Minutes

Present:    Ken Kato, Chulee Grove, Lorri Taniguchi, Russell Uyeno, Guy Shibayama, Brian Quinto, David Medeiros, Dean Crowell, Bobby Salvatierra, Tom Mikulski, Scott Rhode, Derek Oshiro, Danny Aiu, Jeff Lane, George Boeman, Oscar Diaz, Sandy Sanpei, Gerald Chen, Ann Abeshima, Janina Martin, Joy Nagaue, Elliott Higa, Jim Poole, Eric Lagrimas?, Mike Ferguson, Rob Edmondson, Eric Shaffer, Robert Bates, Kahale Saito, Eric Shaw, Dean Arashiro, Jon Santos, Atui Valu, Cassandra Kam, Lianne Nagao, Stefanie Sasaki, Steven Shigemoto, Bill Becker, Lisa Dye, Heather Florendo, Mario Mediati, Owen Miyamoto, Derek Otsuji, Lynette Chin (Recorder)

Guest:       Mark Behrens, CSP
Director of Safety, Security Director & Emergency Preparedness
Hawaii Department of Education.

Chulee Grove welcomed the group and ask everyone to review contacts on the HCC Health & Safety Committee, Fall 2014 list. She mentioned there is a new designated evacuation poster. She also introduced the guest speaker, Mark Behrens, Director of Safety, Security Director & Emergency Preparedness Hawaii Department of Education.

Welcome

Ken welcomed and thanked everyone for being part of the committee on behalf of the Chancellor who was unable to attend today's meeting.

The agenda was adjusted to accommodate Derek Otsuji who requested to give his report first since he has to leave to go to another meeting.
Health & Wellness Subcommittee – Derek Otsuji

Information Resources – Nadine Leong-Kurio, Library has placed many interesting items such as a the 1 mile walking map route around HCC in addition to information on workshops and other resources.

Workshops that we have held or will be having on campus include:

• Nadine Leong-Kurio – is assisting the committee on Elder Care Initiative in joint partnership with Toni Hathaway and Cullen Hayashida from the Kupuna Education Center – to identify areas of concern as many of our family and friends are aging. An upcoming event is planned for Friday, Sept 19th in Bldg 4, Room 18 – 12 noon Topic: Fall Prevention

• Health & Nutrition – Events recently held included: a) Poi-making by Alapaki Luke b) Purslane – grows wild here on campus and is known to be Ghandi’s favorite food which is good for the heart and brain (by Derek Otsuji)

• Food Demonstration – Clara Iwata is coordinating the event: Friday, Sept 12 – Topic: Energy Bars by Mama T Gonsalves

• Rose Garden Visit - Lianne Nagano or coordinating the event: Saturday, Feb 14, 2015 - Visit the Urban Garden’s rose garden on Valentine’s Day (rose purchases are available after tour)

Emergency Planning Subcommittee – Lorri Taniguchi and James Niino

The Emergency Planning Subcommittee is no longer in existence as we move towards Administration taking more of a lead role in this area. Some of the leftover projects that we are finishing up are as follows:

• The emergency evacuation floor plans have taken us a few years to complete. We are fortunate that Doug Madden took the plans from the UH System Office and he worked with us in fine tuning the plan adding more detail to where things are located on each floor (i.e. mechanical, electrical rooms, first aid kits, etc.). These comprehensive plans have been pared down for evacuation purposes so that we can post an evacuation route poster in each room. Over the years, Guy Fo helped us and later, The emergency plans are almost ready to print and are available for viewing. See Lorri after today’s meeting to review and comment.

Special thank you to James Niino for his assistance in coordinating AEC student help who have worked on this project. After printing the final version, these will be posted. Each poster has specific information on the place it is to be posted.

• Some emergency items like bullhorns that we purchased have arrived. We will next be working at getting these prepped for distribution.
• On another note, announcements were made on behalf of the Health Office on the following upcoming activities. Informational tables will be placed in front of Bldg 7 & the Health Office to publicize/market this event.

