Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Jasmine Martinez, Loan Nguyen, Javier Lopez, Donna Dorsey, Dwayne Cain, Jemala Aytjanova, Masanori Sugiyama, Chris Nguyen, Jiho Park, Gail Pendleton, Marilyn Montague, Erin Walker, Roger Toliver, Johnny Dong, Mohammad Hossain, Mostafa Ghous, Ramona Butler, John Pang

Guests:

Absent: Ralph Smeester, Maurice Martin, Louisa Roberts, Paula Coil, Vincent Koo, Fatima Shah, Alejandria Tomas, Cynthia Reese, Catalina Herrera, Nancy Cayton, Sylvia Espinosa, Francine Lewis

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:15pm  Health & Safety Committee 2014-2015 meeting dates confirmed- please mark your calendars!   * Tuesday, **October 28**, 2014 12:15-1:30pm room 451 * Tuesday, **November 18**, 2014 12:15-1:30pm room 451 * Tuesday, **December 9**, 2014 12:15-1:30pm room 451 * Tuesday, **February 24**, 2015 12:15-1:30pm room 451 * Tuesday, **March 24**, 2015 12:15-1:30pm room 451 * Tuesday, **April 28**, 2015 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | Agenda: APPROVED |  | Resolved |
| 1. Review and Approval of 9/23/14 Notes | Update on agenda items at 9/23/14 Planning meeting:   * Meeting dates confirmed * Committee Charge and Composition was agreed upon at the last meeting * Committee Activities  - confirmed floor monitor designees - Brown Bag Meeting Focus on Training and Drill did NOT occur on 10/13/14 - District is currently upgrading our radios. We are requesting 26 radios to support our campus. District put out to bid.  - Floor Monitor Training 10/28/14 - Evacuation Drill 11:00am 11/06/14  - Drill Post Mortem 11/18/14 to discuss any issues/concerns about the evacuation  ------------------------------------------------------------------   Crisis Management:  - Implementing/Adopted Committee Composition and Charge  -Identified Team Members  -Request District Resources (outstanding)  ------------------------------------------------------------------   * To Do is taking place: Shirley will alert Faculty, Staff, Students, Berkeley Police of Evacuation Training and Drill |  |  |
| 1. Floor Monitor Training | In preparation for the 11/6 drill- Emergency Clipboard packets are distributed. Shirley recommends everyone to put this packet on a clipboard and hang it close by the door so it is easily accessible.  Important notes for Floor Monitors-   * When the alarm sounds, begin to evacuate the building * TAKE THE CLIPBOARD * Do not use the elevators (elevators can be used for mobility concerns but advised to use stairwells) * Evacuate by the northwest staircase (front) or center staircase (back) * Exit to the park located between MLK and Center Street * Once your floor has assembled outside: take roll call * Report roll call back to Safety Coordinators- Shirley Slaughter and/or Brenda Johnson * If disabled person needs rescue in room #, convey this info ASAP! * When all are accounted for, return to the building only when instructed to do so | Shirley will send out updated BCC Emergency Preparedness Floor Monitors sheet. | Unresolved. |
| 1. Evacuation Drill | Handout distributed-  The drill will take place on Thursday, November 6th at 11:00am.  According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, every campus must have an evacuation drill.  Evacuation Drill Instructions:   * Follow the directions of your designated Floor Monitor and proceed to the nearest evacuation exit. * Once outside, do not stand in front of the building or across the street. * Proceed to EAA (Emergency Assembly Area) located in the park on MLK and Center Street. * Floor Monitors should notify the nearest emergency official when everyone is accounted for, or if anyone is missing. Emergency officials can be identified by their brightly colored vets and clipboards. * Remain in the park until attendance is taken and/or you are excused by an emergency team official. | Shirley will send out updated Interoffice Memorandum with the correct time (change 11pm to 11am) |  |
| 1. Building Walkthrough | Walkthrough started at 1:05pm- Shirley guided the committee through the staircases and back/front stairwell exits. We should now all be familiar with the cardinal directions/points (N, E, S, W). During a fire, the Southeast and Northwest stairwells are the safest locations on campus - we have a 2-hour firewall. Walkthrough ended at 1:30pm. |  |  |
| 1. Review of Penal Code 626.4 | Handout distributed-  Handout gives a brief description of what the penal code states and the procedure for penal codes 626.4/626.6.  Penal Codes 626.4/626.6 is withdrawal of consent to remain on campus. There are other disciplinary actions in place. However, penal codes 626.4/626.6 are for physical threats. 626.4 PC is for 14 days and 626.6 PC is for 7 days.  **\*\*\* 626.4 PC effective immediately \*\*\***  Procedure for 626.4 PC and 626.6 PC:   * Security Officer/Employee obtains permission to issue 626 PC from a College Administrator. (safety aides are not allowed to issue) [Admin will make determination as to which PC to issue]. * After Security Officer/Employee issues PC, he/she must submit a written report to the Dean or Vice President of Student Services as soon as reasonably possible. * Dean or Vice President of Student Services confirms the Action within 24 hours of issuance. If no written confirmation within 24 hours, the withdrawal of consent is deemed void. | Dean Brenda Johnson will work with security on reporting. | Unresolved. |
| 1. Other |  | Agenda items for next meeting:   1. Big Audacious Goals for the College 2. Our role as the Health & Safety Committee in accomplishing these goals |  |