

Facilities and Maintenance meeting HEPSS Task Force Health, Emergency Preparedness, Safety and Security NOTES DECEMBER 5, 2013, ROOM – ACADEMIC SENATE CONFERENCE ROOM

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

MEMBERSHIP				
Monica Collins, Co-Chair	Rebecca Barnard	Michael Collins	Gary Dominguez - A	
Andy Gonis	Don Mahany, Co-Chair	Don Maus		
Mark Wheeler	Alistair Winter – Absent	Jim Wooley – Absent		

		Meeting Called to Order 2:00
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
Alert-U Test and Training	Considering/Researching options to replace current AlertU with a single platform system. When/If this happens the information gathered by Alert-U will be transferred.	Alistair was absent at this meeting. It was reported that he is working on this and will report back at the next meeting.

CERT Training	 Great support from the President's Cabinet for CERT Training. Wish to target M&O teams, how open up to the full staff/faculty? Don Mahany and Gary Dominguez could provide the FEMA sponsored training. Requires 24 hours of training. Difficulty to schedule, get commitment/make-up sessions?? Fridays are good days? 	
Eyes and Ears- threat assessment training Disaster Survival Skills training	 The Nov. 19th Eyes and Ears- threat assessment training with OCDE. Report on completed training. In-House training could be more targeted. Desire more focus on psychology; include info that empowers employees to act. Stats were old, not really applicable to SAC. Disaster Survival Skills training scheduled for February 5th 8:30 – 11:30 AM by Wayne Bennet. 	Dr. Collins: A 2 nd training is scheduled for January 21 st , 3 – 5 PM in D101.
Spring Drill	 Wednesday, February 26th is target date. Desire to move the ICS location to the first floor of A building for access to power generation capacity with specific circuit panels that will provide access to electricity, computer, phones, etc. Conduct a drill just for M&O people and involve Health Center and Psychological Services staff. Look at communication process. Need to inventory ER supplies – suggestion was that next meeting we meet at the trailer and inventory supplies. 	Dr. Collins - Lead Contact Person Mark Wheeler to research on specific room for use dedicated for the ER center and give Dr. Collins a list of potential rooms for use Don Maus will send us the inventory list.

STANDING REPORTS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
SAC - Jim Wooley	 Significant incident report; Report provided by James in a hand-out 	J. Wooley
Risk Management- Don Maus	Injury report provided.	Don Maus

District Assessment Task Force Update	 A new task force has been created at the district level to assess our readiness. See 	Dr. Collins
OLD BUSINESS	DISCUSSION/COMMENTS	ACTIONS/OUTCOME/FOLLOW UPS
SAPD request for videos of SAC campus, buildings and grounds for training. Partnership with Santa Ana Police and SAC	 Pictures done and sent to SAPD for their review and consideration. Paul Walters – retired police chief is assisting with a readiness assessment and will be making recommendations to the District task force. Hopes for future training and SAC as a SAPD training site. SAC needs to establish protocols for reaction to various situations. Safety and Security of our students, staff and faculty is our number one concern and our responsibility. Recent campus wide accreditation survey showed that overwhelmingly people feel safe and secure at SAC. 	Dr. Collins Mahany and Dominguez would like to enter into this project. A model for tabletop exercise / presentation should be used prepared for this exercise.
Employee Emergency Notification letter	 After the Eyes and Ears training Don Mahany proposes that the STUDENT ER NOTIFICATIONS form be modified for dissemination to faculty and staff. A draft was proposed and members are to review and make recommendations to chairs for edits. 	Don Mahany
Smoking Policy	 Dr. Collins provided members with a copy of the draft revised policy of TOBACCO FREE CAMPUS DECLARATION. Policy now includes reference to ban on e-cigarettes. District is updating its regulation on smoking as well to create a common voice across the district for all sites. 	Dr. Collins
Hazard Communications training	 Don discussed the new Hazard Communications training. The M&O staff still needs to schedule their training along with several other departments. We are moving toward an on-line system for Material Safety Data Sheet management. In order to do this we need a current chemical inventory from each department. Biology, Chemistry, Auto, Diesel, Manufacturing and Welding are complete. 	Don Maus – Mark Wheeler

	Still need inventory from M&O, the Theater, and the Art department. Once the inventory is uploaded we can proceed with training on how to use the site.	
Next Meeting	Thursday February 6 th	Agenda Items for Feb Meeting: 1. Have meeting near the ER trailer so we can do the inventory. 2. Review Draft of the ALL employee ER notification.