Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: John Pang, Cynthia Reese, Roger Toliver, Johnny Dong, Natalia Fedorova, Vincent Koo, Francine Lewis, Dwayne Cain, Janine Greer, Sylvia Espinosa, Felix Smith, Jasmine Martinez, Ramona Butler, Breanne Grady, Don Lawson, Scott Barringer, Sabrina Sellers (AS)

Guests:

Absent: Marilyn Montague, Jenny Gough, Loan Nguyen, Indra Thadani, Gail Pendleton

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- 12:21pmHealth & Safety Committee 2017-2018 meeting dates confirmed- please mark your calendars! * ~~Tuesday,~~ **~~September 26~~**~~, 2017 12:15-1:30pm room 451~~
* Tuesday, **October 24**, 2017 12:15-1:30pm room 451
* Tuesday, **November 28**, 2017 12:15-1:30pm room 451
* Tuesday, **December 19**, 2017 12:15-1:30pm room 451
* Tuesday, **February 27**, 2018 12:15-1:30pm room 451
* Tuesday, **March 27**, 2018 12:15-1:30pm room 451
* Tuesday, **April 24**, 2018 12:15-1:30pm room 451
* Tuesday, **May 22**, 2018 12:15-1:30pm room 451
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| 1. Agenda Review
 | Agenda: APPROVED |  | Resolved. |
| 1. Review & Approval of 9/26/17 Minutes
 | Motion by Don Lawson to approve minutes. 2nd by Janine Greer.  |  | Resolved. |
| 1. Health & Safety Awareness Workshop Evaluation
 | Shirley Slaughter read the evaluation results as listed below-**BASED ON 23 EVALUATIONS**1. *The content was organized and easy to follow.* Strongly Agree: 12Agree: 11Strongly Disagree: 0Disagree: 0
2. *Materials (handouts) were useful.*Strongly Agree: 10Agree: 13Strongly Disagree: 0Disagree: 0
3. *Workshop met all of its stated objectives.*Strongly Agree: 13Agree: 10Strongly Disagree: 0 Disagree: 0
4. *After completing this workshop, I understand PCCD’s policies governing incident reporting.* Strongly Agree: 12Agree: 11Strongly Disagree: 0 Disagree: 0

**20 OUT OF 22 PEOPLE LEFT RECOMMENDATIONS/COMMENTS***What recommendations do you have for future Health and Safety Training?* * Opposite of evacuation- lock down drill/active shooter
* As state workers, are we responsible to assist the community? If so, will be create an emergency command center?
* Rules and regulations regarding service animals
* Faculty training for emergencies
* Recommend that as natural or planned hazardous incidents occur we stay up to date as to how to proceed accordingly
* We need more signage on the exits
* Have more training (2x per semester) if possible and invite more faculty [active shooter training]
* The walk through should be done in groups. There’s a lot of chatting and that takes away from listening to the speaker.
* Disaster training
* Exit signage- southwest, northwest, southeast, northeast on all exits, all floors
* Earthquake, fire, first person shooter trainings
* Provide more report, slide shows of the training
* Maps for school highlighting exit for floors
* Evening and Saturday plan for emergency
* First aid training and de-escalation training

*What did you like most about the workshop?* * The tour of the stairwell emergency exits was extremely helpful. Also going through the list of floor monitors and what areas they are to cover clarified things.
* Good information and security tracking
* The questions asked to employees to procedure/knowledge check
* Learned a lot about the Clery Act.
* Liked the presentation interactions
* Lunch
* Cake
* Designation of specialized evacuation routes

*What did you like least about the workshop?* * Clarity on Clery Act reporting
* Walking down the stairwell
* Walk through
* Need mic for speakers
* Questions for review should have handout
* People having side conversations

Brenda Johnson reminded us that we are state employees. Therefore, we can be called from our home if there is an emergency on campus. Sabrina Sellers mentions that the Student Ambassadors would like to be included in the trainings. This committee will include the A.S. for awareness but we would like students to exit accordingly if/when an emergency occur.  |  |  |
| 1. Evacuation Drills Feedback
 | There were two scheduled evacuation drills held in the month of October. The first occurred on October 16th at 11:45am and the second on October 20th at 6:30pm. * Francine Lewis recommends having someone stop people from using the elevators. Our stationary engineer, Scott Barringer, states that the elevators should not be accessible during an emergency. They’re set to go to the base floor and stay open. Only the fire dept. can override that to use them.
* Francine observed there were not enough people to help during the evacuation. We should consider having a monitor escort people downstairs using the appropriate exit routes.
* Loan Nguyen (not present) left a message: We should have someone at the corner of Milvia and Center Street with a stop sign to assist with traffic. Doing so would allow people to cross to the street safely on their way to the park.
* There were very few people on campus and the whole drill took less than 10 minutes. We had one issue during the October 20th evacuation drill. Natalia Fedorova, fifth floor monitor, stayed with a student she encountered in the restroom who refused to leave. Going forward, should this happen again, floor monitors are directed to leave the facility and alert an administrator.
* Cynthia Reese suggests that the next unplanned drill should not be held on a Friday as there aren’t too many people on campus.

