



SAFETY & SECURITY COMMITTEE MINUTES

February 7, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, February 7, 2007, at 2:00 p.m.*, in RS-5.

Call to Order

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

Roll Call

Members Present Tony Cruz, Jayne Conway, Mike Ellis, Michael Finton, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Tom Medel, Karen Mifflin, Donna Renner and Dolores Silva

Members Absent: Norma Bean, Tanisha De La Torre,

Ex-Officio Members Present: Lucy Nelson and Don Thompson

Guests: Michael Bea

A. Minutes – December 6, 2006

MSC Jay/Ellis none opposed

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

B. Discussion/Information Items

1. Workers Comp – Lucy Nelson

Lucy reported that during the month of January 2007, there were five claims two of which were first-aid (first-aid) and two were Facilities employees (one Grounds Services and the other Building Services).

2. Campus Police – Tony Cruz

Tony reported that the following activities occurred during the month of January 2007:

- Five petty thefts
- Two grand thefts
- One lost key
- Two vehicle burglaries
- One locker theft
- One Hit-n-Run
- One air pistol weapons violence/LOT 12
- A representative from CSU notified our Bookstore that a well-known individual (student) steals books from colleges and universities campuses and then proceeds to sell back the stolen materials to the unsuspecting bookstores had just left their site and may be on his way to our campus. A Palomar College Bookstore employee recognized the suspect at our site and reported their suspicions to our Campus Police. The San Marcos Sheriff's were called in to assist searching the San Marcos Campus. The Sheriff's called in ASTREA but unfortunately, the suspect was able to slip away.

3. **Risk Management**

There was nothing to report.

4. **Health Services – Jayne Conway**

Jayne distributed copies of the December 2006 and January 2007 Emergency Response and Advanced First Aid Summary Reports:



HEALTH SERVICES

January 16, 2007

TO: Joseph Madrigal, Assistant Superintendent, Vice President, Student Services

FROM: M. Jayne Conway, R.N., M.S.N., Director, Health Services

SUBJECT: Emergency Response and Advanced First Aid Summary Report

Health Services responded to the following number of emergencies, and advanced first aid for December 2006.

Emergency Response and Advanced First Aid

	San Marcos Campus				Escondido Center			TOTAL
	Student	Employee	Other		Student	Employee	Other	
Emergency Response on Campus	1	1	-0-		-0-	-0-	-0-	2
Emergency Response Health Services	-0-	-0-	-0-		-0-	-0-	-0-	-0-
Advanced First Aid Health Services	3	-0-	-0-		-0-	-0-	-0-	3
Medical Injury Reports	5	1	-0-		-0-	-0-	-0-	6
Psychological Health Crises	-0-	-0-	-0-		-0-	-0-	-0-	-0-
Referred Directly to MD	1	1	-0-		-0-	-0-	-0-	2
911 to Hospital	-0-	-0-	-0-		-0-	-0-	-0-	-0-
TOTALS	10	3	-0-		-0-	-0-	-0-	13

Please see the attached copy of the 2006 – 2007 Emergency Response and Advanced First Aid Monthly Reports for the month of December.

San Marcos Advanced First Aid Report December 2006

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
12/4/06 1535	Walk-In	Student	Laceration Rt. thumb	Library	Assessment Control bleeding, wound care, bandaid/dressing, patient education, Medical Injury Report	Returned to class	25 Min.
12/7/06 1136	Walk-In	Student	Burned mouth	Snack Shack	Assessment Wound care, burn cream, dressing, patient education, Medical Injury Report, telephone consult, appointment HS with Dr. Mast	Returned to class	30 Min.
12/12/06 1145	Walk-In	Student	Sprain/strain Lt. foot	Steps from Bookstore Bldg A	Assessment Ice pack, patient education, Medical Injury Report, crutches, Student Accident Report	Boyfriend took home	30 Min.

Escondido Education Center Advanced First Aid Report:None

San Marcos Emergency Response Report December 2006

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
12/04/06 1100	1 Min.	Employee	Fainted, cut scalp	M Bldg.	Assessment Vital signs Neuro check, Campus Police, patient education, control bleeding, wound care, dressing, Medical Injury Report, ER precautions, telephone consult, MD referral, ice pack, food	Returned to work	35 Min.
12/4/06 1525	2 Min.	Student	Fainted, abrasion forehead	F-1	Assessment Vital signs Neuro check, Campus Police, patient education, control bleeding, wound care, dressing, Medical Injury Report, telephone consult, MD referral, ER precautions, ice pack, wound care, fluids	Went home with wife	1 ½ hr.

