Co-Chairs: John Word

Team: Arlitha Williams-Harmon, Glen Hall, Anne VanDerHorst, Marlis Brownfield, Jolene Fernandez

**AGENDA**

“Safety Isn’t a Slogan, It’s a way of Life”

**Start 3:15p**

1. **Information/Announcements Items**
   1. Campus Evacuation Map updates- Evacuation routes to be added. Routes are being added to the evacuation map to indicate the best paths to take from each building in an effort to prevent crowding in the quad and by the fitness center. Samantha Sousa is in the process of adding paths to the map. Also, discussed placing a sign in the evacuation area so people will walk out farther into the field instead of staying by the buildings.
   2. Safety Training – Incident Command System (ICS) Rich Stover (Safety Consultant) is working with Glen Hall putting together ICS emergency binders. Those who have a role in the ICS will receive a binder. A series of meetings/trainings have been setup to review roles and responsibilities. Discussed having a lower level training reminding individuals what they should do if not assigned a role on ICS; evacuate accordingly unless directed elsewhere.
   3. StepUp Bystander Training- A StepUp training was held on campus in February. See Document. Glen has edited and condensed the training and has delivered it to Student Athletes with the help of Joe Cascio. Currently in the process of editing the training to 90 minutes or less.
   4. Spring Campus Incident Review
      1. Lockdown There have been 2 incidents across the street at the PUSD schools that resulted in a lockdown of the campus this semester. One was over within 5 minutes, and few people had been notified.
      2. Academic Center fire alarm The Fire Alarm was pulled in the AC building this semester and that caused confusion on who was to evacuate and people not evacuating the AC building. With the lockdowns and the AC fire alarm we have become aware of problems with the PC Alert System. The system is slow, and some people do not receive the alerts at all. The PC Alert is not effective as an emergency notification system. The system works best as a mass alert notification, ex: classes canceled due to no power. Currently looking at new options for a campus alert system.
      3. Evacuation Exercise / Drill Glen is working with a videographer to create a safety training video, focusing on what to do during a lockdown situation and evacuation situation. The video will be played at the same time in class over a 2 day period. The goal is to have every student on campus view the video.
   5. Campus Safety Month- District Attorney, CPR, Red Cross Public Relations people from the Tulare County District Attorney’s Office will be on campus April 16th presenting a workshop on dating violence, social media safety, and human trafficking. See Document.

Currently in the process of setting up another CPR training on campus. Glen is suggesting having a basic CPR class 4 hours max, to encourage more people to sign up.

Porterville College partners with the American Red Cross. They have utilized our campus for trainings and classes. Currently in the process of setting up an evacuation training, this will take a lot of planning and organizing before we can host this.

* 1. Red bags – Adding 11 bags and assignments – distribute new map. In the process of updating and adding additional red bags. More people will have red bags and some will change. An updated campus map indicating the red bag holders and location was distributed, See Document. A training will be held going over the contents within the bag and how and when to utilize an item; including radio protocol. Date is TBD.
  2. Staff Development Committee- How that relates to the Safety & Security Team

Jacqueline Verduzco to discuss this topic, was unable to attend meeting. Discuss topic another time.

1. **Project Update/Review** -
2. SM Elevator and Restroom Modernization - complete
3. Facility Master Plan- Board approved 12/18- complete
4. Drought Tolerant Landscape- complete
5. AC and SC door replacements – complete
6. LRC reconfiguration- complete
7. AC exterior light repair – 90%, This project is now about 95% complete
8. Cameras – Reviewed w/security for additional placements John Word and Glen Hall are reviewing areas where more cameras need to be added and areas where greater clarity/ higher mega pixel camera is needed. An MOU has been drafted to allow the Police Department to have access to the cameras when needed to gather information. The MOU is currently at legal.
9. HR Relocation to SM building Relocation will happen soon
10. Adding Foster Youth to AC building where HR is currently M&O is working on the finishing touches of the new HR office and waiting for new furniture to arrive.
11. Infrastructure mapping/repairs – Civil to evaluate campus infrastructure. Using Measure J Funding. Starting Monday April 22, 2019 a team will map out the underground infrastructure using geothermal imaging. This will take about 2 weeks to complete. Once the report is generated the next step is to replace old pipe and fix any problems. Also the report will give us information on how to redirect lines to prepare for the 5 year plan.
12. Gym Floor Replacement – Schedule April 29-August 2, 2019 Coaches that have offices in the gym will be relocated temporarily. The hallway portion by coach’s row will be completed before the start of summer school, and anyone that has offices in that area will be moved back. The main portion of the Gym will be closed off all summer.
13. Restroom Renovation- AC, Gym foyer April 1, 2020 – Nov.30, 2020
14. **Other** 
    1. Staff OSHA Training, April 25th Bakersfield.
15. **Discussion**
16. **Future Agenda Items**

1. **Adjournment 4:30p**