# Safety & Security Talking Points for EH&S

## Month of May

### Campus Emergency Preparedness:

1. EH&S will be handing out FEMA Active Shooter cards/flyers District wide.

2. Reminder:
   - ✓ May 9th - 10:30 to 11:30 Emergency Response Consultant and EH&S meeting with the Executive Cabinet, Chief of Police and the Director of Public Affairs to plan emergency response plans/procedures, table top exercises, future power point training that can be used to train the entire campus, and the distribution of FEMA active shooter cards.
   - ✓ May 9th - 1:30 to 2:30 Emergency Response Consultant and EH&S meeting with the Administrators Association (AA) and Confidential/Supervisory Team (CAST) to inform them of the upcoming mandatory emergency response seminar, online and table top exercise training.
   - ✓ Mandatory NIMS (ICS) 100, 200 & 700 training for CAST, AA and Executives to be completed by July 25th.
   - ✓ July 25th - Seminar to prepare those (Executive Team, AA and CAST) who will be involved in the Table Top Exercise (TTX) to be comfortable with being involved. There will be at least three-meetings lasting not more than an hour each 10:00 to 11:00, 11:00 to 12:00, then 1:30 to 2:30 (with any of these three can be the Train-the-Trainer for the Police/EH&S). That way people can choose any one of the time slots. This is a course on the Big Five Actions for Emergencies (Secure Campus-Lockdown/Barricade; Shelter in Place; Earthquake-Drop, Cover & Hold On; and evacuate).
   - ✓ July 27th - Table Top Exercise (TTX) to be held in the new EOC
   - ✓ (15-30 days later) – Develop master power point training for entire campus organization that can be delivered quickly. This presentation will be to train police/EH&S employees so that they can present it **preset** at their convenience to the rest of the campus community (faculty, staff and students) through each academic year.

### Air Quality (APCD):

1. On August 2nd, 2017 and November 16th, 2017, the EH&S Department conducted an Indoor Air Quality (IAQ) test of the TLC Building due to several complaints from an employee working in the building. The initial IAQ test conducted in August identified a slight increase in Relative Humidity (rH). The Building Services Technician replaced filters cleaned out floor vents and inspected the HVAC/AC system and all checked out good. EH&S rechecked the TLC building and the rH was well within the Permissible Exposure Limits (PEL) and no mold detected.
2. On November 16th, 2017, at the request of Dr. Lisa Norman, Assistant Superintendent/Vice President of Human Resource Services, the Palomar Community College District EH&S Department performed an IAQ test at the TLC-Building. The test results checked out normal for building indoor quality and no mold detected.
3. The EH&S Department received an email from the Human Resources Department regarding a new employee experiencing similar symptoms that was stated by another employee some six (6) months ago. So on March 14th, 2018 a Ninyo & Moore Certified Industrial Hygienist (CIH) and EH&S performed a visual inspection within the TLC Building in order to develop a sampling strategy. Further inspection and field sampling was performed by CIH on March 20th, 2018, which included visual inspection of the heating, ventilation and air conditioning systems, as well as comprehensive sampling within the TLC building's interior space.

4. Particulate data report received back from the lab indicated a very clean environment with respect to airborne particles. Gas and vapor sample results indicated really clean (nothing unusual).
5. Due to the initial Formaldehyde sample being (1) parts per billion (ppb) over the recommended level, EH&S had the Building Services Department increase the airflow by ~5 percent and a follow-up Formaldehyde sample of the TLC was conducted on April 9th, 2018. Sample results came back normal.
6. On April 30th, 2018, EH&S, Ninyo & Moore (CIH), Human Resources, President of the CCE/AFT and the Grievance Officer met to discuss TLC's final IAQ report. Final IAQ samples and testing indicated normal indoor air quality and no mold. No further actions are needed at this time.

**Hazmat:**

1. April 2018 - (4) Medical Waste Shipments