



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**October 28, 2019**

In attendance:

Oscar Ortiz  
Fred Dickey  
Veronica Navarro  
Van Nguyen  
Colleen Fanciullo  
Val Wood  
Ruth Martin  
Terri Anaya

Oscar called the meeting to order at 3:05 p.m. The September minutes were approved for posting.

Committee Reports:

Risk Management

Veronica gave the Worker Compensation report for Sept/Oct since the last report. There were 23 incidents. Four were preventable. Employees need to work safely and apply the training they receive. The committee agreed no actions needed to revise the work environment.

It was suggested maybe general education teachers receive training on how to identify special needs of children. The incident report had numerous injuries due to children's behavior.

Mariane Pham – Student Accidents

Mariane sent the student incident report. There were 19 incidents. One of the incidents needed follow up:

Santa Teresa – trip and fall on uneven concrete

Fred reported out for Operations

The DO map still is a work in progress.

PSPS – Bernal has not had electricity for three days. May be turned off again tomorrow. The PSPS plan was discussed. The district has a draft of one but it needs to be tweaked to address if just a few schools have no electricity. What would the procedure look like? Colleen will talk to Laura Phan about it and send an updated draft to Fred. Terri mentioned she lost food. If she had been notified earlier, she could have moved the food or called in a company with a portal refrigeration unit. Terri has written a CNS PSPS plan separate from the District's. Colleen will talk to Laura to see if we want to incorporate it in the draft so there is ONE plan.

Fred reported on the Great Shake Out. It took too long to contact the schools. We need training for the communication staff on radio protocol. Oscar recommended next year we train new staff

on the Incident Command team before the Great Shake Out. Quite a few staff members were not sure what their role was.

Veronica requested a more detail description for the staffing officer. Colleen can retrain the person that holds the position and the Santa Clara County job description is pretty detailed. Veronica will follow up with Sylvia.

Van mentioned the tents should have wind panels on them. All equipment should be in the Emergency Bus (not in individual offices). If folks want copies in their office, it should only be a copy. All information and material for a disaster should be in the bus for anyone to use.

#### Van Nguyen – Custodial and Transportation

There were no accidents this month.

The OSHA training will be held November 26<sup>th</sup>.

#### Terri Anaya - CNS report

Reported the CNS staff will be holding the SERV SAFE annual training. One person per site should hold a SERV SAFE certification. The class will be November 1<sup>st</sup> in the Board Room.

Terri has collected emergency contacts for your staff in case of an emergency.

Terri reported Baldwin had a lockdown drill and the cafeteria staff failed the lockdown evaluation. Terri followed up with the principal and the kitchen staff.

#### Site Liaison report: Val Wood

Santa Teresa has a dead tree. It is a danger to property, staff and students. Val stated James had the tree evaluated. It is safe at the moment. The roots are deep and will hold until summer. During the summer it will be taken down when they do the front scape.

Herman was broken into. A child threw a rock through the window. It appears nothing of value was taken. It is believed they were looking for cash. Val asked why the front windows were not behind the fence. Val stated the frontage did not allow for the fence to come out pass the building.

Bernal needs a third AED. They have one in the gym and one in the library on the second floor. There is not one in the nurse's office. Fred stated the principal recommended the locations. Middle schools received 2; elementary schools received one. If Bernal would like another, they would have to purchase it. Fred believes they run around \$1400 dollars. The AEDs installed at the sites were donated a few years ago. Fred stated the Health Clerks should be checking the AED quarterly to make sure they are charged.

#### 5 Year Plan – Oscar

Principals are working on the SB187. As of today, he is missing one. He will send them to Colleen for the police officer's signature when he has all of them. His deadline is November 4<sup>th</sup>.

Great Shake Out feedback is still coming in. Some improvements can be done:

- Faster on the radio so all schools can report to the District's ICS in a timely fashion
- Move the time to 9:30 am

- Training at the DO for the key positions before the Great Shake Out
- Equipment on the bus

Phase 1:

Food was delivered for middle schools. Elementary Schools still need to send home the zip lock bags with a letter requesting food. Bins were delivered for the teachers to store the food.

Van will complete the water barrels by December 31<sup>st</sup>. It was recommended a sticker to be placed on each barrel with Filled Dec. 2019. Refill Dec. 2024.

Phase 2 of supplies were discussed. Phase 2 will be Search and Rescue supplies, bins for medical equipment, feminine products and privacy screens for porta potties. Oscar will go to each site and evaluate the Search and Rescue satchels. Colleen will send Oscar the recommended list from Red Cross.

The draft of the Winter Newsletter was distributed for homework. Bring your edits to the next Safety Committee Meeting.

The next meeting will be November 18, 2019 at 3:00.

Meeting was adjourned at 3:54 pm