

**Mt. San Antonio College
Health and Safety Committee
Group Memory of September 10, 2019**

Committee Members:

☒ Mike Williams
☐ Patricia Swint (Keenan)
☒ Donna Lee
☒ Joanne Franco

☒ Melonee Cruse
☐ Marti Whitford
☐ Sheila Wright
☒ Joe Jennum
☐ Bill Asher

☐ Peter Gonzales
☐ Carlos Duarte
☒ Timothy Engle
☒ Ken McAlpin
☐ Sandi Horn

☒ Ray Mosack
☐ Tatianna Alonso/Student Rep
☒ Duetta Langevin (Chair)
☒ Andie Solorzano (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions		
2. Agenda Review		
3. Review Group Memory – August 6, 2019	Reviewed and Approved	Andie will post to the website
4. Worker's Compensation Claims - August – Andie	Andie reviewed the Worker's Compensation Claims with the Committee for August.	
5. Hazard Reports – Signage for Lyft/Uber drop off - Veteran's Resource Center in 9E safety during an emergency evacuation or active shooter – Health Concern in building 1B	<p>Signage for Lyft/ Uber drop off have been placed and they can no longer be dropped off in these high traffic areas.</p> <p>The Veteran's Resource Center (VRC) has a door separating them from Access. A concern was brought up after the active shooter training regarding that door and how it locks in the event of a lock down or evacuation.</p> <p>Risk received a Hazard report regarding building 1B and the Arts area. A meeting is being set up with the department</p>	<p>IIIB</p> <p>Duetta will follow up with the VRC regarding the door and the lock.</p> <p>After the walk through Duetta will</p>

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	chair, Risk Management and Facilities to do a walk-through of the areas of concern as a health hazard.	update the committee on findings and any action items.
6. Emergency Management Updates – Melonee	<p>Melonee sent out a reminder about the Fall Emergency Evacuation Drill. All of the buildings included in the drill have their evacuation plans completed and up to date. Melonee is conducting evacuation trainings for building managers, building marshals and floor captains.</p> <p>The Emergency Preparedness Fair is coming up in October. There are about 12 vendors attending. 2 activities that will be at the fair are a Selfie Wall and a hands on Fire Extinguisher training after the completion of an online training.</p> <p>The Great Shake Out is on October 17, 2019 and the Planetarium will be having a presentation.</p> <p>Locations for the Reunification Plan have been secured and finalizing the plan.</p>	
7. Active Shooter Debrief – Student Services	Overall the Active Shooter Training for Student Services in August was a success. Some items to look at are the locking systems of the doors. Some doors need keys, some are only accessed electronically by facilities. The vendor, Knowledge Saves Lives did provide resources and we are going to review the doors. Other questions that were brought up from the debrief where:	IIIB Duetta will check back with Rodger Sneed regarding the lock project that is already taking place.

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	<ul style="list-style-type: none"> • Admission and Records discovered that they need to make sure doors are being secured and not accessible to anyone. • Can we do a training with the Students involved? In discussion the committee discussed training students about awareness and promoting awareness. • Some other buildings (9F, 9G) have open areas not many places to hide. The staff wants to know what to do in those situations. Suggestion is a having a hard copy of an Assessment of the Area and department and provide to Campus Safety. • Training for the Grounds and Custodian group • Flex day training 	
8. Annual Review of College Committees Memo – Purpose & Function Discussion	Duetta reviewed the new process of submitting Goals along with the Purpose & Function to PAC. The new process for committee regarding submitting goals and the Purpose & Function statement has been rolled out. The committee reviewed the Goals and will submit them to the new link. The Purpose & Function remains the same.	<p>Duetta will talk to Lianne in POD about Flex day.</p> <p>New Goals will be update on the new link.</p>

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9. Campus Camera Update	No new updates, still in the RFP process.	
10. Roundtable	Trainings offered from ASCIP was sent out to supervisors.	
11. Future Action Items: Identification Badges TB Exposure Standard Operating Procedures Service Animals		Duetta and Sokha have a drafted Standard Operating Procedure for Service Animals. Once finalized Duetta will share it with the committee.

FUTURE MEETING DATES (9:00 – 10:30 a.m.)

October 1, 2019

November 5, 2019

December 3, 2019