



SAFETY & SECURITY COMMITTEE MINUTES

April 7, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, April 7, 2004, at 3:00 p.m.*, in RS-5.

A. Call to Order

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

B. Roll Call

Members Present Eric Duvall, Mike Ellis, Michael Finton, Katherine Gannett, Nancy Horio, Renee Hugo, Kelley Hudson-MacIsaac, Ken Jay, Karen Mifflin, Dolores Silva, and Don Thompson

Members Absent: Norma Bean, Jayne Conway, Brian Engleman, Donna Greene, Pam Keinath, Dolores Silva, Jon Stone and Jim Stoney

Ex-Officio Members Present: Eileen Bundoc and Pam Webb

Ex-Officio Members Absent: Max Cregar

Guests: JG Aegerter, Anthony Cruz, Carol Gidner, Linda Kurokawa and Carlos Vargas

C. Minutes

MSC Ellis/Jay None opposed.

The proceedings of the meeting of March 3, 2004 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

D. Unfinished Business – Second Reading

1. Emergency Procedures Response

Kelley emailed Jerry Patton asking for final approval for the fire alarm testing on Monday, April 19, 2004, at 10:05 a.m. It is an “awareness” test only and students and staff are not to evacuate.

Kelley asked for a motion to approve 10:05 a.m. as the time for the test.

MSC Ellis/Cruz None opposed.

2. Annual Implementation Plan

Kelley distributed a copy of the proposed Identification of Hazards procedure, outlined as follows:

- Encourage Students and Staff to report Safety Hazards
 - a) Setup a SAFETY HOTLINE. Publicize in the Telescope, Two-Minute News and classroom postings.
 - b) Publicize the existing Hazard ID form on web via above methods.
- The Facilities Supervisors will include a Safety Section in their PM (preventative maintenance) inspections; part of the report will be forwarded to Kelley.
- Request San Diego County Department of Education, Risk Management Office to conduct periodic inspections on our behalf.
- Utilize SWACC for annual safety inspections.
- Environmental Health & Safety to produce monthly report on safety hazards identified and conclusions.
- Recruit and train interested employees to conduct safety inspections around campus or in their own areas.
- Review the Safety & Security Committee membership to possibly include members from "high hazard areas" such as Art, ROP, Science and Wood Technology.

Kelley asked for a motion to approval these procedures.

MSC Horio/Ellis None opposed.

3. Injury & Illness Prevention Plan

Mike recommended the following changes to the Injury and Illness Prevention Plan (IIPP):

- Page 3, Under Section - Primary methods for identifying hazards, Item 1. Preventative Maintenance Sections: remove Supervisor for Building Services and replace with Facilities Supervisors.
- Page 3, Under Section - Primary methods for identifying hazards, Item 1. Preventative Maintenance Sections: remove Building Services staff and replace with Facilities staff.

E. Reports

1. Campus Police – Tony Cruz and Carlos Vargas

Carlos reported the following incidents:

- A trip and fall accident occurred on the running track on March 13th. The woman complained of a sore ankle and minor scraps and abrasions.
- A Facilities employee using a weed-whacker in LOT 5 hit a stone which flew through the air and broke the window of a Ford Expedition.
- Two robberies and one attempted robbery have occurred recently at the Snack Shack.
 - a) During one recent robbery, the thieves threw a rock through the window and stole a bag of cash (\$1143). Empty bag was later found near the Library. Security alarm was not set.
 - b) A former employee approached a Snack Shack employee and told her that Pat Barrett, Aramark Manager, wanted to see her about her check and W-2 form. Employee left building to walk to Main Cafeteria; while employee was gone, former employee robbed building (\$1000).
 - c) A few days later, the same former employee approached a Snack Shack employee and told her the same story as referenced above but Snack Shack employee already had her check and W-2 form and informed former employee she was telephoning Pat Barrett.

Note: former employee was described as a black woman with dreadlocks.

2. Risk Management – Key Jay

There was none to report.

3. Workers Compensation – Eileen Bundoc

Seventy-two nursing students were recently exposed to TB at an un-named nursing facility. All the students were tested immediately for TB. Claim form will be paid for by Workers' Compensation. Students will have to be re-tested in six weeks.

4. Health Services – Pam Webb

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

The potentially **life-threatening emergencies** summary, for dates 3/01/04 through 3/31/04, is as follows:

- 5 students/0 employees on the San Marcos campus (1 911 response)
- 1 student/0 employees on the Escondido campus

In addition, Health Services provided **non-life-threatening first aid** to 25 individuals at the San Marcos Campus and 4 individuals at the Escondido campus.

During this time period Health Services had a total of **1,273** total office visits with 1,078 visits at the San Marcos Campus and 195 visits at the Escondido Campus.

Pam briefly shared that Health Services is offering Skin Screening for students (free) and employees (\$15.00).

