



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
August 20, 2015  
12:00 pm – 1:00 pm  
LRC Conference Room**

- 
1. Approve Agenda
  2. Approve Minutes
  3. Active Shooter Response Training
  4. Turf for Cash Construction Area – ongoing
  5. Other Campus Safety Items/Issues
  6. Next Meeting – 9/17/15

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College  
MEETING MINUTES  
Facilities & Safety Committee

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<b>Date:</b> 8/20/15 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker	<b>Members Present:</b> Rick Hernandez, Terri Walker, Taylor Puryear, Bret Sage, Elsa Greenlee, Barbara Rose <b>Absent:</b> Clint Dougherty, Iolani Elisara <b>Guests:</b>
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**Call to Order:** 12:07

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 8/20/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 4/16/15 were submitted for approval	Minutes approved.		
Active Shooter Response Training	<p>Overview: Showing video at All College Meeting. Barstow Police Department plan to be at the 9/1/15 meeting to share their video.</p> <p>It was suggested the Active Shooter Response Training video be shown at EOPS orientation and by HR to new employees.</p> <p>Active Shooter Response Training scheduled in October. Discussion took place about impact on testing.</p> <p>Chris Clarke to communicate date to campus.</p> <p>Barbara suggested coordinating the date with Stephen Eaton for instructional purposes. She also asked about training employees at the CTE and Ft. Irwin sites.</p>	<p>Rick to follow up with Chris on sharing the Active Shooter Training Video on campus.</p> <p>Terri to resend link to the committee for the Active Shooter Response Training video.</p>	<p>Rick</p> <p>Terri</p>	
	We next talked about communication campus-wide. The phone system used to have an intercom feature.	Rick to find out from IT how much it will cost to upgrade intercom feature on phones.	Rick	



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	The understanding is that this feature is an upgrade to our current system.			
	Bret asked if we can check into changing the locks so the classrooms can be locked from inside—most classrooms can only be locked with the key from the outside. This would create additional exposure in a situation where the instructor would like to lock the doors, but has to go outside to do so.			
Next Meeting	Scheduled for 9/17/15 at noon.			
<b>Adjourned: 12:52</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
September 17, 2015  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Active Shooter Response Training
  4. Emergency response plan draft
  5. Strategic Priority Goals and activities
  6. Participatory handbook updated
  7. Incident review
  8. Other Campus Safety Items/Issues
  9. Next Meeting – 10/15/15

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



## Barstow Community College MEETING MINUTES Facilities & Safety Committee

<b>Date:</b> 9/17/15 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker	<b>Members Present:</b> Clint Dougherty, Rick Hernandez, Terri Walker, Elsa Greenlee, Barbara Rose <b>Absent:</b> Taylor Puryear, Bret Sage, Iolani Elisara <b>Guests:</b> George Walters, Thomas Armstrong
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**Call to Order:** 12:04

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 9/17/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 8/20/15 were submitted for approval	Minutes approved.		
Active Shooter Response Training	<p>Rick and Clint have been coordinating with Barstow Police Department to present at the next All College meeting for up to 45 minutes.</p> <p>The Active Shooter Response Training is planned for 11/18/15. It was recommended that instructors show the Run, Hide, Fight video if they are not actively involved in the training session.</p> <p>Thomas shared that the alert system is a good tool to communicate to individuals during a crisis. It was discussed that we need to get the word out for more people to sign up for alerts. Elsa was encouraged to get Cosmetology students to sign up as that is a large group of students.</p> <p>Rick and Morgan Bohnsack are looking into getting the feature that would allow us to use the phone on our desk as an intercom system.</p>			
Emergency response plan draft	George passed out a draft for the Emergency Response Plan for review. The plan was revised in conjunction other samples from Barstow Police	George to provide copies to people who were not in attendance.	George	By 10/15/15



