The Great California Shake Out for 2012 is here and the District offices and campuses are prepared to join millions of people who will Drop, Cover and Hold On at 10:18 a.m. on October 18. When disaster strikes, will you be prepared? Will you be ready?

Here are 10 ways you can be prepared before a disaster strikes.

1. Identify your risk. Get informed about hazards where you work and live.

2. Create a disaster plan. Create a plan for your family that identifies evacuation locations/plans, out-of-state contacts and important information/resources in your community. Have a plan for your elderly or disabled family members. Have one for your pets.

3. Practice your disaster plan. Regular practice of your plan better prepares you for a disaster situation.

4. Build your disaster kit. Have enough food and water for three days, along with a first aid kit and extra medication.

5. Prepare your children. Talk to kids in advance about the risks, empower your children by having them assist with the planning process.

6. Don’t forget those with special needs. Make sure that you have at least three days supply for your infants, seniors and/or disabled family members.

7. Learn CPR and first aid. Your training could save the life of a loved one. Contact your local Red Cross chapter for more information.

8. Eliminate hazards in your home and workplace. Secure contents to reduce hazards, especially during shaking.

9. Understand post 9/11 risks. For an explosion, take cover. For a fire, stay low and cover your nose and mouth to avoid breathing dust.

10. Get involved. Volunteer. Bare responsibility. Donate blood or join the local Red Cross, or Community Emergency Response Team (CERT).
The 2012 Great California Shake Out is here! We have completed our planning and are ready to go on October 18th at 10:18 a.m. SBVC and CHC Administrative Services, District Police, and the Safety committees at each site have all participated in planning for this great statewide exercise. Currently the following is planned, so please remind fellow staff and faculty members to participate in and be prepared for the exercise.

- A coordinated, mass evacuation drill will occur at the campuses and District offices.
- A voice message will be sent out on InformaCast on evacuation expectations/protocol.
- An emergency test message will be sent out utilizing Blackboard Connect.
- Earthquake preparedness educational materials will be distributed at the SBVC campus on 10/17/12, between 10 a.m. and 1:30 p.m. in the Campus Center Quad. Call X8958 for more information.

For more information on the Shake Out exercise, contact the Office of Administrative Services at SBVC (X8958), CHC (X3210), or District (X4070); or the District Police (X4491). Click emergency evacuation maps to get familiar with your emergency evacuation locations.  **We request 100% participation in this drill.**

**SBVC, CHC & District Office BUILDING CAPTAINS - SPECIAL THANKS!**

Special thanks to our volunteer Building Captains/Monitors at SBVC, CHC and the District offices. Our Building Captains take time out of their busy schedules to attend training each year and we certainly appreciate their valuable service. Building Captains are responsible for safely evacuating students, staff and faculty during an emergency or catastrophic event.

See the list of the Building Captains below. If you would like to volunteer as a Building Captain or learn more about our newly developing Building Captain programs, contact the Office of Administrative Services at SBVC (X8958), CHC (X3210), or District (X4070); or the District Police (X4491).

- SBVC 2012 Building Captain List
- CHC 2012 Building Captain List
- District Sites/Offices 2012 Building Monitor List

**UPDATE YOUR INFORMATION ON BLACKBOARD CONNECT - DON'T BE LEFT OUT!**

The 2012 Great California Shake Out is coming and it’s not too late to update your personal information with Blackboard Connect — the District Emergency Notification System (ENS). Please update your information in Web Advisor to ensure that you get voice, text and/or email notifications when emergencies occur and notices are sent out.

If your information is not updated, you may not receive critical notifications that could assist you during an emergency. If you cannot update your information, see the Blackboard Connect—Personal Information Update Reference Card, which can be accessed electronically by clicking on the hyperlink. You may also request that a hard copy reference card be sent to you. Just contact District EH&S at X4070 or the District Police at X4491.
New San Bernardino Valley College

Asbestos Operations & Maintenance Program

San Bernardino Valley College has a new Asbestos Operations & Maintenance (O&M) Plan.