May is Skin Cancer Awareness Month

April 19, 2004 through May 14, 2004

To schedule an Appointment, Call Health Services

San Marcos Campus: 760/744-1150, x2380

Escondido Campus: 760/432-0624, x8105

Space is Limited!

Pam also reported that a Blood Drive has been scheduled for Tuesday, May 4th, Wednesday, May 5th and Thursday, May 6th. It will be held in LOT 11 from 9:00 a.m. until 2:30 p.m.

5. ASG

There was none to report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac

Kelley reported on her attendance at a Fire Safety/Risk Management Seminar. A representative from DeAnza College spoke about their recent emergency response experience (serious bomb threat). An alert employee at a local photography shop noticed pictures of bombs intertwined with pictures of the college and notified authorities. The college chose to evacuate the college campus and encountered problems with the evacuation of their Child Care Center and Disabled Students.

Kelley is presently working with Pam Keinath, Child Care Center, to establish procedures and to designate an off-campus evacuation center where parents would meet to retrieve their children.

Kelley is not yet working with Ron Haines, Director, Disabled Resource Center but she is interested in establishing procedures similar to those stated above.

Kelley distributed a copy of the Environmental Health & Safety monthly report for March 2004.

The summary is as follows:

- 6 ergonomic requests were completed or in progress
- 2 indoor air quality requests were received; JPA was called in for air monitoring assistance
- 7 trip hazards were repaired or determined to be no fault
- 7 workers compensation requests were received by Health Services for employees which included 1 trip, 3 abrasions/cuts, 2 lifting and 1 walking (knee).
- 11 student incidents were received by Health Services (certain departments have higher incidents than others):
 - 1) Art Department: 2 abrasion/cut incidents
 - 2) Dance: 1 abrasion incident and 1 ankle incident
 - 3) Disabled Resource Center: 1 ACL tear (Ski trip) and 1 metal bar fell on foot (in cart)
 - 4) Life Sciences: 1 puncture (writing utensil) incident
 - 5) PE: 2 ankles and 1 knee incident
 - 6) CFT: 1 abrasion incident
- The Traffic Signage proposed by Campus Police at our February 2004 committee meeting has been completed.
- Thirty (30) work requests have been submitted to resolve trip hazards identified by the JPA.

F. New Business – First Reading

1. Telephone in Weight Training Room/Racquetball Court

JG Aegerter, Physical Education, briefly shared that there is a great need for a telephone connection to be re-established in the Weight Training Room/Racquetball Court Facility. The connection for the phone instrument was inadvertently transferred several years ago to the Wellness/Fitness Center. The Athletics and Physical Education departments have students of all ages and disabilities that utilize this facility. The nearest phone is located at the Swimming Pool. JG indicated that he, Joe Early and Bob Vetter all have classes in this location.

Kelley stated that there are several other areas on campus that should have telephones installed (Wood Technology, Science Laboratories and Art; although there is a payphone located in the Glass Blowing area).

Cost: \$182

The committee feels that the department should fund the cost. JG will take the committee's recommendation back to Bob Vetter.

2. Animals on Campus

Linda Kurokawa, Community Development, briefly shared that her department is presenting a one-day seminar for kids and teens (ages 10-15) on Saturday, April 24, 2004 entitled "The Truth about Cats and Dogs."

The seminar encompasses the world of veterinary medicine in a class designed with kids and teens in mind. They learn what it takes to become a veterinarian and the opportunities available in veterinary medicine. Students will learn some basic skills in animal care, grooming and nutrition. They will be able to have hands-on experience with some of the veterinary tools and learn what it is like in the world of animal treatment and preventive care.

The class is taught by a license veterinarian and a veterinary assistant. Two very docile cats and one dog participate in the seminar which will be taught in classroom ES-10. Several tables and a sink will be utilized for the seminar and the classroom will be thoroughly cleaned by the instructor.

Linda reported that this very popular seminar is taught once a semester (spring, summer and fall). Katherine expressed concern about liability issues but Ken reassured her that the liability falls upon the instructor.

It was the consensus of the committee to approve the use of animals in this seminar.

MSC Jay/Gannett None opposed

Kelley stated that the committee will re-visit this request to see if we can approve the use of animals once a year for all three seminar sessions.

3. Trip Hazards in Classrooms

Kelley passed around a photo display of classroom (rooms' BE-6 and F-9) trip hazards involving computer cables. Lee Hoffmann, Audio Visual, has been installing computer workstations/cabling at the faculty's request. Kelley asked for faculty input on how to resolve this issue. Please bring this request back to your individuals groups and email Kelley with possible solutions.

