

SAFETY SURVEY TIMELINE PLANNER 2019

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|---------------|---------------|--|
| PROJECT/EVENT | SAFETY SURVEY | Time line for revision and implementation of safety survey. Jamille will no longer be at Mt SAC as of Sept 25th. Please contact Vera in her absence. |
| ORGANIZER | IR TEAM | |

| PROJECT PHASE | STARTING | ENDING | CONTACTS | EMAIL | EXT |
|--|---------------------|--------|--------------------------|-----------------------------|------|
| CORRESPOND OR MEET ABOUT EDITS TO SURVEY & CREATE INVITATION MESSAGE | 7/1 | 7/12 | JAMILLE BORER | jborer@mtsac.edu | 5470 |
| | | | VERA FROMAN | vfroman@mtsac.edu | 6124 |
| PREPARE FINAL DRAFT | 7/15 | 7/26 | BARBARA MCNEICE-STALLARD | bmcneice-stallard@mtsac.edu | 4109 |
| GATHER LIST OF RECIPIENTS | 9/10 (after census) | 9/13 | MICHAEL C. WILLIAMS | Mike.williams@mtsac.edu | |
| SEND OUT SURVEY | 9/19 | 10/10 | STEPHANIE J BOLECHOWSKI | sbolechowski@mtsac.edu | |
| REMINDERS | 9/27 & 10/4 | | | | |
| CLOSE SURVEY | 10/11 | | | | |
| ANALYSIS AND REPORT | 11/11 | 12/17 | | | |

| AUGUST | | | | | | | SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

List of recipients is to include all current credit and a sample of non-credit students at Mt SAC & all current employees with an active position at Mt. SAC (including student workers).