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	Department. We did a quick overview. The first section contains the typical information. Starting at page 9 the information listed is the Emergency Action Plan flip chart that is posted in offices and classrooms. Page 23 contains information pertaining to the training plan, which includes two per year—the Great Shake Out and one other.	Review the plan and provide any comments by the next meeting.	All	
Strategic Priority Goals and activities	George provided copies of the Strategic Priority #4 worksheet. The Safety Committee is to work with the Technology Committee to develop the goals and activities for this priority. The goals need to be submitted in October for IEC approval in November.	A subcommittee to meet and bring recommended goals to the Safety meeting in October and coordinate efforts with Technology Committee	Rick, Terri, Barbara	10/15/15
Participatory handbook updated	The description for the Participatory Governance Handbook needs to be updated by removing “and revising” and changing Action to Response. The Strategic Planning & Communication Process flow chart needs to be updated showing the Safety Committee is responsible for the Emergency Response Plan. It was decided to leave the Injury & Illness Prevention Plan off the chart as Human Resources is responsible for this plan with support from the Safety Committee.	Submit recommended changes.	George	10/15/15
Incident review	A discussion was held about bringing incident reports concerning safety to the Safety Committee. It was suggested this is needed to start the process to determine funding needed to submit to the Budget & Finance Committee for funding.	Compile spreadsheet summarizing incident reports and provide to committee.	Terri	ongoing
Next Meeting	Scheduled for 10/15/15 at noon.			
<b>Adjourned: 12:52</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
October 15, 2015  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Active Shooter Response Training
  4. Strategic Priority Goals and Activities
  5. Incident Review
  6. Other Campus Safety Items/Issues
  7. Next Meeting – 11/19/15

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



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Facilities & Safety Committee

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<b>Date:</b> 10/15/15 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker		<b>Members Present:</b> Rick Hernandez, Terri Walker, Barbara Rose, Taylor Puryear, Bret Sage <b>Absent:</b> Clint Dougherty, Elsa Greenlee, Iolani Elisara <b>Guests:</b>		
<b>Call to Order:</b> 12:07				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 10/15/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 9/17/15 were submitted for approval	Minutes approved.		
Active Shooter Response Training	<p>The Active Shooter Response Training is planned for 11/18/15.</p> <p>Bret requested the link for the Run, Hide, Fight video.</p> <p>Rick has continued to work with the Barstow Police Department to coordinate the training, but hasn't received any details beyond the date.</p> <p>Barbara reinforced the training needs to impact the entire campus. Bret Expressed concern about someone not knowing it is a drill and trying to be heroic. We discussed the importance of getting the information out to everyone.</p> <p>We need to know what our roles are as committee members and it was requested we have a special planning meeting once the BPD provides further details.</p>	<p>Terri to send out the video link to Bret.</p> <p>Rick to recommend a full campus training event and set a special planning meeting to prepare for the training.</p>	<p>Terri</p> <p>Rick</p>	<p>10/15/15</p> <p>Before 11/18/15</p>
Strategic Priority Goals and activities	Barbara presented the proposed goals from the subcommittee.	Goals approved.		





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		Rick to submit goals to IEC in conjunction with Technology Committee's submission.	Rick	Before 10/28/15
Incident review	<p>No incident reports were submitted during the last month. We discussed incidents that we knew about. Barbara suggested asking managers at the next Management Council to encourage employees to submit incident reports.</p> <p>Rick asked Barbara to do the same with CSEA members at their next meeting.</p>	Rick and Barbara to remind managers and CSEA members to submit incident reports.	Rick and Barbara	Before 11/19/15
Other Campus Safety Items/Issues	Taylor brought up the concern about speeding and running stop signs.	Rick to get pricing on installing speed bumps in the lower parking lot.	Rick	Before 11/19/15
	We reviewed The Great Shake Out event from earlier in the day. Overall it went well. There was confusion about the alerts as none of them actually instructed everyone to evacuate. There was also confusion about evacuation areas.			
Next Meeting	Scheduled for 11/19/15 at noon.			
<b>Adjourned: 1:08</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
December 10, 2015  
12:00 pm – 1:00 pm  
Admin Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Emergency Response Plan
  4. Incident Review
  5. Other Campus Safety Items/Issues
  6. Next Meeting –1/21/16

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



## Barstow Community College MEETING MINUTES Facilities & Safety Committee

<p><b>Date:</b> 12/10/15  <b>Location:</b> Admin Conference Room  <b>Recorder:</b> Terri Walker</p>	<p><b>Members Present:</b> George Walters, Terri Walker, Barbara Rose, Elsa Greenlee, Taylor Puryear, Bret Sage  <b>Absent:</b> Rick Hernandez, Iolani Elisara  <b>Guests:</b> Chris Clarke</p>
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**Call to Order:** 12:03

