

# **PVUSD Districtwide Safety Committee Meeting Minutes**

March 16, 2022

## **I. Call to order/Introduction:**

PVUSD Safety Committee Meeting called to order at 2:00 p.m. on 3/16/22.

- a) **Members Present:** Jean Aitken, Rich Arellano, Skyler Brox, Colleen Bugayong, Ruth Bugayong, Kim DeSerpa, Daniel Dodge Jr., Heather Gorman, , Radhika Kirkman, Delilah Macedo, Diana Martinez, Richard Martinez, Veronica Moran, Alison Niizawa, Kathryn Powell, Gary Webb, Myrna Wight

**Members Absent:** Conner Bayuk, Rachel Hitchcock, Janet Kreitzer, Linda Liu, Kevin Roth, Clint Rucker, Sandra Sanchez, Elizabeth Thorne, Guillermo Torres, Nelly Vaquera-Boggs

## **II. Reviewed WC Injuries for January and February:**

- a) Ruth reviewed the injuries and incidents for January and February 2022.

## **III. Action Items:**

- a) There were no action items from the January 19, 2022 meeting for review.

## **IV. Training Updates:**

- a) Ruth notified the committee that the Safety Data Sheets are now posted in the PVUSD website under Environmental Health and Safety.
- b) We reviewed the following training updates:
  - i) Lift Certification training at M&O was held on 3/9/22 and 3/10/22.
  - ii) Material Handling training for Art Teachers was held on 1/26/22 and 2/2/22.
  - iii) Additional Material Handling training for M&O custodians was held on 2/18/22
  - iv) Ladder Safety and Safe Lifting Training for M&O staff was held on 2/2/22 and 2/8/22.
  - v) Next safety training for M&O staff scheduled for 3/24.

## **V. Open Forum:**

- a) Ruth discussed the false alarm that occurred at the District Office on 3/2/22. Ruth sent an email to DO staff afterwards notifying everyone that it was a false alarm. An investigation was conducted by IT and a misconfiguration was found to have caused the paging system to trigger the alarm. The issue has since been fixed.
- b) Delilah Macedo stated that employees at the DO were confused and unprepared after the alarm went off and were not sure if they should lock down or evacuate and felt unsafe.

Delilah also mentioned that many employees could not hear the message on the third floor since they have glass doors and that offices on the first floor have no speakers and had to open the doors to hear the message and an employee stated they were in the breakroom and did not hear it. Delilah asked if employees should be told where to exit or possibly use color codes for locations. Ruth explained the volume levels have been turned to the highest level and speakers have been ordered for breakrooms. The message will also be repeated 6 times instead of 2. Ruth also stated that ALICE Trainings were conducted in July and make up sessions were held in December. She also clarified that we are not allowed to give directions using code language because this can be confusing and misleading. The false alarm did not trigger a 911 response because it was a false alarm and that is the reason why the Police and Fire Department were not on scene.

- c) Radhika stated she heard from several sites that they are not doing drills such as Earthquake or Fire. Ruth asked her to send a list of sites since Ruth checked their drill schedules in the Safety Plans and will follow up. Diana Martinez mentioned drills during breaks or lunches being scheduled causes issues for employees. Ruth stated that the school staff determines when to schedule the drills. Diana asked if the voice in the recordings can be changed or the voice level so that it does not bounce off the walls. Ruth stated the volume levels have been fixed and will be tested.
- d) Delilah asked after calling 911, should an employee notify someone, such as the principal or the office or does emergency services notify them? Ruth explained that if anyone sees an emergency they are to call 911 and not wait, even if there are multiple people calling at the same time. If 911 is called through a landline, it triggers an alert to our system that shows the location. We are also working on implementing the “Rave” app that will call 911 and use geofencing to pinpoint location.
- e) Ruth stated the next meeting is May 18, 2022. An invitation with today’s meeting minutes will be sent out soon.

## **VI. Adjournment**

Minutes submitted by: Myrna Wight

Minutes approved by: Ruth Bugayong