Co-Chairs: John Word, Ron Childress

Team: Rosa Carlson; Arlitha Williams-Harmon; Marlis Brownfield; Jolene Fernandez

**Minutes**

Safety is a full-time job; don’t make it a part-time practice

Start: 3pm

1. **Information/Announcements Items**
   1. **Introduction –** Joe Grubbs,Executive Director Risk Assessment and Management
      1. Active Shooter Safety/AwarenessTable Top Exercise
      2. Public Safety Meeting
2. **Project Update/Review** - John
3. Gym Roof is progressing as scheduled and new air conditioner is installed.
4. District Lock Hardware Project that will replace the key cards will be tested at district office and should be implemented at PC in February 2017. New key cards will have picture IDs.
5. SM Elevator modernization project is still at the architect. Will be installing a wheelchair access by the SM stairwell before any work begins on the elevator. Also, we will be purchasing an evacuation chair in the event of any emergency.
6. **Discussion**
7. The Great California Shakeout- Earthquake Drill is scheduled on Oct. 20th, 10:20am. -DROP/COVER/HOLD ON. An email notification will be sent beforehand to notify of the drill. Will be utilizing and testing the shoretell phone speakers during the drill.
8. Campus Safety Conference – John attended a conference in August that dealt with emergency preparedness, clery act and ASR reporting.
9. Campus Safety Authorities- Updated the incident report form to be in line with the clery act. New incident form will be available in the upcoming weeks
10. Annual Safety Report was due on October 1stand the report is available on the website.
11. Rape Aggression Defense (RAD) Training Reminder - Arlitha Mon. 10.24, 12noon-5pm and Tues. 10.25, 2pm -6pm
12. Mr. Joe Grubbs discussed his role as the Director of Risk Assessment and Management for the district. Would like all staff to receive emergency preparedness training. Rosa suggested the training be held in January during flex day.
13. Red Bag update – Joe grubs will be adding new field trauma kits to the red bags.
14. **Future Agenda Items** – no topics brought up at this time.
15. **Adjournment** – 3:45pm