Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: John Pang, Ramona Butler, Cynthia Reese, Roger Toliver, Karl Tran, Lena Morita, Johnny Dong, Natalia Fedorova, Vincent Koo, Sylvia Espinosa, Marilyn Montague, Francine Lewis, Loan Nguyen, Dwayne Cain, Karen Shield

Guests:

Absent: Janine Greer

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- 12:17pm  Health & Safety Committee 2016-2017 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~November 22~~**~~, 2016 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~December 20~~**~~, 2016 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~February 28~~**~~, 2017 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~March 28~~**~~, 2017 12:15-1:30pm room 451~~ * Tuesday, **April 25**, 2017 12:15-1:30pm room 451 * Tuesday, **May 23**, 2017 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | Agenda: APPROVED |  | Resolved. |
| 1. Review & Approval of 2/28/17 Minutes | Cynthia moves to approve with correction to absent list. Roger seconds. |  | Resolved. |
| 1. Behavioral Intervention Team (BIT) – Brenda | The Crisis Team is now called the Behavioral Intervention Team (BIT). This term is used by most colleges and universities. We need to ensure we triage incidents and potential incidents that may occur on campus. Janine Greer conducted a survey and preliminary findings show that we have a high population of students here who have mental issues.  We also have two Mental Health Counselors besides Janine from our District that works Tuesdays and Thursdays.  Brenda has created a referral and a behavioral team action form.  If anyone is interested in joining the BIT, please let Brenda know. |  |  |
| 1. Workplace Injury Procedures – Shirley | For non-life threatening injuries, please contact the Company Nurse Injury Hotline at 1-888-770-0929. The company nurse will assess the injury and refer you to the predestined treatment center.  You must fill out the PCCD Medical Incident Report. Your Supervisor must follow-up and send the documents to the Risk Management Department at the District’s Office. Royl Roberts ([rlroberts@peralta.edu](mailto:rlroberts@peralta.edu)) is the new replacement for Greg Valentine.  New student procedure is being devised, separately. If incident happens in the classroom, an incident report must be completed. |  |  |
| 1. Active Shooter Training Discussion – Brenda | Tips from the training-   * Best to know your environment (escape routes) * Active shooters are trying to kill as many people as possible * Most incidents are in 3 minutes in duration * Run-hide-fight * We need to have a code word/phrase in place for active shooters on campus | Shirley suggests a table top training/drill. We need to revisit the Black Board Connect (emergency notification system) at the District’s Office. |  |
| 1. Emergency Clipboard/Floor Monitors Review – Shirley | The Emergency Clipboard/Floor Monitors list must be updated. The last update was done in 2015.  We may also want to call a meeting for the floor monitors. | **Action Item:** Joanna will do a walk-through and update the emergency clipboard/floor monitors list. |  |
| 1. Parking Garage Incident – Shirley | We are adding an additional security guard in the evening effective tonight 4/25/17.  The District is working on developing a District-Wide policy on creating guidelines on public access to our Peralta campuses because there is a belief that we are open and anyone can come onto our campus. They are also looking on improving our signage.  In regards to our parking garage, they were some questions we had and responses we received below-   1. **Are there cameras and where are they located?** Answer: *There are 19 cameras and they are all located on the ground floor.* 2. **Does someone consistently monitor the cameras?** Answer: *We do not monitor as the cameras are designed to capture activity only.* 3. **Does someone walk around the garage to make sure it’s secure?** Answer: *Parking attendants on duty patrol the garage. In addition, we have a security guard that patrols the building and the garage.* 4. **Are they concerned that there has been a rash of criminal activity in the garage?** Answer: *Yes. We’re especially concerned about the number of break-ins. That is why we are in the process of installing 29 additional cameras through the garage.*   Regarding the robbery incident with a BCC employee in December, we were informed that the culprits were apprehended as the result of the clear video footage. | **Action Item:** John Pang will follow-up with the District in regards to the Columbine locks. |  |
| 1. Adjourn | 1:34pm | Next meeting: Walk-through on May 23rd and practice table top drill. |  |