Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Roger Toliver, Johnny Dong, Alejandra Oseguera, Ramona Butler, Natalia Fedorova, Francine Lewis, Gail Pendleton, John Pang, Scott Barringer, Sylvia Espinosa, Cynthia Reese, Anthony Edwards

Guests:

Absent: Marilyn Montague, Janine Greer, Jasmine Martinez, Loan Nguyen, Isobel Cooper, Sharon Ahazie, Sarah Dibas, Pooja Sandhu, Felicia Bridges, Vincent Koo

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- 10:40am  Health & Safety Committee 2019-2020 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~September 24~~**~~, 2019 12:15-1:30pm room 451~~ * Tuesday, **October 17**, 2019 10:30-11:30am 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 |  |  |
| 1. **Adoption of Agenda** | Agenda: APPROVED. |  | Resolved. |
| 1. **Review & Approval of 9/24/19 Minutes** | Motion made to approve the Minutes: Francine Lewis Second by: Roger Toliver Opposed: None Abstentions: Scott Barringer |  | Meeting minutes approved with one abstention. |
| 1. **Great ShakeOut Debrief** | * It started two minutes late at 10:19am instead of 10:17am. Scott Barringer’s clock was off. * Brenda Johnson witnessed her staff drop, cover, and hold. * Shirley Slaughter asked students about the Great ShakeOut on her way in this morning and students were aware of it. We did not have the planned evacuation due to midterms so we could not determine 100% participation. We were also not able to test the phone system. * Roger Toliver witnessed students participating in the tiered classrooms. * Anthony Edwards confirmed that classroom 14 did not participate. * Francine Lewis and Scott Barringer brings up the concern of sounding off the alarm for planned drills. We do not want the fire department to make the false alarm a priority in case a real earthquake happens simultaneously. * Scott Barringer recommends sending out a survey to see who participated in the Great ShakeOut. * We need to assess 2000 Center Street   **\*\*\* We need to have a planned evacuation this semester- Tuesday, November 5th at 9:20am\*\*\*** | **Action Item**: Francine Lewis will create the survey and send it to Shirley Slaughter. |  |
| 1. **Annual Security Report/Cleary Act – Brenda Johnson** | Annual Security Report (ASR)  President Tomaneng forwarded the final copy of the ASR to the District last week. The President has asked that dozens of ASR copies will be printed to put in strategic places. We should have already received e-copies from the District. The Safety Handbook was also distributed a day or so before the ASR. It contains good information and there are certain activities we said we’d do so Janine Greer is part of that planning for the activities that was recommended in the ASR.  Cleary Act  There was a MOU created with the former VC of General Services, Sadiq Ikharo, between the Sherriff’s Department and Berkeley Police Department that said they will do Cleary Act reporting. We need to update our orientation. | **Action Item**: Shirley Slaughter will follow-up with Karen Shields to see if she’s received the ASR request to make copies and distribution request.    **Action Item**: Brenda Johnson will follow-up on updating the online orientation to include the Cleary Act overview. |  |
| 1. **Incident Command System – Shirley Slaughter** | The Great ShakeOut was a great reminder to review our Emergency Preparedness Plan so Shirley Slaughter updated the Incident Command System Organizational Chart based on current employment. We need training for the SEMS, NIMS, and ICS.  ***Terms:* SEMS =** Standardized Emergency Management System **ICS =** Incident Command System **NIMS =** National Incident Management System  Our committee needs to meet with the leads first before we bring everyone else on board.  Command Center:  ICS #1- 451A/B if the building is in good shape and not damaged. ICS #2- Learning Resources Center (LRC)  We want to hold another Active Shooter Training on Flex Day in the morning of January 17th so faculty members can attend. | **Action Item**: Shirley Slaughter will reach out to Risk Management to set up a scheduled SEMS training.  **Action Item**: Shirley Slaughter will reach out to Sergeant Fomby to schedule another training. |  |
| 1. **Security Camera Update – Vincent Koo** | Item moved to next meeting. |  |  |
| 1. **Mold Assessment – Natalia Fedorova** | Scott Barringer’s Update on Leaks  Bids have been submitted for the leak repairs in the basement classrooms.  Shirley Slaughter’s Update  We received a number of complaints regarding the water leak that happened in room 557 which saturated the carpet. Shirley asked the Science Department to conduct a mode test.  9/11/19 Results- mold was found so the carpet was deep cleaned.  9/17/19 Results- still found mold but much less diversity of mold species.  Scott Barringer’s Update on HVAC Vents  We have two layers of filters on our air intakes upstairs. We have primary filters that are changed out every two years and prefilters that change out every six months to a year.  Francine Lewis’ Recommendation  We should research how much it cost to install a PA system.  Shirley Slaughter’s Response  She requested the intercom system to be included in the Facilities Master Plan (FMP) Update. During the Active Shooter Training, Sergeant Fomby asked how we will contact missing people so we will need an updated contact list with emergency contact information.  Alejandra Oseguera’s Concern  What is the protocol for Counselors when they are meeting with students and the Counselors are at risk?  Shirley Slaugther’s Response  The question is- where are we with the panic buttons?  Roger Toliver’s Recommendation  Have a secret word or sound so your colleagues know you need help. | **Action Item**: Scott Barringer will follow-up with Sharon Millman regarding the bids.  **Action Item**: Bobby Birks will vacuum the carpet weekly and deep clean each semester. He will also provide us with a schedule when carpets will be deep cleaned and weekly vacuumed.  **Action Item**: Shirley Slaughter will be sending out a request for updated emergency contact information.  **Action Item**: Shirley Slaughter will follow-up with the Department of General Services (DGS) on bids for the panic buttons. |  |
| 1. **Safety Week – Isobel Cooper** | Item moved to next meeting. |  |  |
| 1. **Adjourn** | Next Meeting Agenda Items   * Emergency Preparedness Planning/Active Shooter Training Update (Sergeant Fomby has agreed to do a live drill along with the Berkeley Police Dept.) * Security Camera Update * Safety Week   Meeting adjourned at 11:50am. |  |  |