ESCONDIDO EDUCATION CENTER EMERGENCY RESPONSE REPORT: None



HEALTH SERVICES

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Health Services responded to the following number of emergencies, and advanced first aid for January 2007.

Emergency Response and Advanced First Aid

	San Marcos Campus				Escondido Center			TOTAL
	Student	Employee	Other		Student	Employee	Other	
Emergency Response on Campus	2	3	-0-		-0-	-0-	-0-	5
Emergency Response Health Services	-0-	1	-0-		-0-	-0-	-0-	1
Advanced First Aid Health Services	7	6	-0-		-0-	-0-	-0-	13
Medical Injury Reports	7	6	-0-		-0-	-0-	-0-	13
Psychological Health Crises	-0-	-0-	-0-		-0-	-0-	-0-	-0-
Referred Directly to MD	4	3	-0-		-0-	-0-	-0-	7
911 to Hospital	3	-0-	-0-		-0-	-0-	-0-	3
TOTALS	23	19	-0-		-0-	-0-	-0-	42

Please see the attached copy of the 2006 – 2007 Emergency Response and Advanced First Aid Monthly Reports for the month of January 2007.

San Marcos Emergency Response Report January 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
1/16/07 0810	7 Mins.	Employee	Back pain	AA-118	Assessment Vital signs, ice pack, rest, referred to PMD, patient education	Went to PMD at Kaiser	35 Min.
1/24/07 1431	2 Mins.	Student	Difficulty breathing	Pool	Assessment Vital signs, pulse oximeter, oxygen, Campus Police, patient education, paper bag, patient education, 911 called	911 Paramedics transported to Palomar Hospital	30 Min.
1/25/07 0925	Walk-In	Student	Bee sting to Rt. neck	Pool	Assessment Vital signs, benadryl, epi, pulse oximeter, ice pack, Campus Police, Medical Injury Report, Student Accident Report, patient education referred to Dr. Mast, 911 called	911 Paramedics transported to Palomar Hospital	15 Min.
1/25/07 1225	1 Min.	Employee	Elevated blood pressure	Admissions	Assessment Vital signs, Campus Police, patient education, neuro check, ice pack, 911 called	911 Paramedics transported to Palomar Hospital	30 Min.
1/26/07 0830	Walk-In	Employee	Chest pains	Health Services	Assessment Vital signs, telephone consult, ER precautions, MD referral, patient education	Mom transported to Tri-City Hospital	45 Min.
1/29/07 0830	4 Min.	Employee	Dizziness	Parking Lot 4	Assessment Vital signs, neuro check, patient education, rest, referred to PMD, observation, Campus Police	Went to Kaiser Urgent Care	1 ½ hr.

ESCONDIDO EDUCATION CENTER EMERGENCY RESPONSE REPORT: None

San Marcos Advanced First Aid Report January 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
1/10/07 1501	Walk-In	Employee	Head Injury	AA Bldg.	Assessment Ice pack, patient education, ice pack, Telephone consult, MD referral, neuro check, Medical Injury Report, Worker's Comp.	Went to Concentra	30 min.
1/11/07 1105	Walk-in	Employee	Foreign body RT. eye	F Bldg.	Assessment Wound care, foreign body removal, patient education, Medical Injury Report, eye irrigation, telephone consult, Worker's Comp	Returned to work	20 Min.
1/12/07 1200	Walk-In	Employee	Fell Rt. body pain	D-6 Gazebo	Assessment, Ice pack, patient education, Medical Injury Report, MD referral	Returned to work	20 Min.
1/16/07 0815	Walk-In	Student	Back pain	Sidewalk to T-Bldg.	Assessment, Patient education, Medical Injury Report, Student Accident Report	Went home	20 Min.
1/16/07 0950	Walk-In	Student	Lt. Knee pain	Fire Academy Tower	Assessment Patient education, MD referral, Medical Injury Report, Student Accident Report	Instructor took to Graybill Urgent Care	30 Min.
1/16/07 1145	Walk-In	Student	Fell on RT. side while on Adaptive Class Ski Trip	Lake Tahoe	Assessment, Patient education, Medical Injury Report, Student Accident Report, MD referral, vital signs	Went to PMD	25 Min.
1/17/06 1400	Walk-In	Employee	Pain Lt. finger	Counseling	Assessment, patient education, Ice pack, Medical Injury Report, Worker's Comp, telephone consult, MD referral	Went to Concentra	20 Min.
1/19/07 1353	Walk-In	Employee	Cart Vehicle Accident (Report Only)	Comet Circle	Assessment, patient education, Medical Injury Report Worker's Comp, Telephone consult	Returned to work	20 Min.

