

Health and Safety Minutes
November 26, 2018
3:00 p.m. - 4:30 p.m. in MUB-340

Members Present: Aaron Holmberg (Co-Chair), Vanessa Miller (Co-Chair), Jane Ernstthal (faculty), Kate Charlton (faculty alternate), Beth Freedman (faculty member), Leilani Battiste (administrator member), Jo Anne Bilodeau (classified member), Rudy Palacios (classified member), Abigale Fernandez-Flores (student member), Linore Rong (student member).

Members Absent: Tracee Wong (faculty member), Guadalupe Gutierrez (classified alternate), Athena Steff (classified member), Shawn Yee (classified member), Maria Salazar (classified alternate)

- A. At 3:06 p.m., we welcomed new student members and one classified member
- B. Adopted minutes of previous three meetings
- C. Discussed need for evacuation location signage. The Committee supports and urges such signage be acquired/made and installed throughout District in advance of upcoming evacuation drills. Funding should come from B&G.
- D. Year ago, a morning and an evening all campus evacuation drill was executed. At the time, floor captains had been identified and those persons had access to black bags, placed by Campus Police, to help them orchestrate the evacuation and assembly. We have not done these drills since, and we do not know where all those bags are. We also do not have floor captains anymore.
- E. People do not know where to go in an evacuation. The Committee recommends sending the map and instructions to all personnel so they can inform themselves of where to do.
- F. The Committee encourages reinstatement of the floor captain system. Furthermore, the Committee encourages that these persons be provided the equipment and training they might need to successfully fulfill their role.
- G. We should identify what need to be done at each of the upcoming FLEX days in advance of the full scale drill, recommended for the October 2019 FLEX day. We discussed possibly using January FLEX to (a) promote selection of floor captains, (b) educate employees on where and when to evacuate, (c) educate employees on the new RAVE notification system, and (d) locate those old black bags. We discussed using March FLEX to have discussions on emergency communication gaps and improvements. We did not identify a goal for the August 2019 FLEX. We decided to agendaize this item and the topics within it for next meeting.
- H. We discussed the District decision and process of following SFUSD's lead on college closures. We agendaized this topic for the next meeting.
- I. We discussed education of student son the smoke free campus rules, but we deferred to the Breath Healthy Taskforce at this time.
- J. We set our upcoming meetings as follows:
 - a. December 10, 2018: 3pm to 430pm, MUB-340
 - b. January 28, 2018: 3pm to 430pm, MUB-340
- K. At 4:28 p.m., we adjourned.

Respectfully submitted by Co-Chair Aaron Holmberg, 11/27/2018