Co-Chairs: John Word, Jacqueline Verduzco

Team: Arlitha Williams-Harmon, Glen Hall, Tim Brown; Marlis Brownfield, Joseph Cascio (ASPC Pres), Stephanie Olmedo, Jolene Fernandez

**AGENDA**

Start: 3:05p

“Every Day Is a Safety Day, Safety Has No Holiday”

1. **Information/Announcements Items**
   1. Crisis Response Plans Update
      1. 9.17.18, Crisis Management Team Meeting – The Crisis Management Team has been meeting to develop and form an Incident Command System for the campus. The Incident Command System (ICS) is a nationally developed organizational chart that serves as a campus crisis management of tasks and responsibilities during an emergency. The last meeting held was on 9/17/18.
      2. Review of appointed Crisis Management Team Members- Members of the ICS are being selected based on a staff skills survey that was emailed to all staff asking for an evaluation of skills, knowledge, and past experiences.
      3. Review of roles and responsibilities of assignments- The roles and assignments have recently been assigned (drafted) based on the survey. Area leads and personal have received the drafted roles for the Incident Commander and will have a chance to review and give feedback for possible changes as they see fit. The next Crisis Team meeting is scheduled on Oct. 15th. Once roles have officially been assigned meetings and trainings will be held to go over each individual’s roles and assignments on the Incident Commander.
   2. Campus Safety Training Matrix- Series of safety trainings that Arlitha has put together. Some trainings have already been held. The trainings give information on steps to take in the event of a crisis, initial actions to take, etc.
   3. OSHA Training – SM Lab and M&O – John Word (M&O) and Jacqueline Verduzco (SM) to participate in the online OSHA training.
   4. Fall Safety Campaigns
      1. Great California Shakeout Drill 10.18.18 at 10:18am
         1. Drop, Cover, Hold-on- Utilizes the PC Alert System and the speaker notification on the Shore tell phone system.
      2. Campus Safety Month
      3. Domestic Violence Month
      4. Campus Safety Sexual Violence
      5. Mental Health- Mental Wellness 18/19 Academic Year Plan Review
2. **Project Update/Review** -
3. HVAC replacement, M/O, TI, CT, Art Gallery – Complete
4. SM Elevator and Restroom Modernization – Restrooms Complete, Elevator pending certification. Elevator failed inspection on 9/26/2018. Contractors are on site to fix problem areas. Still pending Fall Semester.
5. Parking Lot A&B construction – Complete- A problem area in the parking lot entrance closest to Main Street (parking lot A) has been brought to John’s attention. Drivers are cutting the corner and going over a curb. John is having an engineer review the area to fix it.
6. Facility Master Plan- To KCCD Board for Review, Oct 11, 2018
7. Drought Tolerant Landscape- in process- Part of the parking lot construction. Drought Tolerant landscape including artificial turf and plants is being installed along College Ave. and on Main St. to the bus stop area.
8. AC and SC door replacements – in process – AC doors have been replaced. On Friday 9/28 the Student Center sliding doors by B&N are scheduled to be replaced.
9. Gym Floor Replacement – in planning Meeting was held on 9/26 about the GYM Floor replacement. This will involve a complete redo of the main GYM floor, and resurfacing of the front entrance and replacing of asbestos tiles in the coaches hallway (coaches row).
10. **Other** 
    1. Red bags – 5 bags are being re-filled. Another training TBD Another training will be held for individuals who will receive the remaining 5 bags and act as a refresher course for those that already have a red bag. Joe Cascio mentioned that some departments are unaware that the red bags exist. A suggestion was mentioned that people should be made aware who has a red bag, where it is stored and possibly having an alternate to access a bag if the holder is not on campus.
    2. Title IX webinar – Arlitha viewed a Title IX webinar which gave more insight to investigating and reporting on Title IX. Arlitha has a video in her office on Title IX if anyone is interested. In conjunction with Title IX, under the Clery Act the Annual Campus Security and Fire Safety Report for 2017 is set to be published on October 1st 2018. A link is provided on the Safety team website to view more information on Porterville campus security and to view a PDF of the annual report. <https://www.portervillecollege.edu/security/safety-security>.
    3. Armed Intruder Exercise- TBD This is an exercise that will need some planning. All staff will need to participate. Flex Day has been mentioned as a possible day.
11. **Discussion**

A question was asked if the HVAC could be shut down if needed during an emergency, for example, smoke from a fire, a toxic air borne chemical is released. Who could access the system? Call M&O- Most buildings are set up on a central system and can be controlled on a computer system in the maintenance shop. All other buildings would require someone from M&O to come out to the building to turn off the air system.

1. **Future Agenda Items**

N/A

1. **Adjournment** 4pm