The primary purpose of this program is to reduce disruption of Asbestos Containing Materials (ACM) and provide specific procedures for handling ACM should disruption occur. Additionally, the program defines general policy guidelines, controlled areas and materials, program administration responsibilities, and specific technical procedures.

The SBVC Asbestos O&M Plan serves as the basis for a dynamic and interactive program. Continual evaluation of the practices and procedures described in this document is necessary to ensure the program is effective. Proper training of personnel and enforcement of this program will help reduce exposure to asbestos by employees and other building occupants.

For more information on the SBCV Asbestos O&M Plan or training, contact:

Scott Stark, SBVC, Interim VP of Admin. Services, X8958
Whitney Fields, District EH&S, X4070

The new SBVC Asbestos O&M Plan can be found on the District EH&S website at SBVC Asbestos Operations & Maintenance Plan.

New Safety Training Workshops - FALL/SPRING 2012/2013

If online training is not your thing and you want live interaction with subject matter instructors, no worries! You can get training credit for attending a live workshop. EH&S, working along with SBVC Professional Development, is offering new and exciting Safety Workshops in the Fall and Spring at San Bernardino Valley College. Join us at any of the following:

- Injury & Illness Prevention/Slip Trips & Falls/Back Safety, 2/20/2013, 10 a.m., Presented by District EH&S
- Hazardous Communications in the Office, 2/13/2013 2 p.m., Presented by District EH&S
- Ergonomics 101, 11/1/12, 10 a.m. & 3/06/13, 2 p.m., Presented by Keenan & Associates
- Stress Management/Healthy Living/EAP Resources, 11/30/12, 10 a.m. & 3/13/13, 2 p.m., Presented by Keenan & Associates
- Safety/Emergency Preparedness Awareness, 3/6/13, 10 a.m., Presented by District EH&S & District College Police

All classes will be held in the Liberal Arts building, Room #208. For more information, please contact District EH&S at X4070 or Nori Sogomonian at X8544. For workshop times and dates you can also log onto the SBVC Professional Development webpage.

HALLOWEEN 2012 SAFETY TIPS

- Children should always trick or treat accompanied by a responsible adult. Tell your children to stay together as a group.
- Plan a safe route. Instruct children not to go into the home of a stranger.
- Don’t cut through back alleys. Make sure you or your child carries a flashlight.
- Instruct children not to eat treats until they bring them home and the treats are checked by you.
District Workers Compensation/Claim Reduction Success!

The District has achieved significant improvements relative to the reduction of injury claims thanks to the dedication and commitment of its employees. The District went from 16 injuries in the first quarter 2 years ago, to 11 injuries in the first quarter last year, to 4 injuries for the first quarter this year. The average cost for the for the first quarter for two years was about $69,000. For the first quarter this year, the cost was $7,200. This is an improvement of over $60,000 for this quarter alone. We encourage you to keep up the great work, continue to promote safety awareness, and execute safe work practices in your location. Reduction in accidents and claims is one way we can contribute to reducing our expenditures. Fantastic job everyone, let’s keep it up!

Extension Cord Safety 101

With the holiday season moving in on us, extension cords will be utilized more on our campuses, in the District office sites, and at home. Extension cords are designed as a convenience, but often we see extension cords converted into a hazard. Below are some ways to reduce extension cord hazards:

- Select the right extension cord for the job.
- Appropriate cords should be used with portable electric tools, or extension lamps.
- Plastic covers are recommended for cords utilized around solvents or oils.
- Inspect cords often; if they are damaged, discard them by cutting the cord. Never use tape to repair them.
- Never store cords on nails, or a hook that can damage them.
- Don’t overload electrical circuits by adding too many extension cords circuit.

What Safety Training Do I Need?

EH&S and Human Resources have been working closely with the campus administration to ensure that the Keenan Safe Colleges, safety training database is utilized to follow-up on employee safety training requirements. Campus Administration will be running monthly reports and following up with employees that may need assistance in the completion of required safety training. All safety training is assigned by an employee’s specific job classification, according to Cal-OSHA training requirements. If you want to know what training is required for your job classification, refer to the What Safety Training Do I Need spreadsheet, created for your convenience. Contact District EH&S at X4070 or Human Resources at X4040, for additional safety training inquiries.