



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.

District Assessment Task Force Update	<ul style="list-style-type: none"> 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
<p>SAPD request for videos of SAC campus, buildings and grounds for training.</p> <p>Partnership with Santa Ana Police and SAC</p>	<ul style="list-style-type: none"> 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. 	<p>Alistair Winter</p> <p>Dr. Collins</p> <p>Mahany and Dominguez would like to enter into this project. A model for tabletop exercise / presentation should be used prepared for this exercise.</p>
Employee Emergency Notification letter	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

	<ul style="list-style-type: none">• 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 6th	Agenda Items for Feb Meeting: <ol style="list-style-type: none">1. Have meeting near the ER trailer so we can do the inventory.2. Review Draft of the ALL employee ER notification.