

PASADENA CITIZENS' ADVISORY COUNCIL

Chemical Industry Hurricane Preparedness

agenda on pg. 2

Tuesday, April 28, 2020
6:00 – 7:30 p.m. Central Time

Via a Zoom meeting videoconference hosted by facilitator Diane Sheridan
DBSfacilitator@gmail.com or 281-326-5253

Don't hesitate to try this—contact Diane before the 28th if you need help.

TO ATTEND THIS VIDEO MEETING:

1. **RSVP as usual** to Tiffany Miller so we know you will join the meeting. By noon Mon. Apr. 27, please. PCAC.secretary@gmail.com or 713-851-1116.
2. **Click the link below** (or cut and paste it into your browser) to join the meeting
<https://zoom.us/j/712836829>
3. Meeting ID: 712 836 829
4. **If you just want to listen**, you may call this number on any kind of phone. You will need the Meeting ID above. **+1 346 248 7799** if calling from the Houston area
5. **If you have not Zoomed before**, click on the link above and follow the prompts to download the Zoom software.
 - a. There is no fee. You do NOT need to sign up for a Zoom account but DO have to download the software.
 - b. Don't wait until meeting time to do this. It will take a few minutes. If you have questions, contact Diane before the 28th.
 - c. Once you have downloaded the software, you won't have to do so the next time.
6. **Please "join the meeting" before 6:15.**
 - a. We hope you will join at 6:00 so you can get settled and say hi before the meeting starts.
7. If you have any problems getting into the meeting that night, text Tiffany at 713—851-1116. We are not experts but will try to help you.
8. **It works best to participate on a computer or tablet** either using both video and audio or just audio.
 - a. You may use a smart phone, but high volume at Zoom means you sometimes freeze. If that happens, just wait for it to pass. It will also be harder to see slide presentations, and you won't be able to see each other. But it will work well enough that a phone is okay to use.
 - b. You also can just phone in on any kind of phone and listen. See phone instructions above.

GENERAL TIPS FOR A SUCCESSFUL VIDEO MEETING

- **Sit in a well-lighted room or with a light pointing to your face so we can see you.**
- **Clean your camera. Look into the camera** when you speak. When your video is on, consider that we will see every move you make and the room behind you. If you keep your laptop top close to perpendicular, you might find that you look better 😊

- You will control your video. If you don't want us to see you, just don't turn your camera on.
- Diane **will mute everyone during presentations** to avoid everyone hearing each other and noise around us.
- We will **raise hands** and be called on to avoid everyone speaking over each other. Diane will show you how.
- We have limited the invitation to active PCAC community participants and PCAC plants. Please **don't share the link** unless you have talked to Tiffany or Diane first. This is to help us better facilitate the meeting

HOW THE MEETING WILL WORK/AGENDA

- 6:00 Sign in, chat with each other and Tiffany and Diane, be briefed on where to find the participant list, the mute button, and how to raise your hand when you have a question.
- 6:15 Call to order. Review agenda. Approve meeting notes from 2-25-20 meeting. Introductions.

Chemical Industry Hurricane Preparedness

- Michael Shirey of Oxy Vinyls Pasadena will describe how the chemical industry prepares for hurricanes.
- Topics will include priorities, hazards, facility protective measures, construction, planning, storm modeling, preparation before the storm, preparation when the storm is in the Gulf, preparation when landfall is predicted, storm forecasting, operations, industry status board, monitoring, communications, personnel, and post-storm inspections.
- Other plants will then be asked to comment on any different steps they take.

7:00 Plant Updates

- Diane will show them on the screen, and each plant will report highlights.

7:25 Review plans for May.

By 7:30 Adjourn

TIPS FOR USING ZOOM

Scroll your mouse to the **bottom of your screen** and look for a black bar. (On a tablet, this may be at the top of the screen.)

- **Mute** is on the far left. This is one of several places where you can turn off your audio.
- **Video** is next to that. If yours is on, we will all see you, which is part of what makes this fun.
- **Participants**. If you click on this, a list of participants will show up on the right side of the screen.
- **Chat**. We are not going to use it. The host will have enough to manage without trying to watch for chat messages.
- **Recording**. Diane will not turn it on for this meeting. It has potential for providing presentations to absentees, but we are trying to limit ourselves to what we can manage this time.

Scroll your mouse to the **top right corner of the screen**. You can change between Speaker View (whoever speaks is big and others are tiny) and Gallery View, where everyone is a tiny screen so you can look around the “room.”

To the right of the screen, you will see a list of all participants if you clicked Participants on the black bar. Next to your name, you can mute yourself. At the bottom of that column of names, you can Mute yourself and Raise Your Hand. The host then can see who has a question or comment and call on them one at a time.

BRING YOUR PATIENCE! Please recognize that we are very new to Zoom and probably can't help if something goes wrong. But we will ask afterward how things went and how we can improve.