Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Roger Toliver, Johnny Dong, Natalia Fedorova, Francine Lewis, Scott Barringer, Cynthia Reese, Vincent Koo

Guests: Floor Monitors- Willis Liu, Vanessa Phillip, Phu Le, Joe Bay, Donna Dorsey

Absent: Marilyn Montague, Janine Greer, Jasmine Martinez, Loan Nguyen, Isobel Cooper, Sharon Ahazie, Sarah Dibas, Pooja Sandhu, Felicia Bridges, Alejandra Oseguera, Ramona Butler, Gail Pendleton, John Pang, Sylvia Espinosa

Recorder: Joanna Louie

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. **Call to Order** | Call to order- 12:33pm  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** | Due to presenters not present to discuss their item, items VI- Mold Assessment and VII- Safety Week will be tabled until the next meeting.  Motion: Cynthia Reese moved to approve the agenda with the changes stated.  Second by: Roger Toliver  All in favor. Opposed: None Abstentions: None Motion passed. |  |  |
| 1. **Review & Approval of 10/17/19 Minutes** | Vincent Koo notes the misspelling of “Clery” on page 3 Item V and the misspelling of Shirley Slaughter’s last name on page 5. Scott Barringer inquires about the follow-up action items which the discussion will take place at the end of the meeting.  Motion: Scott Barringer moved to approve the minutes as is with Vincent’s corrections noted.  Second by: Francine Lewis All in favor. Opposed: None Abstentions: None Motion passed. |  |  |
| 1. **Emergency Evacuation Debrief** | * The alarm was activated by Scott Barringer at 12:10pm. * The Business Office noticed people evacuating the building prior to 12:10pm. * We will need an unannounced and evening evacuation drill before the end of the year. * Floor Monitors will continue to report out “(Your Area) evacuated” to co-chairs in front of the entrance rather than the assembly area. Only Roll Call is done at the assembly area. * The evacuation drill ended at 12:21pm. * We need to identify replacements for Anthony Edwards and Francine Lewis as Floor Monitors. * Vanessa Phillip will reach out to the deaf faculty to see what concerns and/or recommendations they may have regarding these drills. * The issue of the double doors automatically closing on each floor became the main discussion topic. * This is a concern because it blocks out certain evacuation routes. * According to Scott Barringer, it is fire code for the doors to automatically close. It has to seal the atrium to contain the smoke and fire, in case of a fire. There are only two fire raided corridors- the Northwest and Southeast corridors/stairwells. * The Committee agrees we should practice evacuation drills as if a real emergency were to occur. | **Action Item**: Shirley Slaughter will look for drill dates.  **Action Item**: Shirley Slaughter & Brenda Johnson will send out an email notification to the community to use only the NW & SE stairwells to evacuate in case of emergencies.  **Action Item**: Shirley Slaughter will reach out to Risk Management for signage (visual cues). |  |
| 1. **Security Camera Update - Vincent Koo** | * New security camera system server along with a new uninterruptible power supply (UPS) unit were installed at BCC in early January, 2020. * New equipment were also installed at the District and other Peralta Colleges as part of the initial phase of a District-wide security camera system upgrade. * New monitoring computer workstations are pending installation at Peralta Police Services and at BCC. The older computer at BCC Security Front Desk will be replaced. * Current security camera system is still recording and is our primary system. * 55 cameras are shown in the security camera software. About half of the cameras are out at BCC. * Vendor is continuing to configure the system throughout the District. * Vendor will coordinate with BCC IT to set up computer workstation. * Vendor will coordinate to train BCC staff and security officers on using the new security camera software. * District IT has enabled the “#” key on our phones for dialing an outside line. The purpose is to reduce accidental dialing of “911”. This feature will be publicized to staff and faculty once District IT provides stickers to be placed on all phones regarding this new feature. Soon after, “9” will be phased out. Both “#” and “9” are available now. |  |  |
| 1. **Mold Assessment – Natalia Fedorova** | Item moved to next meeting. |  |  |
| 1. **Safety Week – Isobel Cooper** | Item moved to next meeting. |  |  |
| 1. **Adjourn** | Follow-Up on Action Items   * Francine Lewis created the survey to see who participated in the Great ShakeOut and Shirley Slaughter sent it out to the community. * Shirley Slaughter followed-up with Karen Shields on ASR request to make and distribute copies. * The online orientation has not yet been updated. Once updated, the Clery Act will be included. * Shirley Slaughter reached out to the District Safety Committee regarding the scheduling of a SEMS training. Risk Management is looking into it. * Shirley Slaughter reached out to Sergeant Fomby to schedule another Active Shooter training during Flex Day. Still need to reach out to the Professional Development Committee. * Scott Barringer followed-up with Sharon Millman regarding the bids for the leak repairs in the basement classrooms. * Shirley Slaughter will send out a request for updated emergency contact information. * Shirley Slaughter followed-up with the Department of General Services on bids for the panic buttons. She brought it up at the District Facilities Committee. She will follow-up again. She requested for the restroom panic buttons but she wants access to the panic buttons in the offices as well.   Next Meeting Agenda Items   * Secret word to use amongst colleagues in case of an emergency. * Vincent Koo will report out on communication blast test via the emergency phone system.   Meeting adjourned at 1:35pm. | **Action Item**: Scott Barringer will reach out to Sharon Millman again and send the response to Joanna Louie. |  |