San Marcos Advanced First Aid Report January 2007

1/24/07 1415	Walk-In	Student	Abrasions both hands	C Bldg.	Assessment Control bleeding, Wound care, Bandaid/dressing, Patient education, Medical Injury Report, MD referral	Went home	15 Min.
1/31/07 1045	Walk-In	Employee	Laceration Rt. finger	Arboretum	Assessment Control bleeding, Wound care, bandaid/dressing, Patient education, Medical Injury Report, vital signs, Telephone consult, Worker's Comp	Went to Concentra	15 Min.
1/31/07 1205	Walk-In	Student	Laceration Lt. finger	C-15	Assessment Control bleeding, wound care, bandaid/dressing, patient education, Medical Injury Report	Went to PMD	15 Min.
1/31/07 1600	Walk-In	Student	Puncture wound Lt. finger	NB-1	Assessment Control bleeding, wound care, bandaid/dressing, patient education, ER precautions, Medical Injury Report, vital signs	Returned to class	15 Min.
1/31/07 1509	Walk-In	Student	Foreign body Rt. hand	Home	Assessment Wound care, FB removal, bandaid/dressing, patient education, referred to Dr. Mast	Returned to class	25 Min.

Escondido Advanced First Aid Report January 2007: None

4. **Health Services – Jayne Conway**

Jayne reported that the ASG has revised its resolution calling for a smoke-free campus by December 2007 with designated smoking areas placed throughout campus. Potential areas would be located on the perimeter of campus (Library Building, Governing Board Room, Theatre, Lot 11/B-Building and GJ Building). Jayne also reported that the Working Group has not yet addressed rainy days. Kelley reminded everyone that the Safety & Security Committee doesn't make decisions regarding smoking issues.

Jayne reported that February is Healthy Heart Month. The cholesterol test they offer provides everyone with total cholesterol, LDL, HDL, triglycerides and a risk ratio.

Jayne reported on the "211" phone call system that will give everyone a variety of Health and Public Services provided throughout the county of San Diego. For more information, go to <http://211sandiego.org/>.

24-Hour Crisis Services

Child/Youth

California Youth Crisis Line 800-943-5200
 Child Abuse Hotline 800-344-6000
 National Runaway Switchboard 800-621-4000
 Safe Schools Hotline 877-723-3724
 (school violence reporting)
 The Bridge 619-521-3939

Domestic Violence/Rape Crisis

County Domestic Violence Hotline 888-385-4657
 YWCA Domestic Violence Hotline 619-234-3164

General

Access and Crisis Line (suicide/crisis) 800-479-3339
 619-641-6800
 Aging and Independence Services 800-510-2020
 (adult abuse reporting)
 California Poison Control 800-222-1222

Emergency Services (Food and/or Clothing)

Catholic Charities 619-231-2828
 Community Christian Service Agency 858-274-2271
 MAAC/National City 619-472-2900
 Metro Good Neighbor 619-264-0368
 Neighborhood House Association 619-263-7761
 Presbyterian Crisis Center 619-232-2753
 Salvation Army 619-231-6020

Shelter

Casa Nuestra (youth) 619-498-0555
 Casa Nueva Vida (families) 619-420-3620
 Rachel's Women's Center 619-696-0873
 Rescue Mission (women, children) 619-687-3720
 Salvation Army (families, children) 619-446-0430
 St Vincent de Paul (singles, families) 619-233-8500
 Storefront (youth) 619-325-3527
 YWCA Oz/San Diego (youth) 858-270-8213
 YWCA Domestic Violence Shelter (women, children) 619-234-3164

2-1-1 is the new three-digit phone number for easy access to community, health, and disaster services information and referrals.



T-Mobile, Cingular, and Sprint/Nextel cell phone customers may dial 2-1-1 directly.

With all other providers, call
 (858) 300-1-211 from cell phones.

(858) 300-1311 TTY/TDD

Free • Confidential • Multilingual
 24 Hours A Day, 7 Days A Week

www.211sandiego.org

For Life-Threatening Emergencies,
 Call 911

PO Box 861307
 San Diego CA 92168-1307

This brochure is produced by
 2-1-1 San Diego.

The information is current as of January 2007.
 To order additional copies or other products offered
 by 2-1-1 San Diego, please call 858-300-1200 or
 email resourcecenter@211sandiego.org.



