Chulee Grove convened the meeting at 10:10 a.m. and introduced Mike Rota. Mike welcomed and thanked everyone for attending the meeting. Mike noted the number of safety and mental health issues growing on campus and nationwide and stressed the importance of preparedness, training and practice to deal with it.

**Brett Bulseco**

**Planned Activities for Spring 2011:**

Tour of Tofu Factory, Tour of Bob Eddinger's House, Great Aloha Run (GAR) Training @ The Running Room, Tour of Lion Coffee, Menehune Factory, Saimin Factory, John Burns School of Medicine and Watercress Farm

**Lorri Taniguchi**

New Evacuation Assembly Area for Bldgs. 7 and 2: Parking Lot #1C (Refer to the HCC Front Directory). Evacuating Procedures and Assembly Areas were discussed.

Emergency Action Plan (EAP): Fortify and be completed by April 2011. An emergency exercise with Administration is being planned and any interested participants should indicate on the sign-up sheet.

**Group Discussion**

Burton Chang shared his encounter with being stuck in an elevator on campus. It took the elevator company 30 minutes to respond which is considered slow. HCC is in the
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process of obtaining a new elevator contract. Further discussions followed.

**Ken Kato**

Suspicious Person: Call Campus Security

Evacuation Route: All Faculty and Lecturers should spend the time with the students to go over the evacuation routes.

Elevator Maintenance: Elevator Repairs will done sometime during the summer.

Facility Upgrade: Bldg. 27 Walkways (sinking/sloping). Entry to the front of the building will be available.

Fire System: Replacing existing underground copper wires with fiber

Bldg. 7: Dirty Sensor triggered the false alarm. Elevator company was notified.

METC: Repair finger piers

Lock Project: Locks are being designed and is ongoing.

Upgrade Telephone System: Voice over IP (VOIP) – new instruments within six (6) months and will be operational system wide with UHM.


Blue Emergency Phones: Up and running with UHM emergency system. Updated information on the website. If Security is not available, call 911 directly.

**Chulee Grove (Group Discussions)**

Everyone got into three (3) groups to discuss the following:

1) Information on Class Syllabus regarding Safety, Health, Security and Emergency Action
2) Designated Evacuation Assembly Areas for the Main Campus
3) Emergency Evacuation Procedures