Hope Davis, Jim Fisher, Richard Fitzsimmons, Daniel Gilison, Russell Lavery, Frank Miranda, Marco Morales, Thomas Morell, James Patterson, Deidre Pollock, Judy Santistevan, Jill Tucker, Jack Williams, Gonzalo Huerta, John Abarca, Becky Green, ASG representative, 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

Minutes not submitted for approval.

IV. Evacuation Drills

The evacuation drills will be conducted on the following dates and times:

- ✓ **Spring 2008** Tuesday, March 11, 2008 at 10:30 am
- ✓ **Fall 2008** Tuesday, October 7, 2008 at 10:30 am

V. Emergency Cards

For updates, please refer to attached emergency card sample (Attachment A).

VI. Evacuation Plan Update

The committee recommended the following changes to the current evacuation map:

- ✓ Add emergency codes to the Evacuation Map (please refer to emergency card).
- ✓ Rename the campus map, "Campus Evacuation Map & Directory."

Action Item: Modify evacuation plan and bring copies to the next meeting.
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VI. Earthquake procedures

Handouts were distributed and reviewed.

VII. Emergency Training

The Training Matrix released by Disaster Resistant California Community Colleges (DRCCC) and the Governor's Office of Emergency Services was reviewed. The training courses outlined on this document are mandatory. A strategy plan should be developed in order to comply with these training requirements.

It was recommended to post training schedules (including sexual harassment) on the HR website.

Action Item: Travis to obtain more information regarding training requirements at the ACCCA conference.
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VIII. Tobacco-Free Campus

Travis Gregory, Associate Dean of Human Resources and ASG President David Lopez will co-chair the committee.

It was recommended to designate "smoking areas" around campus.

IX. Oath of Allegiance

A draft of the oath of allegiance form was distributed (Attachment B).

A discussion followed regarding the role of public employees as disaster emergency workers. The California Code, Section 3107 states, "*No compensation or reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter.*"

X. Other Issues

It was brought to the committee's attention the importance of installing at least one AED's machine in the Athletics Department. A discussion followed regarding service and maintenance of AED's machines.

It is important to provide CPR and other emergency training to all staff (on a voluntary basis).

Action Item: Include this issue as an agenda item for next meeting.
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Adjournment

The meeting was adjourned at 11:15 a.m.

Minutes taken by: Martha Garcia, Administrative Assistant