  | **Action Item:** Shirley will look into getting permanent evacuation route signs made.  |  |
| 1. Wellness Center Update
 | Breanne Grady was hired as the new nurse for students. Her hours are Monday through Thursday 9am-2pm. Her current services include flu shots and TB testing. Janine Greer thanked Don Lawson for his help a couple of issues that occurred in the lobby. It helps that Don previously worked in law enforcement. Don suggests that Janine carry a radio due to her occasionally being alone at 2000 Center Street. Janine reported that she has 23 people on her case load. About 11 of them have complex trauma which means they have childhood trauma happening on top of their own trauma and everything else that is going on in the world (earthquakes, hurricanes, fires, etc.). Of the 23, four are actively suicidal. On a daily basis, people are breaking down. She went on to say they are feeling stressed as there are too many people on the wait list and not enough help. She is currently looking for interns and notes that it is difficult to get interns in the middle of the school year because they’ve already picked their placements. Janine will start offering triage appointments for students to check in, for medication, or to look for other resources. Faculty would like to be trained on how to respond to students who are exhibiting behaviors that suggest they are experiencing a mental break. Janine stated Alameda County may be able to assist us in this regard at no charge. They can provide a 1.5 hour suicide training workshop. She suggested the Health and Safety Committee be acclimated first and then promote the workshop to others. Shirley suggests arranging the training during college hour for the month of November and/or early December. Alameda County also offers a Mental Health First Aid training which is 8 hours long. It’ll be nice carve out a 4-hour session during flex day and then recommend a second 4-hour session no more than 2 weeks later. Janine will try to attend the training to see how she can break it down. Janine distributed a handout titled “How to recognize and refer a student in distress.” She wants the committee to review and send back any feedback. Once she hears back, she will distribute in everyone’s mailbox. The food pantry is going very well and proving to be a success. We now have a student hired as the Food Ambassador along with student volunteers. There is about $10,000 of state money coming to BCC to help grow this program.  | **Action Item:** Janine will reach out to the Alameda County Crisis Support Line.  |  |
| 1. Health and Safety Concerns/Observations
 | Scott Barringer saw a work order for the front doors to be fixed and stated they are currently waiting on parts to make the repairs. He also stated that the fire doors that are magnetically held open should not be used with door stops. That’s a violation of the fire code. In the event of a lock-down, Cynthia Reese suggested we provide keys to the suite doors to staff that stay late in the evenings. It also necessary because security locks the suite doors at 5:00pm. This presents a problem because Sylvia Espinosa is not able to reenter the suite when she leaves to post signs for instructors who call in sick. To gain access, she has to contact security to come unlock the doors. Shirley requested that John Pang provide Cynthia and Sylvia with a key to the 4th floor administrative suite.Sylvia also suggests having ear plugs during the emergency as the sirens/alarms are extremely loud. Sabrina Sellers wanted to know if the panic buttons functioned. Shirley stated the panic buttons in the restrooms work. She went on to say that the District had issued a RFP (Request for Proposal) to upgrade the blue phones and panic buttons.Breanne Grady would also like a panic button in her office. However, as this is a leased facility installing one may not be possible. Don Lawson’s suggestion is to order more radios for 2000 Center Street.  | **Action Item:** John Pang will follow up about the keys. **Action Item:** Felix will order a box of ear plugs to distribute to everyone.  |  |
| 1. Review New Action Items
 | The Committee discussed developing two goals to work on for this school year. In developing the goals Shirley suggested we review the college institutional goals and align our committee goals with them.Based on a review of the institutional goals, the committee developed the following committee goals:**Goal #1-** Engage college community in disaster preparedness planning**. *Aligns with Institutional Goal #4.*** This committee needs to start our disaster preparedness training. We might need to hire a consultant to set up our control center and organizational chart.. **Goal #2**- Provide health & safety training and update faculty during Flex Day beginning January 2018. ***Aligns with Institutional Goal #4.*** | **Action Item:** **Due date: Initiate training by next semester. Shirley will reach out Director Royl Roberts for training consultants.****Brenda will F/U with the PD Committee to be added to the agenda.** |  |
| 1. Adjourn
 | 1:29pm  |  |  |