Members Present: Roy Fujimoto, Lisa Hayashi, Ellen Ishida-Babineau, Lara Kong, Ann Lemke, Rick Murray, Cliff Togo

1. **Scheduled Fire Drills:**
   Scheduled fire drills will be conducted a couple of times a semester. The first drills will be conducted at Palanakila and Akoakoa; they will be scheduled to take place at the beginning of the Fall semester (during the 2nd week, no later than the 3rd week). More logistics for these drills will be discussed at the next Safety Committee Meeting in June.

2. **Building Captains:**
   We will be requesting volunteers for “Building Captain” or “Building Safety Monitor” and Alternates for each building. These volunteers will assist in drills and emergency situations. Building Captains will be in place before the first scheduled fire drill. Ann suggested also having “lockdown drills” and voice announcements. Rick informed the committee that WCC will have lockdown capabilities after the re-keying of the buildings is complete. Once that is complete, a lockdown drill will be conducted. Rick also informed the committee that WCC has a PA system which allows communication between Alaka’i and select buildings. He will also check with Mike Tom to see if the new telephones have the capability to make announcements.

3. **Violence Against Women Initiative:**
   The Campus Safety Committee will partner with the WCC Sexual Violence Prevention Awareness efforts, offering support and assistance, and focusing on violence against women. Posters will be distributed. It was also suggested that the Campus Safety Committee assist in efforts to facilitate another “Violence Free WCC” event. The committee will contact (Pam DaGrossa, Falicia Herbic, or student, Cathy) to offer assistance with their next event.

4. **Security Information in New Student Planner and on Campus:**
   The new student planner will have a section for information on security. Rick will give the information to be included on security to Leslie Opulauoho. Leslie can edit the information to fit in the allotted space.

The committee will look into having whistles (possibly with lights) made, advertising “Violence Free WCC”. Whistles will be passed out to new students at Frosh Camp, and at student government events for returning students. Whistles will also be given to faculty and staff. Kiosks will be set up on campus, displaying information on how the campus is saving energy. Kiosks will be managed by Bonnie Beatson and can also be used to display safety information/messages.
5. **WCC Rekeying Project:**
   Specs for the rekeying project are currently being written and the plan is to start the rekeying in the Fall 2012 semester. The long range goal is to get ALL doors electronic, but because there are not enough funds for that right now, only external doors on older buildings will be changed to electronic doors. The rekeying project will give the campus the ability to lock down all buildings in the event of an emergency. The rekeying is being done to be consistent with system enhanced and upgraded security safety. There will be glitches at first, and some will be unhappy, but please bear with the inconveniences.

6. **Convocation:**
   Peggy Regentine is helping to create a 5-7 minute power point presentation to highlight security information that people may not have or know about. Rick will also talk about the safety drills and volunteered to do AE training during a breakout session. Other suggestions made for convocation were
   1. Games,
   2. Showing the website so people know that security information is available online,
   3. Newsletter passed out with sections designated for each department that highlights important information or things coming up.

7. **Safety Concerns:**
   Roy Fujimoto brought up the importance of making sure the emergency lights and phones are working in elevators, as the lights were not working during a recent power outage. Rick assured the committee that the lights and phones are now working in the elevators. Rick also informed the committee that when the fire alarm goes off, the elevator automatically goes to the 1st floor and opens.

8. **Homeless Situation:**
   The State Hospital recently broke down a homeless camp set up on the State Hospital grounds near Hina Mauka. There was no evidence of a homeless community living in the WCC forest area. A fence will be put up between Kaneohe District Park and WCC during the fall or summer 2012 semester. Lisa also suggested a fence for Inga’s area. Rick will ask Inga about signage in her area that will alert people that the plats in that area are not for the taking (“These plants are used for teaching/educational purposes”).

9. **Next Meeting:**
   The next meeting is set for **Friday, June 15, 2012** at **2:00pm** in **Hale Akoakoa 201**. Meetings are set for the 3rd Friday of each month.
   **Agenda:**
   1. Possible solutions if electricity went off and someone was trapped in elevator
   2. Imiloa fire drill because of chemicals (State Hospital by stockroom. Administrative Services should have copies of MSDS)
   Call or email Rick to add on any agenda items.