



## Health, Safety and Security Committee

### Minutes

October 9, 2018

1:30-2:30 p.m., Tower 750

**Co-Chairs: Felipe Wilson (Ex), Amy Marshall (P)**

**Note taker: Hope Lane (P)**

**Committee Members: Hope Lane (P), Pamela Wallace (P), Reginald Constant(P), Indra Thadani (P), Louis Goltz (P)**

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW-UP ACTIONS and RESPONSIBLE PARTY(IES)
Call to Order	Marshall	@1:30	
Adoption of Agenda	Marshall	Adopt agenda as distributed; Louis Goltz has joined committee filling role as Local 1021	
Approval of Minutes	Marshall		Hope motioned; Pamela seconded. Minutes approved unanimously.
Committee Charge and Goals	Marshall	Review charge and goals, format in new template	College Council provided the new template for committee charge and goals.
Disaster Preparedness	Marshall/Wilson	Set up task groups to work on: <ul style="list-style-type: none"> <li>• Evacuation binder update</li> <li>• Chemistry Hygienic Plan</li> <li>• Great Shake Out</li> <li>• Training opportunity awareness-</li> <li>• Evacuation Drill 3/12/2019</li> </ul>	→ Indra, Reginald and Amy to update Evacuation Binder and phone tree contracts. → Amy will follow up with Stephen Corlett for the Chemistry Hygienic Plan →Great Shake out is 10/18@10:18- Discussed planning and outreach to campus

Disaster Preparedness (continued)			→Committee discussed upcoming safety training in different areas and promoting any upcoming training opportunities. → Amy participating on Trustee workgroup that will make recommendations to the Board of Trustees.
Safety and Security on Campus	Marshall	<ul style="list-style-type: none"> <li>• Annual Clery Act Report</li> </ul>	Dr. Ikharo updated and posted the annual Clery Act Report.

**Great Shake-Out:** AM will check to see if mass text can be sent out to campus to encourage participation; distribution of flyers; make announcements in all meetings leading up to event; scenarios-before and after; confirm that website is update with quake drill reminder. Also need to follow up with HSS website.

**Chemical Hygienic Plan (New):** follow up Royl will to see what guidelines/responsibilities committee has regarding Implementation and related training for Chemical Hygienic Plan.

**Promoting Safety:** Follow up to see what, if any, safety plans different departments have

- Amy will follow up with Royl Roberts to know what departments require
- Will benchmark for goal

**Evacuation Drill 3/12/2019:** Begin planning and update participants and incorporate lessons learned from last drill.

- Reginald will cover the A building
- Plan to secure and stop foot traffic through the breezeways during the drill.
- Designate safety monitors for holding areas