HEALTH & SAFETY MEETING  
WEDNESDAY, AUGUST 17, 2005  
BUILDING 4, ROOM 23B  
10:00 A.M.

MINUTES

PRESENT: Ken Kato, Chulee Grove, Lorri Taniguchi, Jane Niimoto (Recorder), Dolores Donovan, Rick Ziegler, Ron Takata, Kerry Tanimoto, Carol Hiraoka, Mike McMillen, Kasey Keala Chock, James Niino, Steven Chu, Mike Jennings, Henry Maile, Jeff Uyeda, Tom Mikulski, Keith Soon, Bob Perkins, Derek Oshiro, Danny Aiu, Jeffrey Lane, Alan Lerchbacker, Bob Vericker, Jessie Aki, Budd Brooks, Mike Castell, Susanne Carvalho, Joy Nagaue, Elliott Higa, Jim Poole, Brian Quinto, Jerry Cerny, Simeon Kekumu, Glenn Matsumoto, Jackie Scudder, Jan Lubin, Helen Rapozo, Dean Crowell, Sr., Guy Shibayama, Bernadette Howard, Lynnette McKay

The following documents were distributed:  
Training Presentation (Incident Reporting & Investigation)  
Incident Report Form  
UH Form 29

Ken Kato

The meeting was called to order by Ken Kato at 10:10 a.m. Ken discussed the complete loss of electrical power to Bldg. 2 (lost switch gear in the electrical panel). Ken also showed pictures of the Transformer Room Main Switch and added that we were lucky that the fire did not spread to the other rooms. Ken asked for everyone’s recollection of how the evacuation was completed so we can evaluate and see what worked and thanked Tom Mikulski for his help in assisting HPD in moving the crowd away from Bldg. 2 to Dillingham Blvd. Ken informed everyone the electrical contractor (insurance) will be responsible for the temporary repair costs.

Ken and Chulee indicated that the doors should be unlocked in case of a fire (question posed by June Higa). June Higa commented on the problem of evacuating people to the parking lot and asked when can everyone go back into the building. Chulee answered that you cannot force people to evacuate and it should be HPD, Ramsey or Ken to determine when people are allowed to go back into the building.

Jerry Cerny commented that Bldg. 2 was evacuated in an orderly manner. Norman Shimabukuro also stated that the evacuation went pretty well with Tom Mikulski (Ski) telling people to move away from the building and not stand around the building due to potential danger of the transformer exploding, etc. Emergency evacuation procedures will be reviewed to reflect information learned from this experience.

Ken Kato stressed to call 911 first in any emergency before he be contacted.
Ken informed everyone that Kaiulani Elementary School will be using HCC campus for evacuation.

There is power now to Bldg. 2 and the fire alarm system will be checked this morning. Only the Bookstore can be in the building because they have an emergency system in place.

Ken Kato left at 10:35 a.m. to attend the fire alarm system testing in Building 2.

**Chulee Grove**

Chulee informed everyone to go over the evacuation procedures with the students on the first day of class. Everyone should be accounted for and keep in mind the people with disabilities in the building. Chulee also added that the procedures are on the Internet.

Jackie Scudder asked if the transformer contained PCB and according to Tom Mikulski, no PCB was installed.

Glenn Matsumoto suggested that all faculty and staff should wear ID tags to show authority in an emergency in order to facilitate evacuation procedures.

Jackie Scudder recommended having safety vests available to be worn by persons assisting in an emergency and also installing water barricades with HCC logos on the campus mall.

Dolores Donovan commented that the ID tags and safety vests are good ideas.

Glenn Matsumoto suggested that non-essential employees should take care of certain areas in an emergency. Because many of our people who normally are assigned or assist in emergency evacuation were not around, Lorri also agreed of the critical need for everyone in the HCC ohana, who are available, to come to the aid of persons directing emergency evacuation efforts when an emergency like this happens. A concern was raised by Lorri as to whether the mall is considered to be designated fire lane and whether barriers we place to prevent vehicular traffic were/are a problem in an emergency.

Joy Nagaue asked if a fire drill could be conducted every semester. Chulee informed everyone that it is not possible to do one per semester and the next emergency evacuation drill is scheduled for Bldg. 27 tentatively for the week of October 3, 2005.

Chulee suggested on the first day of class to have mini drills (about 10 minutes) so the students know where the evacuation area is.

Chulee informed everyone that Ken has a consultant crisis management team dealing with psychological (physical threatening) issues.
Lorri Taniguchi

Lorri reminded everyone of the first aid kit check checklist on the web for refill requests.

A proposal (change to) had been submitted to purchase an Automated External Defibrillator (AED) using end-of-the-year funds, however, it was not funded. We welcome any information/feedback that anyone would have regarding AEDs as we search for an AED that is durable and walks you through from start to finish.

The Emergency Poster will be redesigned to omit the cross (American Red Cross symbol). A suggestion was made to place “911” where the cross was. Any other suggestions should be forwarded to the Health Office for consideration.

Chulee Grove

The Health & Safety Program will be implemented soon.

Jessie Aki questioned the responsibility of compliance to the safety inspections being that there is no storage space. Chulee suggested in documenting and submitting a maintenance request. If it is a safety issue, it will be given a high priority.

Chulee covered Incident Reporting (how to report):

1) Maintenance Request: Something needs to be fixed
2) Hazard Reporting: Forms Online
3) Incident Report: Security fills out form
4) Accident Injury and Illness Report (UH Form 29) For injuries
   a) Verbal report on the same day and then form should be filled out.
   b) For serious injuries, call 911 first.
   c) Incidents involving three or more employees’ death or hospitalization, call Ken Kato and Ken will report to HIOSH.

Chulee also noted that the cause of unsafe conditions and acts should be identified. A copy of the presentation will be posted along with the minutes.

The meeting was adjourned at 11:10 a.m.