

**Merritt College  
Health and Safety Committee  
Meeting Minutes  
Wednesday, December 4, 2019  
2:00 pm – 3:30pm  
Location: Business Office Conference Room, Q-218**

**Present:** Jason Holloway, Waaduda Karim, Carmen Johnson, Michelle Lemus (Club Student Rep), Elliott Masouredis, Newt McDonald, Victoria Menzies and Lee Peev.

**Guests:** David Pounds, Spencer Stoggers-Elmore-ASMC, Liana Gerardo, Antonio Ramirez, ACSO, and Juan Carrera, ASCO

Victoria Menzies recorded meeting (note taker)

Agenda Items	Discussion
Call to Order	2:10 p.m.
Reading & Approval of Minutes from November 6, 2019	Reviewed minutes. Adopted
Reading & Approval of the Agenda.	Additional Items: Great Shake-out instructions.
Agenda: 1. Great Shake-Out Drill Thursday, October 17, 2019.	<ul style="list-style-type: none"> <li>• Testing of Blackboard system. Immediate emergency notification did not work. Notices arrived up t 45 minutes after the event. This may not be a viable option.</li> <li>• What is the best option to notify students, local or District. Mass notifications, alarms/sirens, etc.</li> <li>• A couple Faculty didn't comply but the majority did. There is a problem with compliance for faculty and staff.</li> <li>• Should we make an announcement about participating? It should go through administration and union. Should it be mandatory</li> <li>• One dean monitored the hallway. Suggested deans to bring up in the Chairs meeting.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Where do we house the Vans located. Is that convenient for evacuation. How will the vans be utilized to evacuate. Title 22 – posted evacuation plans and updated annually. The plan identified Carl Murnik School as the evacuation site but that also had to be evacuated. Need a backup plan. Need to look at how the vans will be utilized. Elliot working with Christine on a resolution.</li> <li>• Issues the Practicum lab and childcare center.</li> <li>• Need to develop a policy for the van (Elliot).</li> <li>• Access road ....how to get off campus. (rights to exits) – maps</li> <li>• High School have their own evacuation plan but it needs to be collaborated with us.</li> <li>• Need written reports from Building Monitors – enforcement is the problem.</li> </ul>
<p>2. Preparedness Training</p>	<ul style="list-style-type: none"> <li>• Priority is training and awareness. We need to increase the training opportunities. The plan is to institute rolling trainings throughout the campus. Example training SIMS, NIMS, and ICS.</li> <li>• EOP structure is in place but need to update the contact list. Need to identify and approve the incident commander structure.</li> <li>• Need a subgroup to revise plan (Johnson, Oliver, ASMC)</li> <li>• Need to purchase Striker chairs and training. Do we have team? Purchase chairs for the A,P, R,S. Budget decision – we will pay. Committee needs vote on how many chairs we should have.</li> </ul> <p><u>Motion 1:</u> (Newt, 2<sup>nd</sup> by Johnson) Move forward with the Business Office plan to purchase striker chars for campus. S building and A need to determine how many made by Business Office, minimum 54. Start with one for each building. Vote: All in Favor – All, Opposed-0, Abstain-0</p> <ul style="list-style-type: none"> <li>• Need a training schedule. Are we required – no only a drill every calendar year. District training we recommended a training every semester.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Schedule Active Shooter training (run, fight, hide) 1 ½ hour (campus wide). (Elliot to follow-up). Tentative February 5<sup>th</sup>. Ms Dixon scheduled a training that was good.</li> <li>• Other training recommendations:             <ol style="list-style-type: none"> <li>1. Stop the Bleed – April Tentative (Safety Aides, Building Coordinators, campus wide)</li> <li>2. How to alert people to looking/watching behavior</li> <li>3. Spring break is between April 13-</li> </ol> </li> <li>3. Need evacuation plans for COVAH and Latitude</li> </ul>
4. Emergency Operations Plan Update	<ul style="list-style-type: none"> <li>• Carmen Johnson, Sgt Oliver and Spencer agreed to review and update</li> </ul>
5. Uber/Lift Drop Offs – Traffic Hazard	<ul style="list-style-type: none"> <li>• Bus Stop will be used for pickups.</li> <li>• Need to paint curb or designated an area for pick up and drop off.</li> </ul>
6. Public Comments	<ul style="list-style-type: none"> <li>• Deputy Martinez (Day) and Carrera (Swing)</li> <li>• ABC Security – regular security patrol. New Vendor A-1 Protection</li> <li>• Cameras - Incident over the weekend where if cameras were working it would have been helpful. Cameras are not working and are essential to operations. Problems when power is off – stream does not come back on immediately. Cameras that work: Parking Lot C near President’s parking, A</li> </ul> <p>Motion 2: (Johnson, 2<sup>nd</sup> by Newt) Recommendation to repair cameras by Lot G. Camera went down when power went out. Server problem. We recommend to repair all broken cameras and assure that all cameras are functional and operations. Use campus funds to repair if needed. Vote: Favor-All, Opposed-0, Abstained-0</p> <p>Meeting extended 15 minutes</p>

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	<p>Mental Health:</p> <ul style="list-style-type: none"> <li>• Why did OPD respond on an emergency in November and not the Sheriff? Suicide threat – Martinez responded: OPD responded because it was a training event for them and they always respond to 5150 along with mental health counselors. They are responsible.</li> <li>• Classroom challenges with student who need mental health. Need more awareness.</li> <li>• Need faculty to understand how to respond to these type of challenges. Can we make it mandatory that faculty attend the 1<sup>st</sup> Responder Training. <u>Class management issue.</u></li> </ul> <p><u>Motion 3:</u> (Newt; 2<sup>nd</sup> Johnson) Recommended that all faculty and staff to attend the 1<sup>st</sup> Aid Responder training as part of their professional development. At a minimum that they know the procedure for referring students to the support services for assistance that we have on campus and familiarize themselves with the referral system for support. Vote: Favor-All, Opposed-0, Abstained-0</p> <ul style="list-style-type: none"> <li>• Fume hoods ADA – OSHA issue. They are functional but not at a rate that is acceptable for optimum use of carcinogenic materials. Who is aware of this problem? Do the student or lab tech know?</li> <li>• Access problem to Soccer fields. Can't open the gate. (padlock and key not working).</li> <li>• When students dial 911 the OPD will respond.</li> <li>• Need lock box for keys for fire Knox Boxes.</li> </ul>
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**A – Administrator**  
**CN – College Nurse**  
**C – Classified**  
**F - Faculty**

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A – Jason Holloway	C – Vacant – Co Chair
A – Victoria Menzies – Co Chair	C – Lee Peevy
CN – Jon Murphy	F – Margaret Dixon
C – Carmen Johnson	F – Newt McDonald
C – Waaduda Karim	F – Mildred Oliver
C – Tara Marrero	F – Teresa Williams

\*a quorum consists of any 4 members plus a co-chair present.

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