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| Item # | ***Topic/Activity*** | | ***Action(s) Taken*** | ***Handouts/Reference Materials****◊* |
|  | **Public Comment:** None.  Introduction of members and guests. | |  |  |
|  | **Approve:** Agenda for September 18, 2014.  **Review:** Minutes from June 19, 2014. | | MSA  MSA |  |
|  | **Old Business** | |  |  |
|  | 3a. | **Container**   * **Items**   Safety items were purchased with grant money.   * **Location**   Container is stored behind President’s office. Ryan has key and police personnel have access. |  |  |
|  | 3b. | **Status of Walkie Talkie Radios**  Repeater purchased and cable needs to be installed to antenna - |  |  |
|  | 3c. | **Safety Evacuation Drill**  The day of drill, Ryan will contact our fire department to let them know that it is a drill.   * **Drill Training Process** * Any alarm should be treated as real even if it is a drill. Signs identify where people should go. * Monitors need to guide people as far away from door as possible. When evacuating these areas please head towards “Evacuation Point B”.  Site “B” is located in between Parking Lot A and Lot 1A in the front of the college. * Remain calm. * Direct people out of the building and towards the front parking lot (Evac Sit B). Do not allow people to stand near entrances and exits as they leave the buildings. * If there are people who need assistance please assist them in exiting the building. * Do not argue with anyone if they refuse to leave the building but keep note of who that person is. * Once you arrive at the evacuation site please check in with the sector monitor (Mike Becker). * Please have paper and pen/pencil to document names of people who you know might be unaccounted for and or refuse to leave the area. If you document anything please be prepared to provide that info to the sector monitor (Mike Becker). * **Radio Training Process** * Leave radio on in charger. * Turn on in AM and turn off at night. * Leave on desk to keep battery life. * Use Channel 1 * When speaking into the radio, do not use codes - use plain English. * Press button, hold for 1 second, green light will come on, and then talk holding it a bit away from face. * Red light = Charging * Blinking red light = reset in charger. * Ryan will be happy to train individuals. Ryan will do monthly broadcast to check phone systems. * Notify leader where you are, when your area is cleared and when there may be an injury or emergency in your area. * **Date** * Check library gate – Aides will stand by during drill. Slam door behind you. * 2 dates have been proposed: 10/14/14 9am – 12noon,   10/16/14 9am – 12noon  Section B monitors will be surveyed to determine most appropriate date  for this area.   * Monitors will debrief at next committee meeting. |  |  |
|  | 3d. | **Brentwood Drill Feedback**  Ryan advised the committee that the evacuation at Brentwood was done quickly. However, everyone did not move 30ft. away from building door.  More supplies are needed for Brentwood   * Bags * Vests |  |  |
|  | **New Business** | |  |  |
|  | 4a. | **Safety Committee Charges for 2014-15 from SGC**  Ronke commented that they did make great strides last year. Discussion to keep the same charges for 14-15; however, anyone who wishes to add or delete items, please advise at the next meeting. |  |  |
|  | **Updates & Announcements**  Ryan advised the committee of the following:   1. LMC has a (MOU) mutual agreement with the Pittsburg Police Department and Red Cross whereby LMC will become a temporary housing facility in case of a community disaster/emergency. LMC may receive grants in order to prepare for this. 2. Pittsburg Police Department is prepared to provide cross training with LMC for an active shooter scenario. | |  |  |
|  | **Wrap Up & Next Steps**  The meeting was adjourned at 4:00 PM. | |  |  |
|  | **NEXT MEETING:** (day of the week), (date and year) ~ (XX:00 a.m./p.m. to XX:00 a.m./p.m.) in Room XX-XXX | | | |

*\*If there is a related document being reviewed, indicate “first read” or “second read.”*

*†List any action/vote taken on each agenda item.*

*◊To provide context for the discussion summaries, the minutes can include links to handouts or presentations shared during the meeting.*