• Blood Drives in September and November—special thank you for allowing our student assistants to go to your classrooms to make announcements to recruit to fill appointments. Thanks for allowing students to recruit for blood donors.

• Flu Shot clinic in September – last Wednesday and Thursday of the month, 11am-1:30 pm (correction – 11am to 2pm)

• Join the HCC Team (HonCC CARES) in “Making Strides Against Breast Cancer Walk”, Saturday, October 4, 2014 – no minimum fee to participate. Donations go towards breast cancer research. Sign-up online to walk or donate with our team.

Safety, Security and Facilities -- Ken Kato

Ken Kato clarified his position as the Interim VCAS position. Per Ken, he depends on all of us to inform him if there are needed repairs especially in the area of health and safety and he will make prioritize projects as such. Ken asked that if you have problems, to please update him about concerns/

Completed health and safety-related projects include:

• Fixed the rolling doors for many areas. Still need to fix Bldg 3 Autobody and Bldg 44 Diesel

• Bldg. 2 – replacing the 3 elevators to meet code. Elevator will be replaced one by one. Project is scheduled to start approximately in 1-1/2 years.

• Asbestos project – Phase 1 – Bldg. 20, CENT/ Native Hawaiian ceiling. Project is scheduled to start approximately in 1-1/2 years.

• Apprenticeship Bldg - Boiler & restrooms repaired

New projects:

• Install water/sewer service in 72A/72B and tie it in to the new Science Bldg

• Science building is in design phase and soon going out to bid

• Fix fuel tank covers at AERO

Today! HAZMAT training today in 2-214 from 1pm to 3pm for those needing Initial training;
Refresher course is from 3pm to 4pm.

Ken also thanked the committee for their work on the maps. This has been a big project. It is important to inform each of your classes on where they are to escape.

Guest Speaker -- Mark Behrens, DOE
Mark spoke on growth of DOE in safety; DOE has 260 schools and 180,000 students; Hawaii is the 10th largest school district in the country. Top 50th have their own police forces in addition to their city police force. New York City and LA Unified school districts are over 1,000,000 students. A vast number of these school districts have their own police officers.

Mark explained on how DOE worked closely with State and County agencies to get to planning for and doing the active shooter exercise.

These are the things Mark learned from his experiences:

- Work closely with the local police department and officers in your area. It’s all about Partnership & collaboration. At first there was resistance with us (DOE) working with HPD because DOE is a State agency (DOE) and we were told we need to work through the State Sheriff’s office. However, in an emergency call would go through 911. HPD realized we had to partner and collaborate to come up with a plan to make this work.
  - We need to get know the beat officers in our area.
  - Share with them your “plot maps” so that they know how your buildings are laid out. At DOE they are considering placing numbers on top of the buildings so helicopters can easily identify buildings from the air.
  - Give your cellphone number to HPD so that they can call you immediately if there’s a problem.

- U.S. Secret Services has a Fusion Center that started 2 yrs – where they bring all law enforcement into a network. Located in Restaurant Row. Meet quarterly. They call each other Hi State School Security Council. They come together to share information. Sometimes it is on the latest gang activity; energy drinks laced with OxyCodone (pain pill).

- Active shooter exercise starts after Sandy Hook incident (Dec 2012)
  Prior to Sandy Hook the DOE had for many years worked on locked down plans. After Sandy Hook incident, the DOE and HPD collaborated to do full scale functional exercises.
  - Recommendation: HPD given plot maps of schools. These would be good to share and to also put on computers.
  - Recommendation: Involve the beat officers in the area (15 minutes).
  - DOE trains lockdown at least once a year. Agree on 1 active shooter exercise for each district (DOE is broken down into 4 districts – Honolulu, Central, Leeward, Windward).
  - Major Events division handles all logistics for this. Command Center truck is brought down.
  - Scenario used was TRO (temporary restraining order) as the example.
• HPD comes in with 2 teams. They set up earlier; it takes 15 minutes of educational time.

