**Meeting Location: A149**

Committee Chair - MaryBeth Benvenutti

Minutes taken by – MaryBeth Benvenutti

Attendees – MBB, Lilia Celhay, Donna Jones, Caitlin Gilbert, Natalie Rodriguez, Selwyn Montgomery

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| **Topic** | **Facilitator** | **Action** | **Minutes** |
| Call to Order | Benvenutti | yes |  |
| Approval of Agenda | Benvenutti | yes | Added emergency supplies & Striker chairs |
| Appointments of Student member | ASCOA | yes | We received an appointment from Student Activities but the representative thought the meeting was at 2. She will be added to the email list |
| Election of Faculty Chair | All | yes | Tabled – no faculty attendees |
| Emergency Drill | Benvenutti | information | Shake Out certificate for 2018 was presented and will be posted the website.  Members commented that there was a problem with people going back into the buildings before an all clear notice was given. MB noted that as Safety Committee members and building monitors, we need to assert our authority to ensure peoples’ safety. Also, incident commander will need assistance at drills until he is fully trained. |
| Web updates | Rodriguez | Yes | All members were asked to submit materials for website. Discussion about what type of items to post. |
| Emergency Signs | Benvenutti/Karas | discussion | MB shared the proposed sign and the following comments were given for improving the sign. See attached notes. |
| Fire/Life Safety Inspection | Benvenutti/Tod | discussion | MB gave notice to the members that Knox boxes had been purchased and will be installed so fire department will have access to all buildings at all times. |
| Campus Shield | Benvenutti | discussion | The members did a test of the application but hitting the emergency call number. We found that even though we were on campus, the first call went to APD and the second to OPD. At no time did PCCD police receive a call. We contacted PCCD police and found that they have to log on to the system for it to give them notice. PCCD police, after logging on, did receive a notice but not the phone call. The notice that PCCD police did receive had Lilia’s desk phone as her contact, not her cell phone. We found this was because when she set up the application, she entered her desk phone. We suggest that the application set up is clear that the phone number to use should be the cell number. We also found that when the application is on an Android phone, the text information does not appear. Committee would like to share these comments and issues with the owner of the application once we find out who that is. |
| Emergency Supplies | Montgomery | Discussion | Reported that he is getting a company to come in and inventory our supplies and will give us a quote for the items we need to replace. |
| Stiker Chairs | Montgomery | Report out | Reported that he is getting quotes on larger chairs and will request training on those chairs. |
| Next Meeting | Chairs | March 28, 2019 |  |
| Adjournment |  |  |  |

Committee Membership:  
Administration – MB Benvenutti, Amy Lee, Lilia Celhay  
Classified Staff – Donna Jones, Caitlin Gilbert, Natalie Rodriguez, Selwyn Montgomery, Shuntel Nathaniel  
Faculty – Sabeen Sandhu, Rachel Goodwin, Evan Schloss  
Student – Sabrina Igot sabrinaigot@gmail.com