Connections

Your
 Quick Reference Guide
 to
 Community, Health,
 and Disaster
 Services
 in
 Central San Diego County

Regional brochures are also available.

Still Need Help?

Call 2-1-1

Or look us up online at
www.211sandiego.org.

Abuse

Adult Abuse Reporting 800-510-2020
 Child Abuse Hotline 800-344-6000
 Domestic Violence Hotline 888-385-4657

Child Day Care/Preschool

YMCA Childcare Resource Service
 800-481-2151

Child/Family/Individual Counseling

A variety of counseling services are available. Please call 2-1-1 for referrals suited to specific needs.

Education

San Diego Council on Literacy
 888-850-7323

Employment Training

Corporate Career Centers 888-884-7397
 Employment Development Dept (EDD):
 San Diego 619-266-4200
 ROP (Regional Occupational Program)
 800-479-4900

Financial Assistance

Public Assistance 856-262-9881
 Social Security 800-772-1213

Health

American Red Cross 619-542-7400
 California AIDS Hotline 800-367-2437
 Council of Community Clinics 800-640-1662
 County Medical Services 800-587-8118
 Health and Human Services (general information)
 619-515-6770
 Medi-Cal (eligibility) 856-262-9881
 Medical Society (physician referral via website only)
www.sdcms.org
 Perinatal Care Network 800-675-2229
 San Diego Blood Bank 800-479-3902
 SD-KHAN (children) 800-675-2229

Landlord/Tenant Relations

National Conflict Resolution Center
 619-238-2400
 Renters Law Line 858-571-1166

Transportation

Disabled Transportation 800-921-9664
 DT/Central San Diego 888-517-9627
 Mass Transit 800-266-6883

Senior Information & Referral

Aging and Independence Services
 800-510-2020
 Senior Citizens Services (San Diego)
 619-236-6905

Services for the Disabled

Access Center/San Diego 619-293-3500
 ADA Certification (toll free) 877-232-7433
 Aging and Independence Services
 800-510-2020
 Deaf Community Services 619-398-2441
 Disabled American Veterans 619-232-0141
 Regional Center 858-576-2996
 San Diego Center for the Blind
 619-583-1542

Substance Abuse

Alcoholics Anonymous/San Diego
 619-265-8762
 Narcotics Anonymous 800-479-0062
 Pathfinders of San Diego 619-239-7370
 Smokers Helpline 800-662-8887
 Volunteers of America Detox
 619-232-9343

Volunteer Opportunities

Retired Senior Volunteer Program
 858-505-6399
 Volunteer San Diego 858-636-4131

5. **ASG**

There was no one present to provide a report.

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

Don reported on the following activities:

- Lab pack for Art, Chemistry and Photography were disposed of.
- Off-cycle lab pack for Chemistry and Life Sciences were disposed of.
- Air compressors were certified.
- No report received as of this date from Brian Wong's, Keenan & Associates, site visit in December 2006.
- Four work stations evaluations were processed.
- Two large loads of old electronics (computers and monitors) were disposed of.
- Mobility cart obtained
- Four ADA accommodations were provided (chairs)

Michael Finton, Escondido Center, expressed concern about expired, non-regulated, medications that are provided by outside agencies for the Emergency Medical Education Program. These outside agencies just leave these items, including needles, outside the EME area where anyone passing by could access/take these meds.

Kelley distributed a copy of the following document which outlines a partnership with the City of San Marcos in sponsoring a CERT Class:

CERT: San Marcos Sponsors Community Emergency Response Team

Saturday Training Sessions to Start on April 7

The potential for wildfires, earthquakes, transportation accidents, terrorist attacks and other disasters lurks below our everyday awareness. Many people have become complacent knowing that when we dial 911, professional help arrives in a mere handful of minutes. However, experts say when the "big one" hits, law enforcement officers, firefighters, paramedics and hospitals will initially be overwhelmed and will not be able to tend to the hundreds, or even thousands of injured victims.

To span this gap between need and response, the Department of Homeland Security urges people to train and prepare themselves by enrolling in a Community Emergency Response Team (CERT) program. The program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. Using their training, CERT members can tend to themselves and their families, and can assist others in their neighborhood or workplace.

