



SAFETY & SECURITY COMMITTEE **MINUTES**

April 6, 2011

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 6, 2011, at 2:00 p.m.*, was held in RS-5. Ken Jay called the meeting to order at 2:05 p.m.

Roll Call

Members Present: Brian Engleman, Jayne Conway, Tom Medel, Anne-Marie Mobilia, Jaime Moss, Marilee Nebelsick-Tagg, Donna Renner, Dolores Silva, Josh Simmons and Shayla Sivert

Members Absent:

Tony Cruz, Michael Finton, Kelley Hudson-MacIsaac and Pam Keinath

Ex-Officio Members Present:

John Emerson and Katherine Gannett

Ex-Officio Members Absent:

Lucy Nelson

Guest:

Dr. Bonnie Ann Dowd

A. Minutes – February 2, 2011

MSC (Nebelsick-Tagg/Simmons, Sivert abstained) to approve the meeting minutes of February 2, 2011.

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

B. Discussion/Information Items

1. Workers Comp

Lisa reported that for the month of January-March 2011, eight (8) workers' comp claims were processed; two were first aid and two were from the Facilities Department – none were slips/falls.

2. **Campus Police**

Vic So'oto reported that for the months of February through March 2011, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
1	Arrest		Assault		Attempted Burglary
3	Drugs-marijuana		Felony Vandalism		Forgery
	Fraud	37	Graffiti	1	Grand Theft
	Harassment		Hit-and-Run		Impounded Vehicle
	Indecent Exposure	8	Information Only		Lewd Conduct
	Locker Burglary	1	Lost and Found	5	Lost District Keys
16	Medical Assists		No License		Non-Injury Accidents
5	Petty Theft		Sexual Battery		Stolen Property
	Stolen Vehicles	11	Student Code Violations		Threat
	Towed/Stored Vehicles		Traffic Accidents		Vandalisms
2	Vehicle Burglaries		Vehicle Vandalisms		Warrant (arrest) – traffic stop
0	Weapons Violation		Water Leak		

3. **Risk Management**

Ken reported that his office is overseeing a couple of incidents; however he cannot at this time comment on them.

4. **Student Health Services**

Jayne discussed smoking on campus. She presented a handout which outlined the following regarding the dangers of second-hand smoke to non-smokers.

- "Where is secondhand smoke a problem?"
- B.P. CCE/AFT-21 Safety Conditions of Employment
- American Cancer Society 2010 graph outlying age-adjusted cancer death rates by females 1930-2006
- "Second-hand smoke kills children and adults who don't smoke, and makes other sick (Surgeon General's report) provided by the American Lung Association 2010"

Jayne reported that Student Health Services continues to work with the students on smoking issues.

The following campus groups/offices are in support of Palomar College becoming a smoke-free/tobacco free campus:

- Associated Student Government (ASG)
- PFF
- Vice-President of Student Services

Shayla Sivert reported the following motion from the Palomar Faculty Federation:

"Whereas second-hand smoke causes premature death in children and adults that do not smoke; Whereas the scientific evidence shows that there is no safe level of second-hand smoke; Whereas Article 13 of the current PFF contract states the District shall not require any faculty member to be in place of employment which is not safe; Therefore, be it resolved that the Executive Board supports creating a smoke and tobacco free campus at Palomar College

The Faculty Senate only supports having a smoke free campus for the students – none for employees.

Jayne wants a vote of support from the Safety & Security Committee

A motion to amend the agenda was made by Jayne Conway to declare secondhand smoke as a safety issue (Nebelsick-Tagg/Simmons, Engleman, nay). Bonnie replied that declaring this a safety issue would be a business liability risk to the District). A better idea would be to declare the amendment as an endorsement in support of a smoke-free campus.

In other news, Jayne reported that Student Health Services has been seeing a lot of pertussis cases and appropriate measures have been taken.

Student Health Services is hoping to go to an on-line medical record system in the very near future.

5. **ASG**

Josh inquired as to the status on the smoking signage for the MD Building (reference "D. First Reading, Item#1).