• Exercises itself lasts 5-7 minutes. Response requires lock doors, shutters, covering windows, stay away from doors/windows, being quiet/shut off cellphones, stay low, turn lights off and stay in the dark, etc. Active shooter lasts about 5 minutes or less. You get “chicken skin” when it happens. It’s loud.

• Special planning for students with special needs might be considered. In one case, they moved SPED (Special Ed) student to a lower part of campus so that they wouldn’t be adversely affected by the loud noises, etc. Notifications are sent out in advance to parents to inform them of the event and date so that they would not panic. After an exercise at one of the campuses, however, one of the SPED students later went home and told their parent that they did not have the same experience as everyone and in the future, they request to be included. Learning from that, at another school, they tried to be inclusive of their SPED students, however, got a complaint from a parent that they wanted their child to be removed from participating. Mark noted that a single complaint from a campus with 2,800 students is not bad (Campbell High School).

• Normally do 4 exercises annually, but recently did 5 exercises as Farrington wanted to be one of them. Farrington also didn’t want advance notice.

• Active shooter exercises have been very successful with helping DOE prepare.

• Test doors during exercise. Important to also keep others off-campus.

• During a real episode, it is important to keep others away from campus as the campus is treated as a crime scene.

Other mainland campuses:

Unified school district – grant $$ from homeland security – DOE had the opportunity to visit LA school district.

• Many schools look like prisons with 8 foot high fences with metal detectors placed in main entrances along with 2 armed police officers.

• In L.A. where Robert F. Kennedy was assassinated at the old Embassy Hotel, they have wrought iron gates at their entrance.

• Compton/South Central area – 2 armed officers at school. One officer noted that he saw a bulge in a student’s pants and that the student had a gun.

• In comparison, many schools on the mainland are not like our schools in Hawaii which do not have these and are very “open”.

• In Hawaii, we have had students who brought airsoft gun to school; in Waipahu, a student brought a Mac10 gun and showed it off; gun was loaded—parent was arrested.
Act 208 – Security guard

Act 208 standardizes school security. This requires standardized training for all security guards which includes Aloha spirit, appearance, legal laws, professionalism, etc. All security guards must take the training and obtain a Department of Commerce & Consumer Affairs (DCCA) card that costs about $150 to obtain. Refreshers required. There are contractors that are permitted to teach the class. These contractors must turn in curriculum to get as an approved trainer. Many companies in the security business provide and train their own force.

Reminders

Chulee reviewed the green-colored handout entitled, “Reminders: Safe Start for Fall 2014”. (See page 8.)

- Chemicals hazards
  - $5000 for a serious violation
  - Hazardous Materials Inventory do at least one a year (every semester)
  - Have a written plan
  - Starting June 1, 2015 – new labeling with pictograms
  - MSDS now called SDS
  - Post location of SDS and make sure they are up-to-date

- Emergency shower & eyewash – check once a week make sure it works (not 1 X month

- Evacuation routes, areas around electrical panels where you switch power off, fire extinguishers, and emergency showers – make sure that they are not blocked.

- Extension cords not to be used permanently; electrical appliances should not be used with an extension cord.

- Work station ergonomics evaluation – call Chulee

- Bloodborne pathogens training — check with UH Environmental Safety Office. For cuts – protect, avoid direct contact, clean and disinfect area. Use shields and gloves as needed; Certain employees like Security and some others who come in contact with blood borne pathogens should receive Hepatitis B shots.

- Check your 1st aid kit regularly
Questions from Members:

1. UPS Batteries (back-up battery) disposal and storage.
   - Chulee recommended that party consult with Miles Nirei regarding this question since Miles also coordinates disposal of hazardous materials for the CC campuses.

