



SAFETY & SECURITY COMMITTEE MINUTES

February 2, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, February 2, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:00 p.m.

Roll Call

Members Present Norma Bean, Jayne Conway, Tony Cruz, Eric Duvall, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Pam Keinath, Karen Mifflin, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Paul Charas, Brian Engleman, Katherine Gannett, Nancy Horio and Ken Jay

Ex-Officio Members Present: Lucy Nelson and Pam Webb

Guests: Frank Brito

A. Minutes – December 1, 2004

MSC Bean/Cruz None opposed.

Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees.htm>.

B. Unfinished Business – Second Reading

There were none.

C. Reports

1. Campus Police – Tony Cruz

Tony reported on the following that have occurred since January 5th:

- There have been five vandalisms reported between the two campuses (Escondido Center and the San Marcos Campus).
- One vehicle was stolen.
- One incident of domestic violence took place on the San Marcos Campus between two young individuals (female and male). Case has been forwarded to the District Attorney for appropriate action.
- Campus Police reported that a young male sought help at the Escondido Center after being accosted by three young males, off-campus, who brandished a gun. Officer Perez called for assistance from the Escondido Police Department
- Campus Police reported that there have been four incidents of graffiti (two at the Escondido Center and two at the San Marcos Campuses; all of which were found in the restrooms).

Tony also reported that during Spring Break Campus Police will be involved in the following activities:

- Re-enforcing their skills through pistol qualification training at the Escondido Police Department's shooting range.
- Simulate a shooting incident on the San Marcos Campus with the Sheriff's Department. A specific area of the campus will be sealed off to allow this simulation to hone judgment and decision making skills in a safe environment. Officers will be using empty guns as no live rounds will be used. CSOs (Campus Safety Officers) will be onsite to keep onlookers safely away from training area. Exercise will encompass an eight-hour day a portion of which will be conducted inside a classroom. Kelley and Mike will meet with President Deegan and the Cabinet regarding this request. A decision will be made shortly. Event will be published well ahead of time to the campus community.
- Campus Police will conduct training on the Emergency Evacuation Plan with emphasis on a Mobile Command Center¹.

2. **Risk Management – Ken Jay**

There was none to report.

3. **Workers Compensation – Lucy Nelson**

Lucy reported two claims were received in December 2004 and one claim was received in January 2005.

Lucy also reported that Keenan & Associates will be meeting with Human Resources personnel on issues dealing with an effective first aid program separate from Workers' Compensation. Pam asked if Health Services could be included in the meeting; Lucy replied, no at this time but emphasized that there would probably be a workshop conducted, at a later date, for Health Services.

4. **Health Services**

Pam gave a brief update, to the committee, on the Health Services/Emergency/First Aid Summary Report which was distributed to committee members:

Health Services responded to the following number of emergencies, medical injuries and advanced first aid during the month of December 2004:

- 4 students/0 employees on the San Marcos Campus; 0 students/0 staff on the Escondido Center Campus for emergency response
- 6 students/2 employees/1 other on the San Marcos Campus; 0 students/0 staff on the Escondido Center Campus for Medical Injury/Advanced First Aid
- 911 responded once on the San Marcos Campus
- Health Services saw a total of 694 students and employees at the two campuses during this period.

Pam reported about the following upcoming Health Promotions:

- Healthy Heart Month with free blood pressure checks and cholesterol checks (\$10/students, \$15/staff).
- Free Smoking Cessation Classes for students or staff beginning Monday, February 7, 2005.
- Free HIV Testing will be offered on Monday, February 7, 2005.
- Blood Drive: 9:00 a.m. – 2:30 p.m., February 22-24, 2005.

¹ With a mobile command center, law enforcement personnel are able to provide quick response when a national disaster or emergency occurs. With mounted camera equipment and satellite radio and telephone systems, incident managers will be able to transmit high resolution images. These self-contained Command Centers can communicate with any local, county, state or federal emergency agency and can also operate as a remote dispatch center.

Jayne briefly shared that Health Services has acquired a student intern from San Diego State University who will be working on specific programs for their department.

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for December 2004 and January 2005:

- Four ergonomic requests were completed or in progress
- Processed three Facilities work requests on safety-related items
- Forklift training has been scheduled for Friday, February 4th
- 1 staff incident was received
- The Facilities Office received over 13 safety calls in December and 35 safety calls in January mostly consisting of sanitation issues, IAQ (indoor air quality) and gas odors.
- Student incidents overlapped with Workers' Compensation report by Lucy Nelson. Incidents involved cut fingers; departments are Art, Athletics/PE and the Woodshop.

Brian Wong, from Keenan & Associates, will be providing safety training to the Facilities employees on the next two Thursdays with specific training for the different groups (Building Services, Custodial Services, Grounds Services and Warehouse).

Kelley reported that the Strategic Planning Council approved the installation of security cameras at the Escondido Center.