The City of San Marcos, in partnership with Palomar College, is sponsoring a CERT class. Graduates of the course will have the opportunity, if they wish, to apply to become a member of the San Marcos CERT Team. San Marcos CERT Team members will be issued free CERT equipment kits, which include helmets, gloves, goggles, radios, fire extinguishers and other survival tools. They will also attend periodic Saturday morning training refresher sessions and participate in rescue drills with the San Marcos Fire Department.

Two to three-hour classes will take place on nine consecutive Saturday mornings, beginning on April 7, 2007 and culminating in a disaster response scenario and certificate of completion in the non-credit Palomar College course on June 2. For enrollment information, call Maribel at (760) 744-1050, extension 3405.

D. First Reading**1. AED Information**

Kelley/Jayne distributed copies of the San Diego Project Heart Beat Booklet on "How to Use an AED (Automated External Defibrillators)." Booklet includes campus map locations of our AEDs.

The Facilities custodial staff will hang these procedures in each campus classroom. These booklets will also be available in the Library, Health Services, Student Union, Wellness Fitness Center, Theatre, Vice-President Offices and the AA/ST Glass Bulletin Boards.

Jayne made the suggestion of adding Campus Police's extension (2289) to these booklets

Jayne reported that her office has been given money to purchase one more AED and that the Professional Development Office will conduct an in-service AED operation for the faculty.

2. "Safety by Design"

Kelley reported that for future buildings, we want to landscape for safety and install an Intercom system and Voice-Over IP phones for emergency communications.

3. Slips and Falls

Kelley reported that on the first day of the spring semester, the campus community experienced a lot of slips and falls due to pockets of ice on campus walkways.

E. Discussions/Other Items**1. Construction Updates – Mike Ellis****a. Natural Science Building (formerly the High Technology Laboratory & Classroom Building)**

The Natural Science Building is scheduled for completion by June 2007 with the first classes to be held in August 2007.

b. State Scheduled Maintenance

\$30,000 has been provided for asbestos removal which includes floor tiles and mastic

c. Bond Project

Over the next five years, there will be construction all over campus. A website will be created to keep all campus employee informed and numerous articles will be printed in the Telescope. Kelley reported that most of the construction will be occurring right in the middle of campus and that the Multi-Disciplinary Building will start construction in March of 2008.

Kelley also reported on the RFQ (Request for Qualifications) for the Architects/Design Teams. Fifty-eight (58) submittals were received and reviewed by Mike Ellis, Chris Miller, Karen Mifflin and herself. The Architects and Design Teams selected will stay with the project till its completion.

2. Preparation of Communicable Disease (Pandemic Flu Response)

Jayne reported that she recently attended a San Diego Council meeting that will be sending a packet to local colleges to form a plan. (check out web page)

Kelley directed Donna to distribute a handout, from the San Diego County of Education, to the Safety & Security Committee representatives regarding air fresheners and ergo driving hints.

Kelley directed Jayne to update the Palomar College Guidelines for First Aid Care. New sections will discuss AEDs and "Students in Crisis." Kelley also requested that the following campus departments review these Guidelines and send any comments to Donna/Kelley:

- Campus Police
- Child Care Center
- Disabled Resource Center
- Emergency Medical Education
- Evening Administrator
- Health Services

4. Roof Numbers for Campus Police Building

Tony Cruz reported that the Sheriff's Department has requested that campus building roofs be painted with roof numbers.

Mike replied that we have no funding for this request. Six-foot stencils and specialized paint are required for this request. Kelley suggested that as part of the design process, roof numbers should be incorporated into upcoming designs. Mike also indicated that as the campus re-roofs buildings, roof numbers are incorporated into the project.

F. Safety Concerns

1. Skateboarders

Tony reported that the Campus Police continues to enforce the ban of skateboards on campus.

2. Escondido Center/Lot 2 – 600 Wing

Student allegedly groped in Lot 2 at the Escondido Center. Unfortunately, it was not captured on film as the camera is out-of-range in this area.

3. Escondido Center/Unlocked Facilities – 600 wing

Michael shared the doors that ESC-604, ESC-606 and ESC-607 have been found unlocked. Who is responsible for checking these facilities? Mike directed Michael to contact Jimmy Diaz, Supervisor of Facilities Operations at the Escondido Center.

4. Escondido Center/Charter School Issue

Michael reported that the nearby Charter School students have been seen hanging around and smoking on the Escondido Center campus. Tony Cruz directed Michael to let the officer at the Escondido Center aware of this issue.

G. Adjournment

There being no further business, the meeting was adjourned at 3:16 p.m.

Reminder: Next meeting is scheduled for
Wednesday, April 4, 2007, 2 p.m., Room RS-5