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 12/10/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 11/19/15 were submitted for approval	Minutes approved.		
Emergency Response Plan	<p>George provided an overview of ideas we want to include in the plan to institutionalize training activities so they occur regularly rather than sporadically. Barbara suggested one training a year in addition to active shooter response training and the Great Shake Out. Bret indicated faculty supported this suggestion.</p> <p>Taylor talked about athletic emergencies EMS access to campus. George suggested scheduling a meeting to coordinate with Barstow Fire Department.</p> <p>This committee will make recommendations for specific annual trainings.</p> <p>Barbara provided input on the Emergency Response Plan. She suggested we view Victor Valley College's campus map for emergency evacuation plans.</p> <p>George has invited the risk management to attend our meeting and is waiting to hear his availability.</p>	<p>George to schedule meeting with Barstow Fire Department.</p> <p>George to make changes to the Emergency Response Plan and send it out to the committee for review.</p> <p>Rick to bring assessments from active shooter training to next meeting.</p>		



Barstow Community College  
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Facilities & Safety Committee

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Incident Review	No incident reports to review. Discussed concerns about dogs on campus. George reported we are writing a dog policy.			
Scope of Work for Safety Assessment	JM Consulting Services to visit campus and perform a safety assessment. From the report we will create a safety transition plan in conjunction with ADA transition plan.	Rick to schedule consultants visit after winter break.		
Kick off Campaign – We Tip & Viking Alert	During the January All College meeting we will reemphasize signing up for the alert system and “see something, say something,” adopting more comprehensive We Tip plan.  PIO, Chris Clarke, is very interested in emergency preparedness planning. He will share more ideas with us at future meetings.			
Other	Taylor asked about speed bumps in the lower parking lot.	George will follow up with Rick on speed bumps.		
Next Meeting	1/21/16	Send meeting update	Terri	
<b>Adjourned: 12:56</b>				



**Barstow Community College**  
**MEETING MINUTES**  
**Facilities & Safety Committee**

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<b>Date:</b> 11/19/15 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker	<b>Members Present:</b> George Walters, Rick Hernandez, Terri Walker, Barbara Rose, Taylor Puryear, Bret Sage <b>Absent:</b> Elsa Greenlee, Iolani Elisara <b>Guests:</b>
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**Call to Order:** 12:07

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 11/19/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 10/15/15 were submitted for approval	Minutes approved.		
Active Shooter Response Training Recap	<p>The Active Shooter Response Training took place 11/18/15.</p> <p>Bret reported responses he received to his email requesting feedback from other instructors. He recommended providing more specific and clear direction of to do as many people were confused about the best course of action to take in an active shooter situation. Since people knew it was a drill they did not respond with the same urgency required during an actual event.</p> <p>Barbara suggested all areas put together a plan so people know what their roles are in an emergency.</p> <p>George and Bret were in agreement for the need to institutionalize safety training as part of the emergency response plan.</p>	<p>Terri to send out the video link to Bret.</p> <p>Rick to recommend a full campus training event and set a special planning meeting to prepare for the training.</p>	<p>Terri</p> <p>Rick</p>	<p>10/15/15</p> <p>Before 11/18/15</p>
Strategic Priority Goals and activities	George presented updated goals.	Goals approved.		



## Barstow Community College MEETING MINUTES Facilities & Safety Committee

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Incident review	<p>The committee discussed the incident that occurred on 11-02-2015, Michael Batson, Seizure, M&amp;O/911 emergency.</p> <p>The instructor hesitated to call 911 and called M&amp;O first.</p> <p>Bret suggested we include the instructions for dealing with emergencies like this in the institutionalized plan.</p>			
Emergency Response Plan	<p>George shared the Emergency Response Plan (ERP) from 2003 when it was last updated. It takes up two large binders. Since then a shift has occurred to simplify.</p> <p>George and Rick worked with Barstow Fire Department and seven other documents from other districts to create a new plan draft. The committee needs to put together a plan for our district.</p> <p>We discussed the need for a dedicated safety person on campus.</p>	Review ERP and bring recommendations to next meeting.		Plan to submit to Shared Governance Council in December.
Next Meeting	Meeting moved to 12/10/15 as 12/17/15 is during the week of finals.	Send meeting update	Terri	
<b>Adjourned: 1:00</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
November 19, 2015  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Active Shooter Response Training Recap
  4. Strategic Priority Goals and Activities
  5. Incident Review
    - a. 2015-11-02, Michael Batson, Seizure, M&O/911 emergency
  6. Other Campus Safety Items/Issues
  7. Next Meeting – 12/17/15 (cancel?) / 1/21/16

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
January 21, 2016  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Emergency Response Plan
  4. Incident Review
  5. Athletics emergency response
  6. Traffic bollards and speed bumps
  7. Electric wheel chair training
  8. Rave Emergency Alert System
  9. Other Campus Safety Items/Issues
  10. Next Meeting –2/18/16

