MINUTES

Present: Danny Aiu   Henry Maile
Jessie Aki   Glenn Matsumoto
Budd Brooks   Mario Mediati
Susanne Carvalho   Tom Mikulski
Mike Castell   Joy Nagaue
Jerry Cerny   Paul Onomura
Steven Chu   Derek Oshiro
Dolores Donovan   Bob Perkins
Elliott Higa   Brian Quinto
June Higa   John Shen
Phil Hubbard   Faye Tamakawa
Mike Jennings   Lorri Taniguchi
Jeff Lane   Jeff Uyeda
Femar Lee   Bob Vericker
Xin Li   Rick Ziegler

Absent: Wilfred Arakaki
Lynette Chin
Stacy Rogers
Kerry Tanimoto

Meeting was called to order at 11:05 a.m. by Ken Kato. Ken thanked everyone for coming.

Safety Manual
• Updates of the Safety Manual will be forwarded to the Provost for review.

Fire Alarm System
• The project started two years ago and is still in progress. The old system is still operational and the new system should be operational within the next two months.

Bldg. 5
• Correction of bathrooms will be started during the summer.
• If there is enough money, the building will be repainted.

Construction on the Mall
• The repairs in front of Bldg. 7 should be completed by Friday, January 10, 2003.
• The other three sections between Bldgs. 5, 6, and 27 may be done during the Spring Break.

Water Pipes
• The repair work will be done during the day and it will take another month to complete the work.

Telephone System
• The telephone system upgrade is completed. Any questions should be directed to Ken Kato (via phone or email).
Emergency Action Plan
- Chulee distributed a revised draft copy of the EAP to meet OSHA standards. The EAP Administrator is Ken Kato and the EAP Coordinators are the Safety Liaisons. The responsibilities of the EAP Administrator and EAP Coordinators were presented and explained to the Committee.
- Bomb Threats should be reported to Ken Kato and Ken will notify HPD. When there is a bomb threat during exams, classes may be canceled.
- For natural disasters, the Provost will determine whether to cancel classes.

Instructors’ Responsibilities
- Instructors should inform students on the emergency procedures and show them the location of the nearest fire exit on the first day of class. Ken stressed the importance of guiding the students to the exit areas especially for Bldg. 14 because the building is like a maze.
- A question was brought up about students not wanting to evacuate when they are taking a test. Ken suggested that the students should be allowed to retake the exam at a later date.

Evacuation Plan
- Posting of an evacuation plan in each classroom and exit areas in the hallways were discussed.
- A suggestion was made to go over the evacuation plan at the General College Meetings.
- Students with mobility problems will be carried out of the building by fire fighters.

Bldg. 7, Fire Drills
- Chulee will coordinate a fire drill for this semester.

Emergency Poster
- Lorri distributed copies of the Emergency Poster. The steps in making emergency calls are being streamlined by calling 911 immediately and then calling Security’s cellular phone. Maps of the departments have also been included on the emergency poster with the exception of Kalaeloa.
- Lorri informed the Committee that she should be notified when the First Aid Kit needs to be refilled for the various departments.

The meeting was adjourned at 11:50 a.m.