Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Roger Toliver, Johnny Dong, Alejandra Oseguera, Ramona Butler, Natalia Fedorova, Vincent Koo, Francine Lewis, Gail Pendleton, John Pang, Sharon Ahazie, Sarah Dibas, Pooja Sandhu, Felicia Bridges

Guests:

Absent: Marilyn Montague, Janine Greer, Cynthia Reese, Scott Barringer, Jasmine Martinez, Sylvia Espinosa, Loan Nguyen, Isobel Cooper

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- 12:18pmHealth & Safety Committee 2019-2020 meeting dates confirmed- please mark your calendars! * Tuesday, **September 24**, 2019 12:15-1:30pm room 451
* Tuesday, **October 22**, 2019 12:15-1:30pm room 451
* Tuesday, **November 26**, 2019 12:15-1:30pm room 451
* Tuesday, **December 17**, 2019 12:15-1:30pm room 451
* Tuesday, **February 25**, 2020 12:15-1:30pm room 451
* Tuesday, **March 24**, 2020 12:15-1:30pm room 451
* Tuesday, **April 28**, 2020 12:15-1:30pm room 451
* Tuesday, **May 26**, 2020 12:15-1:30pm room 451
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| 1. **Adoption of Agenda**
 | Motion by Ramona Butler to approve the agenda, 2nd by Gail Pendleton.  |  | Resolved. |
| 1. **Review & Approval of 4/23/19 Minutes**
 | Motion by Gail Pendleton to approve the minutes with correction to remove Indra Thadani from the Committee, 2nd by Alejandra Oseguera. |  | Resolved. |
| 1. **Active Shooter Training**
 | **Date:** October 15th, 2019 **Time:** 12:00-2:30pm**Location:** Room 451A/B**Presenter:** Sergeant Spencer Fomby, Berkeley Police ***Note***: Depending on the number of RSVPs, workshop may be moved to the Auditorium.  | **Action Item**: Joanna Louie will look into lunch for the training. **Action Item**: Shirley Slaughter will send out the flyer and request RSVPs. |  |
| 1. **The Great California ShakeOut – October 17th, 2019**
 | * Shirley Slaughter registered the College to participate in the Great ShakeOut. The “Drop, Cover, and Hold on” event is one of the largest earthquake drills in the nation. This event occurs annually on October 17th at 10:17am.
* At 10:17am on October 17, everyone is expected to participate in the drill.
* In addition to Drop, Cover, Hold On, we will conduct an evacuation drill, test the emergency phone system, and perform an inventory of emergency supplies.
* Method of Communication: email, monitor messaging and post to BCC website/calendar.
* We may need to schedule a Floor Monitor’s meeting before the 10/17 evacuation.

**\*\*\*We will debrief after the drill on 10/17 from 11:00am-12:00pm in room 451B. This will also serve as the October Safety Committee meeting given Flex Day is scheduled on October 22nd\*\*\*** **Timeline for October 17th, 2019**1. Drop, cover, and hold at 10:17am
2. Emergency evacuation at 10:18am (Scott Barringer will pull the alarm and alert the City of Berkeley and Berkeley PD of the drill beforehand)
3. Vincent Koo will set-up the emergency phone system to broadcast a scripted message via the PA function. Felicia Bridges will be the designated person to activate the system with a code. Shirley Slaughter will be the back-up person.
 | **Action Item**: S. Slaughter create Great California ShakeOut flyer and distribute. Have flyer placed on monitors. |  |
| 1. **New Items/Updates/Concerns**
 | ***Shirley Slaughter’s New Item***The time has come for us to update BCC’s organizational chart for emergency preparedness. We have a number of new employees that require training/certification in SEMS/ICS/NIMS. In addition to involving District Risk Management, we may need to consider hiring a consultant to expedite our efforts in this regard. ***Terms:*SEMS =** Standardized Emergency Management System**ICS =** Incident Command System**NIMS =** National Incident Management System***Alejandria Oseguera’s Concern***There is an outdated blue sign posted on the first floor next to the elevator. It states the EOPS, CalWorks, and CARE programs are located on the first floor. Those programs are currently located on the third floor. ***Brenda Johnson’s Announcement***The Annual Security Report (ASR) should be available any day now. ***Ramona Butler’s Concern***The lower handicapped paddles are loose on the third floor. ***Announcement***The next Health & Safety Committee meeting will need to be rescheduled. It is currently scheduled on the same day as Flex Day, 10/22. ***Next Meeting Agenda Items**** Great ShakeOut Debrief
* Annual Security Report (ASR) Review
* Cleary Act
* Security Camera Update – Vincent Koo
* Mold Assessment – Natalia Fedorova
 | **Action Item**: Roger Toliver will submit a work order to have the sign removed. **Action Item**: Roger Toliver will submit a work order to have all ADA paddles assessed and fixed. |  |
| 1. **Adjourn**
 | 1:14pm |  |  |