G. Other Items

1. Smoking

Kelley reported that the Governing Board Policy on Smoking has been changed to reflect the new January 1, 2004 law. She is not sure why the Smoking Education Working Group has been part of the Safety & Security Committee. Jerry Patton agreed that our committee should no longer be responsible. Smoking is a health issue; therefore all dealings with this topic will be managed by Health Services.

2. Safety Awareness/Reporting

Kelley specified that everyone on this committee increase their awareness of safety and security issues. She requested that each member bring forth an item that can be easily fixed.

Safety/Security Items:

- **Ken Jay** briefly discussed the recent incident where a woman drove her car on the sidewalk from the Boehm Gallery along the rear of the "A" Building. Everyone that had witnessed this occurrence shared that we were lucky no one was hit as the woman drove through this area during a period of high pedestrian access/classroom activity. Someone shared that the woman was stopped and asked why she was driving on the sidewalk. The woman replied that she was given permission from her instructor to do so.
- **Ken Jay** also reported he has noticed an increase use of bicycles and skateboard activity on campus (San Marcos Middle School Students).
- **Mike Ellis** reported that while he was providing rodent control at Child Care Center Building 3 he noticed that the concrete swale on the sidewalk needs to be ground down flush.
- **Eric Duvall** reported that he has noticed several improper safety cords in classrooms, both on the San Marcos campus and off.
- **Karen Mifflin** reported that the floor in the "E" Building Women's Restroom is constantly wet. The trash containers are too high for the ADA soap dispensers so by mid-afternoon unknown persons have moved the trash container aside causing the liquid soap to disperse onto the floor causing a trip hazard.
- **Renee Hugo** shared that she had none to report at this time.
- **Eileen Bundoc** reported that the two floor mats located at the "A" electric doors are constantly bunching up causing a trip hazard.
- **Eileen Bundoc** also reported that the Palm Tree located in the courtyard by the "A" Building Men's Restroom is always hitting people entering and exiting the restroom facilities.
- **Michael Finton (PCEC)** reported that there is only one electrical outlet in classrooms EC-602 and EC-605. Students plug-in their laptops by running extension cords all over the classroom therefore causing trip hazards. **Mike Ellis** recommended that Information Services be contacted about installing a wireless hub in these classrooms.
- **Michael Finton (PCEC)** also reported that parking ticket machine located at the Escondido Center is in an unsafe location. Students have to park and then cross a roadway to purchase their tickets.
- **Pam Webb** reported that the pedestrian crossing between Parking Lots 11 and 12 is unsafe. Kelley shared that this has been an on-going issue for thirteen years. **Carlos Vargas** reported that at the next Campus Police Advisory Committee Meeting he has recommended that the District remove the exit access from Parking Lot 12 into Lot 11. If approved, area will be fenced off.
- **Pam Webb** also reported that she recently witnessed a disabled wheelchair (electric) student driving full power down the main sidewalk during the hours the electric carts are banned.
- **Carlos Vargas** reported that he encountered a person driving a truck on the sidewalk near the Fire Red Gates by the "O" Building. This past week, he has encountered eleven vehicles driving round the locked gates to access the rear of the Baseball Fields. Vehicles will be cited. He said he has the full support of John Woods. The committee briefly discussed installing a camera at this location.
- **Tony Cruz** reported that there has been a high increase of high school students skating-boarding down the stairs and ramps located at the "O" Building and at

the Library. Carlos shared that when he worked at USD, they installed welded rings onto the railings thus deterring the use of skateboards.

- Tony Cruz also reported that the foliage located at Parking Lot 7 is blocking visibility when people are turning left from the lot onto Comet Circle.
- Katherine Gannett reported that she has noticed that several of the benches are broken by Redwood City thus exposing raw fiberglass.
- Don Thompson reported that for several days this week he has watched a kid driving a motorized skateboard around Comet Circle weaving in and out of the lanes. This morning he reported it to Campus Police.
- Don Thompson also reported that a pink-flowered bush between the "Q" and "U" Buildings needs to be trimmed.
- Carol Gidner (for Keinath) reported that there is an on-going rodent problem at the Child Care Center and that the parking has been better since the establishment of a 20-minute parking zone at their facility.
- Carol Gidner also reported that the Parking Lot 5 fence is down. Mike Ellis reported that the fence has been re-installed but that the students are jumping the fence.
- Kelley Hudson-MacIsaac reported that the asphalt in front of the Warehouse is uneven and could cause a person with heels to twist an ankle.

Kelley briefly informed the committee that when EDCO retrieved an overdue dumpster this week, liquid spilled from the dumpster and when down the storm drain. The liquid also emitted a strong odor which caused one of the Warehouse employees to feel nauseous.

H. Adjournment

There being no further business, the meeting was adjourned at 3:17 p.m.

The next scheduled meeting is Wednesday, May 5, 2004

Facilities Conference Room (RS-5)

2:00-3:30 p.m.

NOTE: NEW STARTING TIME FOR MEETING