6. **Environmental Health & Safety**

John reported that for the months of March through April 2011, the following activities occurred:

- Attended an 8-hour hazwoper certification class.
- Received four (4) IAQ (indoor air quality) reports; one of which was completed.
- Processed 32 ergo installations
- Coordinated Evacuation Chair Training (scheduled for Friday, 4/15/2011, at the MD Building).

C. **Action Item/Second Reading**

1. There was no second reading item.

D. **First Reading**

1. **Health Sciences & MD Building "No Smoking Signage"**

Marilee inquired about providing signage between the HS & MD Buildings as a lot of people smoke between these buildings.

State law prohibits smoking within 20 feet of an operational door or window.

Donna and John replied that the sandwich boards (five) are on order for the MD Building "no-smoking" designation.

Jayne reported that she is working with the students on creating universal signs with stand-up boards highlighting the designated smoking areas on a map.

Dolores reported that an instructor in Building-F reported that when the weather turns at the Library Building designated smoking area, the students tend to relocate to the F-Building and the smoke travels inside the instructor's office.

It was recommended that we re-evaluate the designated smoking areas.

2. **Emergency Training & Drills for Campus Employees**

Shayla reported that the Student Services Planning Council suggested that emergency training exercises and drills be provided for Palomar College faculty, staff and administration.

Herman Lee has requested that a mass communication system be purchased that can communicate with students using text and email.

Reference the Emergency Response Plan located on the Facilities Department website under Environmental Health & Safety section:

<http://www.palomar.edu/facilities/LeftNav/EHS/Emergency/Plan.html>

The biggest obstacle for implementing this plan has been funding sources. All of the needs are over \$1 million dollars and PROP M monies cannot be used.

John reported that the Emergency Response Plan has been utilized during the following incidents:

- Three bomb threats
- Two fires
- Power outages

Bonnie reported that that Environmental Health & Safety Office, overseen by Kelley and John, developed an Emergency Response Plan several years ago that includes California's Standardized Management System (SEMS) and the National Incident Management System (NIMS).

The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management which include the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept and established mutual aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, which is responsible for the management of resources to effectively accomplish the District's stated objectives in response to an incident.

District personnel with assigned roles within the emergency response plan complete appropriate specialized training, in compliance with NIMS and SEMS mandates.

John reported that in 2008, the Safety & Security Committee sponsored a CERT program (Community Emergency Response Team) for Palomar faculty and staff. This training educated people about disaster preparedness for hazards that may impact their area and employees were trained in basic disaster respond skills such as fire, safety, light search and rescue team organization and disaster medical operations.

Katherine reported that the certificate that was given to her upon the completion of the CERT Program has now expired. Donna indicated that she will contact Occupational & Non-Credit Programs to inquiry about the cards.

It was hoped at the time of the CERT training that those Palomar College employees who were certified would become "Building Coordinators" for their departments. Each Building Coordinator would then provide direction and assistance in the orderly evacuation from each building to the designated assembly areas and provide assistance and information to emergency response personnel. This task was shelved because employees felt it was an extra duty that required more pay and the task became a "working condition/collective bargaining" issue.

Committee members also expressed concern regarding the outdated San Marcos Campus Emergency Procedure Guides located in campus classrooms.

Donna replied that the most current versions are located on the Facilities Department website:

<http://www.palomar.edu/facilities/LeftNav/EHS/Emergency/EmergencyPro.html>

- [San Marcos Campus](#)
- [Escondido Center](#)

E. Discussion/Other Items

1. Construction Updates

a. Demolition & Hazmat of Buildings B, P and W

Bid was awarded. We are waiting on the contractor to sign documents and provide insurance information.

b. Humanities & San Marcos Teachers Learning Center

It is hoped that both these projects will begin in summer of 2011. Parking Lot 11 will be affected (it will be part of the construction zone).

c. Planetarium

This project is on schedule to be completed in fall of 2011.

F. Safety Concerns

1. Student Health Services Insufficient Staff

Brian reported that lately Campus Police has been transporting students to Student Health Services due to their insufficient staffing levels.

G. Adjournment

The meeting adjourned at 3:30 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, May 4, 2011, 2 p.m., Room RS-5