

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 3, 2016**

**Committee Members:**

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|---|--|--|---|
| <input type="checkbox"/> Dave Wilson                      | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Peter Gonzalez | <input checked="" type="checkbox"/> Beth Sullivan (notes) |
| <input checked="" type="checkbox"/> Aneca Nyuda (Student) | <input checked="" type="checkbox"/> Melonee Cruse  | <input checked="" type="checkbox"/> Carlos Duarte  | <input checked="" type="checkbox"/> Steve Shull           |
| <input checked="" type="checkbox"/> Donna Lee             | <input checked="" type="checkbox"/> Joe Terreri    | <input checked="" type="checkbox"/> Timothy Engle  |   |
| <input type="checkbox"/> Manuel Marquez                   | <input type="checkbox"/> Joe Jennum                | <input checked="" type="checkbox"/> Ken McAlpin    |   |
|   | <input checked="" type="checkbox"/> Bill Asher     | <input checked="" type="checkbox"/> Patricia Swint |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<b>Agenda approved.</b>
<b>3. Review Group Memory - April 5, 2016</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<p><b>No changes to memory.</b></p> <p><b>Memory from April 5, 2016 approved as submitted and will be posted to the website.</b></p>
<b>4. AAR for Drill and Evacuation Incident-Final</b>	<ul style="list-style-type: none"> <li>• The Committee discussed the AAR for the March drill and evacuation incident.</li> </ul>	<p><b>Melonee Cruse provided the AAR to the Committee. A final report has been created. Action Plan tasks have been assigned to various departments and committees. The Committee discussed including specific procedures for individuals with disabilities.</b></p> <p><b>The committee discussed the action</b></p>

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		<p>plan tasks assigned after campus evacuation due to the bomb hoax. Some items include: traffic control, care and shelter, and that teams on campus have appropriate training in SEM/NEMS.</p>
<p><b>5. Emergency Response Implementation Plan-Review</b></p>	<ul style="list-style-type: none"> <li>The Committee reviewed the Emergency Response Implementation Plan.</li> </ul>	<p>A two year plan for emergency response has been developed. This includes completion of the Emergency Operations Plan and developing continuity of operations in the event of an emergency or disaster.</p>
<p><b>6. EOP Update</b></p>	<ul style="list-style-type: none"> <li>The Committee discussed updates on the EOP.</li> </ul>	<p>Mt. SAC is working with West Coast Consulting to complete the EOP. An overview of changes being made will be presented at the next Committee meetings. This will include updates on what the plan is lacking and a threat assessment presentation.</p>
<p><b>7. Two Year Drill Schedule</b></p>	<ul style="list-style-type: none"> <li>The Committee discussed the two year drill schedule.</li> </ul>	<p>The Committee discussed when and where emergency preparedness drills will be held on campus over the next two years. Summer and Fall exercises have been planned. Winter and Spring of 2017 have been tentatively scheduled.</p>

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<b>8. Title 8 Safety Items</b> <b>a. Review of Worker's Compensation Injuries-April 2016.</b> <b>b. Hazard Report Log</b>	<ul style="list-style-type: none"><li>• The Committee reviewed the Hazard Log.</li><li>• The Worker's Compensation Log was reviewed.</li></ul>	<b>None.</b>  <b>None.</b>  <b>The IIPP is still in the process of being updated by Melonee Cruse. A job matrix has been created by Melonee Cruse and Donna Lee and is near completion.</b>
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<http://inside.mtsac.edu/organization/committees/safety/>

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

**May 3, 2016**