Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: John Pang, Javier Lopez, Roger Toliver, Johnny Dong, Mostafa Ghous, Ramona Butler, Maurice Martin, Mohammad Hossain

Guests:

Absent: Ralph Smeester, Paula Coil, Vincent Koo, Fatima Shah, Alejandria Tomas, Cynthia Reese, Catalina Herrera, Sylvia Espinosa, Francine Lewis, Jasmine Martinez, Jemala Aytjanova, Masanori Sugiyama, Chris Nguyen, Jiho Park, Gail Pendleton, Marilyn Montague, Erin Walker, Loan Nguyen, Donna Dorsey, Dwayne Cain

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions****(Shared Agreement/Resolved or Unresolved?)** |
| 1. Call to order
 | Call to order- 12:19pmHealth & 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
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| 1. Agenda Review
 | Shirley wants to add update report from the District Health & Safety Committee to the agenda.Agenda: APPROVED |  | Resolved  |
| 1. Review and Approval of 11/18/14 Notes
 | Shirley makes motion to approve minutes, Maurice seconds. |  | Resolved |
| 1. Follow-up on Action Items
 | **11/18 Action item:** Shirley will bring to the District Security & Public Safety Committee the need for active shooter/building lock-down training.**UPDATE: Joanna attended the District Security & Public Safety Committee meeting on 11/20 on behalf of Shirley. Update on active shooter drill is listed below in agenda VIII.** **11/18 Action item:** Shirley will send out email blast a few times during the semester and attach documents of procedures when an emergency happens (‘what to do in a medical emergency’ and ‘incident report’). * Donna recommends that info can be given out during Flex Day in January as well (‘Security & Evacuation Procedures’).
* Mostafa suggests offering CPR training for Flex Day.

**11/18 Action item:** Ramona will take a look at what emergency supplies/equipment we need. Not everyone has a backpack, vest, flash light, radio, etc. (radio update: Javier sent over request for 26 new radios. District putting it out to bid) **11/18 Action item:** Shirley will follow-up with the Director of Risk Management, Greg Valentine, to see if we get defibrillator maintenance. **UPDATE:** **John and Javier had the batteries changed 3 months ago.**  | **Action item**: Shirley will send out email and documents before the end of the week.**Action item**: Mostafa will look into offering CPR training for faculty and staff on Flex Day. **Action item:** Ramona will send out list by the end of day dependent upon if we leave early today due to the protest. |  |
| 1. Updates from the District Health & Safety Committee
 | * On Friday, 12/5, Greg Valentine said he will be sending out a calendar of all trainings. If we don’t have it before school gets out this month, we will have it at the beginning of the year. The trainings include hazardous waste, CPR, etc.
* Recently the Board approved a contract to hire TeeCom . They are charged with installing emergency panic buttons, alarms and key card access. Shirley will work with the Director of Facilities and the contractor to determine where the panic buttons will be installed.
* Highest concerns?
* Brenda: Mental health issues/concerns which falls under crisis management.
* Mostafa: Ambassador Desk has panic button but does it work?
* Emergency food and water? If we find out how much is needed, Shirley can make a request to Greg Valentine.
* Pre-bid meeting occurring for radios.
 | **Action item**: in line with all necessary panic button testing, Shirley will alert Berkeley Policy Dept. and Fire Dept. before test. Running a test on Friday, 12/12.  |  |
| 1. 12/8/14 Evacuation (Alertify, Floor Monitors)
 | Yesterday’s evacuation- still having issues with Alertify. Some students received emails yesterday. Some floor monitors were called upon to do a floor check to make sure everyone was evacuated out of the building. \*\*A discussion is happening on whether an evacuation is necessary this evening\*\* |  |  |
| 1. Crisis Management Team
 | Brenda has been looking at crisis response teams from various schools in how they are set up and their purpose. This team will meet confidentially to share information and to discuss students and others who may be having problems (behavioral or in-class). This team will be a resource to assist faculty and staff to intervene and mitigate potential situations before they become a crisis. To the extent possible, we will coordinate to provide services to the campus. Crisis team members can have a smaller team to meet regularly to discuss issues at hand and coordinate crises in a clear effective way and to formulate appropriate responses. The team should be able to come together when a crisis occurs.  | On next meeting agenda: Discuss Crisis Team Process  |  |
| 1. Active Shooter Drill
 | Director of Risk Management, Greg Valentine, says we need a lock down drill. However, we need to first have the emergency alert system in place. He mentioned that we can do informational trainings from the pink packets (Lock Down and Active Shooter Protocol- Instructions for Lock Down and Active Shooter).  | **Action Item**: Shirley will reach out to the Sheriff Dept. to see if they are willing to conduct a short active intruder training for us. |  |
| 1. Adjourn
 | Adjourn- 12:49pm |  |  |