

# Cabrillo College Safety Committee

## Safety Bulletin

### May 2017

#### **CCFT Safety Survey:**

The Cabrillo College Federation of Teachers (CCFT) conducted a safety survey and submitted it to the Safety Committee for review on April 7, 2017.

The survey results in question #1 consisted of 36 answers, categorized as “Facilities/materials” or “Security/Work Environment”. The sub categories are “First Aid”, “Classrooms”, “Lighting”, “Doors & Windows”, “HVAC”, “Parking” and “Other”.

#### **The Safety Committee recommends the following:**

The primary concerns observed in the results of the survey consisted of safety and security. Many of the items identified in the first question (36 answers) will be, or already have been, addressed through work requests submitted on the [“Track It”](#) system. Please feel free to input any additional concerns in the work request system following the “Track It” link above.

#### **Issue:**

##### **First Aid Kits**

First Aid kits are the responsibility of each individual department, as there are specific first aid needs and, therefore, specific supply requirements. If you do not know where your first aid kit is and/or the kit is inadequate, please ask your division/department for help.

\*\* Vice President Lewis has asked the Safety Committee to consider an alternate, one-time plan for obtaining first aid kits. This item will be discussed at the June 2, 2017 Safety Committee Meeting.

#### **Issue:**

**There were many concerns surrounding emergency preparedness, such as a “shooter on campus” and related facility functions; door locks, lighting and visibility through windows in the event of a threat.**

The following steps have been taken to address these concerns:

- FP&PO has placed at the instructor’s desk sleeves that slip over the door closure arm to prevent an intruder from entering through the doorway. To date, these sleeves have been installed in the 400, 500, 600, and 700 Buildings on the Aptos Campus and Building A in Watsonville. An instruction sheet is included with the sleeve. A [video showing how the sleeve is to be used](#) can be accessed from the [Cabrillo Emergency Preparedness website](#). You must use your Cabrillo credentials to log in to see the video. The Safety Committee

recommends watching the four-minute [active shooter](#) video developed by the Department of Homeland Security.

- Increased and improved lighting fixtures have been installed throughout the college, including the 600 building where complaints have been received.
- Window tinting is costly, but has been installed on some windows, paid for by each department that had it installed.

Emergency preparedness training provides methods and techniques that will assist in dealing with a threat of a shooter on campus. The Safety Committee strongly urges everyone to attend Flex Week and department specific emergency preparedness trainings. Please also feel free to request area specific trainings so that you know what to do in case of an emergency.

**Note: All employees, regardless of status, are required by law to receive safety training. As part of this Cal-OSHA compliance requirement, Injury Illness Prevention Plan (IIPP) training must be taken every two years. If you have not taken the online IIPP training, follow this link <http://www.cabrillo.edu/internal/emergency/safe-train/checklist/index.html>**

#### **Issue:**

#### **Feeling Safe on Campus**

The Safety Committee regularly discusses physical safety issues and addresses those issues through the “[Track It](#)” work order system. Examples of these repairs include:

- Trimming shrubs/trees
- Replacing burned out lights
- Removing trip hazards
- Access and security standards
- Other associated concerns.

More urgent concerns can be called in to the Facilities Help Desk at ext. 6465.

The Safety Committee also discussed the differences between providing “Environmental or Physical Safety” and “Emotional Safety”. While it is a shared responsibility of employees and the District to provide for a safe environment, it is everyone’s personal responsibility for achieving emotional safety. Cabrillo College offers help through the [Employee Assistance Program](#).

Concerns about harassment or discrimination from other staff or faculty can be discussed with Human Resources.

Concerns about Student behavior should be brought to the attention of the [Student Support and Care Team \(SSCT\)](#) through the Student Behavior Report available through Webadvisor.

#### **Conclusion:**

The Safety Committee appreciates the input from CCFT and takes safety concerns from students, staff, and faculty seriously, with an action oriented approach. We encourage participation through the committee structure and its representatives from constituent groups. If you are interested in

serving on this committee, please feel free to contact Lorinda Miller, Administrative Assistant, Facilities Planning & Plant Operations [lomiller@cabrillo.edu](mailto:lomiller@cabrillo.edu). If you are interesting in seeing what issues are discussed in the Safety Committee meetings, the minutes are available online through [BoardDocs](#).

Helpful website links:

[Cabrillo Safety Resources](#)

[Cabrillo Emergency Preparedness](#)

[Employee Assistance Program](#)

[Safety Committee](#)

[Student Support & Care Team](#)

Student Concern Report – available through [webadvisor](#).

[Sheriff's Office on campus](#)

Note – Please feel free to contact a Safety Committee member should you have any questions.

<http://www.cabrillo.edu/home/faculty.html>

Thank You!