Kelley also reported that the Strategic Planning Council discussed the AED Proposal (Automatic External Defibrillators). Several faculty members stated that this proposal had not followed procedures yet it was approved at Safety & Security and the Administrative Services Planning Council before being sent forward to the SPC. The SPC only received this proposal because of funding sources. Proposal costs \$20,000. Kelley directed each committee member to take this issue back to their constituents for comments/concerns about this proposal.

Kelley also reported that she will be co-chairing the Police View Task Force which will meet on Thursday afternoons. Notify your constituency leader if you are interested in serving on this committee.

D. **New Business – First Reading**

1. **SWACC Report**

Brian Wong, Keenan & Associates, paid a visit to the campus in December to audit our progress on the SWAAC report. He informed Kelley that we did very well in correcting the deficiencies outlined in his earlier report.

Brian did express concern about the Chemistry Department not keeping documentation on training and hazardous materials. EH&S is working with Department Chairperson, David Boyajian, and Instructional Dean, Sara Thompson, to correct these issues.

Mike Ellis has assigned Facilities personnel to conduct fume hood testing during their preventive maintenance program.

Other issues cited in Brian's report were:

- Stop sign at F-Building/Library; mute point as construction is in full swing
- Child Care Center; Kelley is working with Pam Keinath
- Baseball Fields Safety netting; request was brought to Facilities Review Committee and Safety & Security Committee for approval in October 2004. Request was forwarded to the ASPC for review/action. Kelley will contact Jo Anne Giese for follow-up.
- Monthly inspections of Fire Extinguishers. The Facilities Department annually contracts with an outside agency to conduct inspections, update the inspection tags and re-charge spent extinguishers.



N.Y.C.
LIC. 152

**ALERT
FIRE CONTROL**

THIS EXTINGUISHER WAS
SERVICED AND IS GOOD FOR

☐ SIX MONTHS ☐ ONE YEAR

If Used SERVICED BY CF80362643

(914) 961-7184

FOR PROMPT EFFICIENT SERVICE

401 NEW ROCHELLE RD.
BRONXVILLE, N.Y. 10708

This extinguisher was left in
servicable condition on this date
tag is void if date is altered

JAN.	FEB.	MAR.	APR.	MAY	JUNE
JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
2003	2004	2005	2006	2007	



ALERT
FIRE CONTROL

**OSHA MONTHLY
INSPECTION RECORD**

SERIAL NO. _____

	2003	2004	2005	2006	2007
JAN.					
FEB.					
MAR.					
APR.					
MAY					
JUNE					
JULY					
AUG.					
SEPT.					
OCT.					
NOV.					
DEC.					

**IF DAMAGED OR USED,
IMMEDIATELY CALL**

Tags are replaced annually to indicate the annual inspection. During the year, the tag should be initialed by the inspector monthly after the "monthly check." Inspection is a visual check to determine that a fire extinguisher is available and in proper working order. An inspection is intended to confirm that the extinguisher is fully charged and operable. This is accomplished by verifying that the extinguisher is in its designated place, has not been actuated nor tampered with, and appears free of any physical damage or condition that would render it inoperable. Inspectors should date and initial a record of fire extinguisher inspections.

Following the use of a fire extinguisher, please contact Donna Renner at the Facilities Office, at extension 2629, for a replacement.

2. **Construction Safety**

The District is participating in Keenan & Associates SEWUP Program (Statewide Educational Wrap-Up Program). The purpose of SEWUP is to provide a medium by which California Public Educational Agencies can maximize construction funds dedicated directly to building new and modernizing educational facilities in a safe, risk-controlled environment utilizing the collective strengths of those agencies.

Through the use of this program, Palomar College will realize:

- Programs offering broader coverage and higher dedicated limits of insurance
- Savings up to 40% over traditional construction programs
- Reduction of districts' administrative responsibility involved in overseeing construction projects
- Assistance in pre-qualifying contractors to assist in selection of "lowest responsible bidder."
- Increased control of jobsite safety
- Elimination of duplicate coverage and unknown coverage "gaps"
- Adequate bid coverage

A Certified Safety Professional consultant (Loss Control Analyst) has been assigned to the High Technology Laboratory & Classroom Project. The LCA conducts monthly site inspections. On-site project safety surveys and evaluations will be forwarded to the district and general contractor and/or construction manager for review and follow-up.

Recently, a young female tripped and fell while walking in the crosswalk between the SU Building and the Library. A concrete lip was extending from the sewer connection by the sidewalk (area has since been grounded-down). C.E. Wylie Construction is very conscious of safety requirements. Environmental Health & Safety recently received a report that rock shards were shooting from the construction site and hitting students. Contractor immediately placed heavy equipment in front of buildings so that students would not be hit.

Kelley emphasized to the committee that if they notice any safety items in relationship to the construction site to please contact Chris Miller, at extension 3333, or herself, at extension 2772, ASAP.

