

**Meeting Minutes**  
**[September 7th, 2022]**  
**[12:00pm-1:30pm]**  
**[Zoom ID: 307 124 8437]**

**MEMBERS:**

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
X	Garth Kwiecien	X	Waaduda Karim
X	Lee Peevy		Molly Sealund
X	Jason Holloway		Leesa Hogan
X	Carmen Johnson		Waaduda Karim
X	Marie Amboy		Lisa Webb
X	Mitra Mofidi		David Pounds
X	Vincenta Cespedes		Liana Gerado
X	Stefani de Vito		
<b>NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
	Dr. Denise Richardson		
X	Carrie Burdick		
	Patricia Rom		

**GUESTS:**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 12:18pm (GK)	
II. Adoption of Agenda	<b>Motion to adopt (GK)</b>  <b>Agenda adopted</b>	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Approval of Minutes	N/A First meeting of the semester	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
IV. Action Items/ Presentations	<b>Proposed motion:</b> <ul style="list-style-type: none"> <li>• Membership: a student is needed for the H&amp;S committee and inquiries into who can still attend (GK)</li> </ul>	
V. Standing Items	<b>1. Campus Elevators</b> <ol style="list-style-type: none"> <li>a. Campus elevators are being worked on but there are some issues such(GK)</li> <li>b. ‘A’ building elevator has a lack of parts (GK)</li> <li>c. North side of the Library building elevator is currently being worked on and pumps replaced (GK)</li> </ol>	<b>Garth K.</b> will contact Tara Marrero to get a map for emergency supply locations on campus to provide maps to H&S

	<p>d. 'D' building elevator has not started to be worked on yet but is planned after the library elevator (GK)</p> <p>e. The R-building elevator is working but will go down when its pistons are replaced (GK)</p> <p>f. Elevators will be reviewed for lights, emergency phones, and overall safety once the work is completed, but not possible currently (GK)</p> <p>g. P-building elevator ETA completion is requested from Garth (LP)</p> <p><b>2. Covid 19 Updates</b> Mask indoors and outdoors on campus are still required (GK)</p> <p>The September 13<sup>th</sup>, 2022 district meeting will provide an update on a mask and Covid-19 protocols and campus procedure (GK)</p> <p><b>3. Fire extinguishers, Emergency supplies, etc.</b> Looking for companies to purchase (CB)</p> <p>DGF (Dept. of General Services) is to provide supplies (CB)</p> <p>Yellow emergency bins on campus to be replaced and quotes will be reviewed for best options, then hired to remove and replace emergency bins (GK)</p> <p>A map for emergency supply locations is requested, and Tara Marrero will be contacted to provide maps to H&amp;S (GK)</p> <p><b>4. Assessment/Goals</b> (discussed once a year, not during this meeting)</p> <p><b>5. Accreditation Goals</b> (discussed once a year, not during this meeting)</p> <p><b>6. Equity Goals</b> (discussed once a year, not during this meeting)</p>	
VI. New Business	<p><b>Topics of Discussion:</b></p> <p><b>1. <u>Risk Training/Emergency Evacuation Plan/Annual Great Shaking Drill</u></b> Concerns about overgrown trees and shrubs during fire season and what the evacuations paths are if a fire occurs (PR)</p>	<p><b>Mitra M.</b> will create fliers to advertise on campus with evacuation routes on campus</p> <p><b>H&amp;S committee members</b> each to review evacuation maps of Merritt</p> <p><b>Garth K.</b> to plan a meeting prior to next H&amp;S committee</p>