2. What campus has done since the 11/15/2013 situation of suspicious person near campus with gun) and how incident on campus was handled that happened on campus
   - Jon Santos was asked to respond to concern – As a requirement to prepare for compliance with Clery Act requirements, in the Spring semester, HPD did come and did a walk thru and identified weaknesses.
   - Chancellor, VCAS, Jon, and HPD participated and they identified weaknesses – such child care center. Security is currently working with HPD as HPD wants to do a presentation to the school to prepare for an active shooter training exercise. Timeline to do exercise to comply with Clery Act must be to have the active shooter exercise between January thru June 30 next year.
   - In June, a desktop practiced lockdown was performed by the campus organized by VCAS, Ken Kato, to see how well we could shut down the campus. This also involved getting out communication via UH Alert which was a “real challenge”. Telephone operator was also involved as well as Executive Assistant and others who helped to get the messages out.
   - There are different ideas on how to respond to an active shooter incident: Two ways are to “Run, hide, fight” (FEMA Plan) vs lockdown which is what DOE performs. In a lockdown situation, Mark reminded us that it was important to remember to sweep bathrooms to make sure everyone is accounted for.

Conclusion

Chulee thanked everyone for attending and for Mark Behrens coming to share how DOE practices their Active Shooter exercises and other experiences.
<table>
<thead>
<tr>
<th>Chemical Hazards</th>
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<tbody>
<tr>
<td>□ Site-specific written Hazard Communication Plan is available. The Plan includes an update inventory of chemicals used/stored, labeling system, Safety Data Sheets (SDS), training, and person responsible for compliance.</td>
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<tr>
<td>□ Chemical containers are properly labeled. OSHA requires that all labels must include pictograms, a signal word, hazard and precautionary statements, product identifier, and supplier identification by June 1, 2015.</td>
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<tr>
<td>□ SDS copies are readily accessible. Location(s) of SDS copies are posted. Employees and students know where to obtain SDS.</td>
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<tr>
<td>□ Employees and students are trained on how to safely handle chemicals and how to use information from SDS.</td>
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<tr>
<td>□ Accurate inventory of chemical wastes. Wastes are properly stored, labeled and disposed. Contact Miles Nirei (956-9454, <a href="mailto:nirei@hawaii.edu">nirei@hawaii.edu</a>) if needing assistance.</td>
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<tr>
<td>Emergency Preparedness</td>
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<tr>
<td>□ Students know what to do in case of an emergency, including evacuation steps, routes and assembly areas. Inform students of emergency procedures on the first day of class.</td>
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<tr>
<td>□ Evacuation routes and emergency poster are posted in the classroom.</td>
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<tr>
<td>□ Evacuation routes, exits, and access to emergency equipment (fire extinguisher, emergency shut-off switches, etc) are clear of obstruction.</td>
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<tr>
<td>□ Program-specific emergency plan is available on-site.</td>
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<tr>
<td>Electrical &amp; Fire Safety</td>
</tr>
<tr>
<td>□ Flammable substances are stored in an approved fire cabinet. Avoid using them in an enclosed area. Do not overstock flammable substances.</td>
</tr>
<tr>
<td>□ Extension cords are not used as a substitute for permanent wiring. Request installation of additional outlets from O&amp;M, if needed.</td>
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<tr>
<td>□ Work areas are kept clean and the amount of combustible materials (paper, wood, etc) is kept to a minimal.</td>
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<tr>
<td>Workstation Ergonomics</td>
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<tr>
<td>□ Work stations are properly adjusted to allow safe working posture and to avoid overreaching, bending, twisting, etc.</td>
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<tr>
<td>□ Computer, office, and shop equipment are well designed and/or adjustable.</td>
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<tr>
<td>□ When performing repetitive tasks, take a short break for each 50-55 minutes of work.</td>
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<tr>
<td>□ Report any signs &amp; symptoms of musculoskeletal problem to healthcare provider. Signs include frequent tingling, numbness and pain of wrist, elbow, neck, shoulder, back, etc.</td>
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Contact Chulee Grove (chulee@hawaii.edu) or Lorri Taniguchi (lorri@hawaii.edu) for assistance on health & safety issues.