3. **Disaster Response Planning**

Kelley reported that Tony Cruz, Mike Ellis and herself recently met to update the District's traffic plan. The plan has been reviewed by the San Marcos Fire Department (Larry Webb) and will have the Sheriff's Department (Sgt. Wilson) review it also.

To ensure a safety environment for students and employees, the college is designating a Building Coordinator for each building on campus. The Building Coordinator's role will include: (a) reporting hazardous situations to campus authorities; (b) serving as liaison between campus police/college administration and the students/staff within the building. Building Coordinators will be trained in the basics of emergency preparedness in groups (example: A-Building, AA/ST-Building and SSC).

Kelley also reported that Bruce Bishop, Tony Cruz, Mike Ellis, Sara Thompson and she are meeting on a regular basis. A disaster preparedness calendar will be created.

4. **Vehicle Safety Program**

There was none to report.

E. Safety Concerns**1. Parking Lot 12 at Comet Circle**

Mike reported that a concerned parent called to complain that the new fencing installed at Parking Lot 12 presents more of a danger now than when students were allowed to jaywalk across the roadway. The individual explained to Mike that she waits in LOT 12 by the motorcycle area to pickup her son/daughter from classes (Note: there is no waiting zone in this area). She also reported that while she is waiting cars whip around her vehicle and accelerate their speed and could hit students walking in the area. Mike asked Campus Police to observe this issue and bring back their comments/concerns to our next meeting on Wednesday, March 2, 2005.

2. Parking Lot Light at Borden Road

Karen reported that she has noticed that the Parking Lot light at Borden Road is out. Mike replied that it was disconnected as part of the project to install a traffic signal at Borden Road and they will install new walkway lighting.

3. Snack Shack Ramp

Karen reported that she has noticed that the metal plate on the ramp at the Snack Shack has deteriorated and requires repair.

4. Fire Extinguishers

Karen reported that she has noticed several fire extinguishers out of their brackets laying on the floor in several classrooms in the E Building. Karen will email Kelley the locations so that a work ticket can be issued to repair the brackets.

5. No Smoking Issues at Escondido Center

Michael asked the committee what procedures he should follow in informing students smoking underneath posted "no smoking" signage. Committee members recommended:

- Be assertive and explain "no smoking" policy to individual
- If not resolved, contact Campus Police by dialing extension 2289 (not complying with the "no smoking" policy is a violation of the Student Conduct Code).

6. Classroom Evacuation Maps at Escondido Center

Michael reported that classrooms in the 600 wing of the Escondido Center do not have update-to-date evacuation maps. Norma will follow-up on this issue.

7. Young Female Awaiting Ride after Night Classes at Escondido Center

Michael reported that recently he spotted a young female student waiting outside the center for her ride at 10 p.m. Michael reported that he left the center in his vehicle and when he drove by the center at 11:10 p.m. the young student was still waiting outside for her ride. He expressed concern because there was no one at the center and asked what procedures he should follow in case this incident occurs again. Tony informed committee members that Campus Police should be called.

8. Skateboards

Donna reported that she has seen numerous students riding large, surfing-like, skateboards around campus and asked what procedures she should follow. Tony informed committee members that Campus Police should be called.

9. Health Services Building Issues

Jayne reported that her department building has been experiencing problems with ceiling/windows leaks, indoor air quality and employee's health claims.

10. **Parking Lot 2**

Frank reported that there is a lot of water emitting from the asphalt in Parking Lot 2. Mike explained that the water is coming from an artesian spring² beneath the surface.

11. **Comet Circle Pothole at HBET**

Frank reported that there is a large pothole on Comet Circle by the Theatre. Mike replied that the pothole has been filled with concrete.

12. **Parking Lot 12**

Frank reported that the area west of the staff parking is completely dark.

13. **Trash Container Fires**

Tony reported that in recent weeks, there have been three trash container fires at various campus locations (A-Building, HBET and Transit Center). In each incident, a burning cigarette was thrown into the container and caught fire.

14. **Fake Security Guard at HTLC Construction Site**

Tony reported that a man posing as a security guard was stopped at the High Technology Laboratory Classroom Construction Site by Campus Police. Campus Police informed C.E. Wylie Construction Company who indicated that they had not hired any security guards.

In other news, Don reported that the Illness and Injury Prevention Program video is now up and running on the Environmental Health & Safety Webpage <http://www.palomar.edu/ehs/IIPP/Injury%20Illness%20Program.pdf>.

Norma asked for status of the Escondido Center and San Marcos Campus Emergency Procedures Flipcharts. Kelley replied that the Escondido Center Emergency Procedures Flipchart is at Graphic Communications and that the San Marcos Campus Emergency Procedures Flipchart is in the process of being formatted and should be delivered to Graphic Communications within the week.

H. **Adjournment**

There being no further business, the meeting was adjourned at 3:29 p.m.

The next scheduled meeting is Wednesday, March 2, 2005, Facilities Conference Room (RS-5), at 2PM

² An artesian spring is a natural flow of ground water where the water table is higher than the surrounding topography.