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines





## Barstow Community College MEETING MINUTES Facilities & Safety Committee

<b>Date:</b> 1/21/16 <b>Location:</b> Admin Conference Room <b>Recorder:</b> Terri Walker	<b>Members Present:</b> Rick Hernandez, Terri Walker, Barbara Rose, Elsa Greenlee, Taylor Puryear, Bret Sage <b>Absent:</b> George Walters, Iolani Elisara <b>Guests:</b>
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**Call to Order:** 12:07

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 1/21/16 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 12/10/15 were submitted for approval	Minutes approved.		
Emergency Response Plan	The updated Emergency Response Plan was emailed to all committee members before the winter break. The plan was approved with no further discussion.	Emergency Response Plan approved.		
Incident Review	No incident reports to review. Discussed the lack of incident reporting. People are reluctant to submit reports. It was suggested we take this to the next management council. Rick reported out his meeting with JM Consulting Services last Saturday. The lack of incident reporting will be addressed in their report.	Speak to management council about incident reporting.	Rick	Next management council meeting.
Athletics emergency response	Read Thomas Armstrong's report from meeting with Barstow Fire Department as listed below:  <b>From:</b> Thomas Armstrong <b>Sent:</b> Tuesday, January 05, 2016 10:51 AM <b>To:</b> George Walters; Richard Hernandez <b>Cc:</b> Khushnur Dadabhoy; Ellis Puryear <b>Subject:</b> Fire Chief Ross  I met with Chief Ross this morning and we evaluated access to both of our athletic fields as	Follow up with Thomas Armstrong and sharing his report with the coaches and M&O staff.	Rick	Before 2/18/16 meeting.



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	<p>well as the wellness center. Mr. Ross said that our fields are excellent for accessibility. We agreed that when enclosing the baseball field that we need to put a 12 foot gate on the right field line closer to the home run fence for accessibility. Softball field is all clear and good - wellness center/gym is all clear and good. He did ask about the access road from the back of campus that was scheduled to "go away". I did not have information regarding that road or its future - he stated that is the path emergency services would take to our fields rather than driving through campus - however driving through campus was not an issue as our fields and facilities have excellent accessibility. We are also okay for a helicopter if needed!!</p> <hr/> <p>Taylor suggested Thomas Armstrong have a meeting with the coaches to go over EMS responses. Barbara suggested M&amp;O be included in this meeting.</p>			
Traffic bollards and speed bumps	Rick is getting quotes for slurry, bollards, and speed bumps. This item will be brought to the facilities committee.			
Electric wheel chair training	Discussed the safety issue. Rick will look up policy on this.			
Rave Emergency Alert System	The JM Consulting report will also address this issue.			



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	<p>It will be more than \$300,000 to upgrade the existing Rave system for the lockdown and alerts on campus.</p> <p>Barbara suggested this should be a priority as we have spent more money on items that have a lower impact on safety concerns.</p> <p>Rick suggested we look for funding to get this done with preventative maintenance dollars or something similar.</p>			
<p>Other Campus Safety Items/Issues</p>	<p>Barbara brought up the issue of smoking on campus. She asked who is responsible for enforcing the law and what our policy is. Rick will talk to Thomas about this regarding students. Barbara suggested we bring George into the conversation regarding employees.</p> <p>Barbara shared the idea of having placards in each room near the phone that clearly define how to call 911 from campus phones and include the location of the caller on campus with the campus address so the caller would be able to give 911 operators precise information without having to search for it.</p> <p>We discussed sharing with faculty how to appropriately respond to emergencies. It was suggested a flyer providing safety directions would be useful.</p> <p>We discussed the installation of AED machines on campus in the Wellness Center and PAC. It was</p>			



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	suggested we have key people become certified in CPR and to use the AED machines. Taylor is willing to provide the training, but the district will have to determine how the fees will be paid for the certification cards.			
Next Meeting	2/18/16	Send meeting update	Terri	
<b>Adjourned: 12:55</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
March 17, 2016  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Incident Review
  4. Strategic priorities – goals and activities review
  5. Safety Committee Mission Statement review
  6. Worker identification
  7. Electric wheel chair training
  8. Rave Emergency Alert System
  9. Other Campus Safety Items/Issues
  10. Next Meeting –4/21/16

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College  
MEETING MINUTES  
Facilities & Safety Committee

