

Health, Safety, and Emergency Preparedness Committee

Meeting Notes for September 3, 2026

The committee held its first meeting of the 2026-27 academic year, chaired by Paul Cassidy. The meeting began with approval of the agenda and review of committee membership, including welcoming returning student representative Jewel Rosetes. Committee vacancies were identified for the ASLT faculty representative and Health Center representative positions, with plans to work on filling those openings. The committee also approved the March 5 and April 9, 2026 meeting notes.

Health Center Updates

Judith Martinez reported that the Health Center has successfully relocated to Building 2. The move has increased student traffic and accessibility because of the building's central campus location. She encouraged committee members to visit the new space.

The Health Center is planning a campus Health Fair on October 14, 2026, from 10:00 a.m. to 2:00 p.m. in Fireside Dining. Promotional materials are being developed, and community organizations are being invited to participate. Free flu shots will be available to students and employees during the event.

Facilities Updates

Max Warne provided several facilities updates. During the summer, the engineering team completed extensive HVAC filter replacements across campus to maintain indoor air quality standards. Facilities also used Friday maintenance windows to address infrastructure issues that had surfaced during past power outages.

A significant accomplishment involved identifying and correcting a problem that prevented the emergency generator from supporting critical IT systems during power outages. Facilities and IT collaborated to develop a reliable backup strategy to keep the network functioning during future disruptions.

Max also addressed ongoing concerns regarding electric vehicle charging stations. Due to heavy use, chargers have experienced hardware issues. Facilities staff are monitoring station performance daily and purchasing replacement units for aging chargers to improve reliability.

Public Safety Updates

Representatives from Public Safety reported a positive start to the fall semester. Parking enforcement efforts have focused largely on education and warnings rather than citations, helping students understand appropriate parking practices.

Public Safety continues monitoring EV charging stations to enforce the four-hour charging limit and ensure equitable access. Additional foot patrols have been added to Building 2 to increase visibility and assist students with navigation and questions.

Routine safety activities continue, including monthly AED inspections and elevator checks. Public Safety has implemented a QR code-based documentation system for AED inspections, and all equipment is currently functioning properly.

Emergency Preparedness and Safety Programs

Ben Zara Minkin delivered a comprehensive emergency preparedness update.

Violent Intruder Drill

The district-wide violent intruder drill is scheduled for September 14. Morning and evening drills will occur simultaneously across all campuses to reduce disruptions. Alerts will be delivered via text message, email, loudspeakers, and the RAVE emergency notification system.

The district has shifted from gathering participants for presentations to distributing informational materials directly in common areas. These materials explain emergency notification enrollment procedures and provide access to the district's run-hide-fight guidance. The goal is to increase awareness while minimizing disruption to normal campus activities.

Great ShakeOut and Evacuation Drill

The annual Great ShakeOut earthquake drill will take place on October 15. Participants will first practice "Drop, Cover, and Hold On" procedures and will then evacuate to designated assembly areas. Building captains will coordinate with Public Safety personnel to verify building evacuations.

The district intends to run the exercise as realistically as possible. Last year's evacuation was completed in approximately eight minutes, and organizers hope to continue improving response times and evacuation efficiency.

Building Captains and Emergency Communications

A lengthy discussion focused on the Building Captain program. Members identified several outdated assignments, particularly following recent relocations from Building 19 to Building 2. Existing building captain lists no longer accurately reflect staffing locations.

Committee members emphasized the need to update records, identify coverage gaps, and clarify responsibilities for employees who remain in partially occupied buildings such as Building 19. Suggestions were made to improve accessibility of building captain information on the district website and to provide more user-friendly building-specific views. District staff committed to updating assignments before upcoming drills.

Air Quality and Wildfire Response Planning

Given California's wildfire season, the committee reviewed the district's Air Quality Index (AQI) response plan.

The district monitors air quality daily and responds according to established AQI thresholds:

- **AQI 101-150 (Orange):** Operational notifications may be issued, especially for sensitive populations and outdoor programs.
- **AQI 151-200 (Red):** Crisis Action Teams convene, N95 masks become available to employees, outdoor activities may be modified or canceled, and text/email alerts are sent.
- **AQI 201 and above (Purple and higher):** Campus closures and suspension of instruction may be considered based on conditions.
- At extreme AQI levels approaching 500, campuses would generally be evacuated with only essential personnel remaining under respiratory protection requirements.

The committee discussed previous wildfire-related closures and emphasized the importance of maintaining readiness for future air quality events.

Continuity of Operations Planning

Ben Zara also introduced a draft Continuity of Operations (COOP) planning template being piloted within the district. The new framework is designed to help departments continue operations during disruptions such as power outages, poor air quality events, or facility failures.

The template includes pre-planning agreements between campuses, allowing classes or operations to temporarily relocate if necessary. The document is intended to standardize decision-making, ensure safety requirements are met, and improve organizational resilience during emergencies. The tool is still under review but is already being tested with certain athletic and instructional activities.

Committee Business and Future Priorities

The committee approved its 2026-27 meeting calendar, maintaining the traditional meeting schedule. Members also approved the committee's annual report for forwarding to the College Governance Council (CGC).

Future agenda items include:

- Selection of the committee chair.
- Radio training and communication protocols.
- Building Captain program updates.
- Emergency preparedness resources and participation.
- Building 2 safety orientation and onboarding procedures.

A significant discussion focused on orienting employees who have recently moved into Building 2. Members expressed concerns that occupants may not fully understand emergency systems, panic buttons, evacuation routes, AED locations, and other safety features. The committee agreed to develop a more formal orientation process and additional training opportunities for employees transitioning into new campus spaces.

The meeting concluded with appreciation for participants' contributions and confirmation that the next committee meeting will be held on October 1, 2026.