	<p>PA system on campus is not being used or known if operational but could serve as an alert system and should be part of the evacuation plan (PR)</p> <p>Training for earthquakes, fire, and the active shooter should be planned and then a drill should be done on a date after the training (GK)</p> <p>Create a group with H&amp;S members to begin training and set priorities for emergencies. (CB)</p> <p>Suggestion for campus managers to start planning for upcoming evacuation drills on campus (PR)</p> <p>Recommendations for Merritt Landscaping Dept. to remove shrubs for a 10ft clearance from buildings per CAL Fire recommendation (LP)</p> <p>H&amp;S committee will meet next month to further discuss evacuation and drills (GK)</p> <p>Suggestion to create fliers to advertise evacuation routes on campus (MM)</p> <p>Suggestion to use Merritt Fire academy dept. to have an event with fire training (MM)</p> <p>Plan to extend an invitation to Merritt EMT and Fire Academy on campus to participate in evacuation training and drills (MA)</p> <p>Each building needs its own assessment for an evacuation plan in addition to a campus evacuation plan (MA)</p> <p>Director Thomas has mapped out evacuation areas and a flip chart will be created to be shared in the next H&amp;S meeting (CB)</p> <p>The great shakeout drill has not occurred at Merritt since Covid-19 closures, and this year it is called “The International Great Shakeout” which falls on 10/20/22 and H&amp;S committee should identify building monitors to ensure they know the emergency evacuation plan and the designated parking lots to meet at (WK)</p> <p>Waaduda will locate evacuation maps that will be provided to the H&amp;S committee (WK)</p> <p>A review of evacuation maps sent by Waaduda by the H&amp;S committee is requested (GK)</p> <p>Aim is to have the “International Great Shakeout” event at Merritt on 10/20/22 at 10:17 am and a plan is in place to meet prior to the next H&amp;S meeting to prepare (GK)</p>	<p>meeting to plan for the ‘Great Shakeout’ event on campus</p> <p><b>H&amp;S committee</b> to identify building monitors</p> <p><b>H&amp;S committee</b> to locate and provide an inventory of safety radios on campus and check for functionality of use</p> <p><b>H&amp;S committee</b> members asked to attend monthly risk Management training sessions held by Carrie and give suggestions for upcoming training sessions</p> <p><b>Carrie B.</b> to provide H&amp;S committee with updated flip charts in October 2022</p>
--	--	---

	<p>The importance of ongoing training for evacuations on campus is critical (MA)</p> <p>Great Shakeout usually occurs in the Fall and Evacuation drill occurs in the Spring (WK)</p> <p>Suggests to have a drill every 6 months (GK)</p> <p><b>2. <u>Inventory and allocation of emergency supplies</u></b></p> <p>Radios, bullhorns, emergency bins, hall monitor bags, and incident command bags need to be tracked for inventory.</p> <p>Designation of who gets emergency supplies and equipment needed (CB)</p> <p>The Incident Command system will be reintroduced and training will be given to H&amp;S by Carrie before November (CB)</p> <p><b>3. <u>Campus Security Review and update of By-laws (<a href="https://www.merritt.edu/health-and-safety/bylaws/">https://www.merritt.edu/health-and-safety/bylaws/</a>)</u></b></p> <p>H&amp;S updated by-laws last year due to new membership, but this year no updates are needed (GK)</p> <p><b>4. <u>Campus Radio Training/Security</u></b></p> <p>Lee Peevy to teach campus proper radio use for communication and suggests the H&amp;S committee gets training for proper radio use, the date has not been planned yet but a meeting with Tim from the district is needed for the planning of upcoming (LP)</p> <p>Inventory and location of campus emergency radios are needed in order to plan training and ensure radios are still functioning (CB)</p> <p><b>5. <u>Emergency Flip Chart Update</u></b></p> <p>Flip charts will be updated/changed, and should be completed by October 2022 and provided to H&amp;S by Carrie (CB)</p> <p><b>6. <u>Emergency Plan to Accommodate ADA Staff</u></b></p> <p>visually, hearing, mobility impaired ADA staff needs to be created with employee names, and a safety action plan is needed (CB)</p>	
VII. Old Business	<b>Identify Topic of Discussion</b>	

VIII. Announcements	<p><b><u>New Members:</u></b></p> <p>Welcoming Carmen Johnson rejoining the H&amp;S (GK)</p> <p>Welcoming of a new member, Vincente Cespedes to the H&amp;S committee (GK)</p> <p><b><u>Risk Training Sessions:</u></b></p> <p>Attendance to monthly Risk Training sessions held at Merritt by Carrie is encouraged (CB)</p> <p>Safety training recommendations for risk training meetings are requested from the H&amp;S committee (GK)</p> <p>Suggestions to have the emergency evacuation plan and other emergency drill trainings are held during monthly Risk Training sessions (GK)</p> <p><b><u>Incidence Reports:</u></b></p> <p>Stephanie found over 200 incident reports in a campus drawer and recommends a new process of reporting (SD)</p> <p>Past incident reports are being kept in an electronic database and a request to make forms fillable is request (CB)</p> <p>Incident report forms are not accessible and not read properly by the screen readers (LP)</p> <p>Kay Umaporn from Merritt website support team has been suggested to be contacted to make incidents report forms accessible (SD)</p> <p>Henri Mai is to be contacted by Carrie to help with making the incident report form fillable (CB)</p>	
IX. Adjournment	Meeting adjourned at 1:23 pm (GK)	