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<b>Date:</b> 3/17/16		<b>Members Present:</b> George Walters, Terri Walker, Barbara Rose,		
<b>Location:</b> LRC Conference Room		<b>Absent:</b> Rick Hernandez, Elsa Greenlee, Taylor Puryear, Bret Sage Iolani Elisara		
<b>Recorder:</b> Terri Walker		<b>Guests:</b>		
<b>Call to Order:</b> 12:10				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 3/17/16 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 1/21/16 were submitted for approval	Tabled due to small meeting attendance		
Incident Review	No incident reports to review.			
Strategic priorities – goals and activities review	Reviewed and revised. Also reviewed recommendations from the vulnerability assessment report from JM Consulting Firm—specifically, door hardware, Barstow Police Department report room and parking spot, and cameras at the entrances for license plates.			
Safety Committee Mission Statement review	Barbara provided examples of other college safety mission statement. It was suggested our purpose statement more fully represent accomplishing our strategic goals.	Barbara to draft an updated purpose statement and objective	Barbara	
Worker identification	Contractors coming on campus to perform services are now required to obtain an identification badge from M&O per AP 3501.			
Electric wheel chair training	Terri will ask Rick if this has been addressed.			
Rave Emergency Alert System	We are looking into an upgrade to the system that will include 911/GPS service.			
Next Meeting	4/21/16	Send meeting update	Terri	
<b>Adjourned:</b> 12:55				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
April 21, 2016  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Incident Report Review
  4. Safety webpage sub committee
  5. Lock down magnets and panic bar straps
  6. ICS Table top training (fall)
  7. Other Campus Safety Items/Issues
  8. Next Meeting – 5/19/16

**Additional Information:**

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College  
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<b>Date:</b> 4/21/16 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker		<b>Members Present:</b> George Walters, Rick Hernandez, Terri Walker, Barbara Rose, Elsa Greenlee, Taylor Puryear, Bret Sage <b>Absent:</b> Iolani Elisara <b>Guests:</b>		
<b>Call to Order:</b> 12:04				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 4/21/16 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 1/21/16 & 3/17/16 were submitted for approval	Minutes approved.		
Incident Report Review	Only one incident report was filed during the month. A golf cart was stolen from the M&O yard. It has been recovered.			
Safety webpage subcommittee	George and Barbara have been reviewing safety webpages from other colleges in response to an item that was discussed during the last Safety Committee meeting. Rick, Barbara, and Terri will work as a subcommittee to prepare content for a Barstow College safety webpage. A discussion followed about some of the current content available under Consumer Information on the BCC homepage. The Cleary report is currently available, but needs to be more easily identified. The Cleary report is also known as the Campus Safety and Security Survey. It is a report of crimes that have taken place on campus.	Rick, Barbara, and Terri to meet as a subcommittee to prepare content for a Safety webpage and email their suggestions to the rest of the committee during the summer break.	Rick, Barbara, and Terri	
Lock down magnets and panic bar straps	Rick provided a flyer showing an inexpensive way to provide the ability to lock down classrooms and other areas that require a key from the exterior to lock. One style uses a magnet to	Rick to get a quote so we can get these purchased for training and use at the beginning of the fall semester.	Rick	Before fall semester.





## Barstow Community College MEETING MINUTES Facilities & Safety Committee

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	<p>cover the strike plate. The door remains locked and the strike plate cover keeps the door accessible until the cover is removed. The other style is a strap that can be used to hold down panic bars on doors. The strap has a snap that allows the occupants to easily unstrap the panic bar and lock the door from inside. The company also has a blackout curtain that can be hung on the inside of the door to cover windows once the doors are locked.</p>			
<p>ICS Table top training (fall)</p>	<p>A discussion was held regarding the trainings we want to organize for fall semester. It was suggested we bring in a trainer for the day.</p> <p>Barbara suggested conducting safety training at a Best Practices meeting.</p> <p>Rick suggested training for common issues like seizures and non-responsive students. It was also suggested we review the Emergency Response Plan flipchart as part of the training.</p> <p>Another idea was to get posters for classrooms that provide safety direction more clearly, in an abbreviated manner than the flipchart.</p> <p>It was decided to organize a training with the paramedics to be held during a Best Practices meeting. The training will last less than an hour and include M&amp;O personnel.</p>			



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Safety Committee Mission Statement review	Barbara provided two draft examples of an updated purpose statement and description for the Safety Committee. Everyone liked the See Something, Say Something motto.	We will review these further at our next meeting.		
Scheduling	Bret requested we schedule future meetings to avoid conflicts with class break schedules or other activities on campus.			
Next Meeting	August 2016	Send meeting update	Terri	
<b>Adjourned: 12:46</b>				