



SAFETY & SECURITY COMMITTEE MINUTES

May 7, 2014

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, May 7, 2014* was held in RS-5. Derrick Johnson called the meeting to order at 1:13 p.m.

ROLL CALL

Present: Johnson, Keinath, Lofthouse, Medel, Miller, Moss, Nebelsick-Tagg, Renner, Silva,
Absent: Conway, Dryden, Finton, Hogquist, Hornsby, Kinsinger, Orozco, Wick
Ex-Officious Absent: Nelson, Wright
Recorder: Donna Renner

A. MINUTES

- I. **Approve Minutes of April 2, 2014**
MSC (Nebelsick-Tagg/Moss to postpone the meeting minutes of April 2, 2014 until the next Safety & Security Committee meeting on Wednesday, September 3, 2014. None opposed.

B. DISCUSSION/INFORMATION ITEMS

- I. **Workers Comp**
Donna Renner, reporting on Lucy Nelson's behalf, provided the following information for the month of April:
 - Two (2) claims (one was first aid, zero claims from Facilities and STP (slip, trip or fall)).
2. **Campus Police**
No representation
3. **Risk Management**
No representation
4. **Health Services**
No representation.
5. **ASG**
No representation. ASG meeting is held at the same time as our meetings.
6. **Environmental Health & Safety Office-Derrick Johnson**
Derrick reported on the following information:
 - a) **Upholstery Program**
Derrick provided an update on items previously discussed at Safety & Security Committee meetings. These Upholstery items will be brought to Berta Cuaron's attention:
 - Place the tables against the wall so they are not in the center of the floor.
 - Run the hose connection under the table thus removing the trip hazard.
 - Derrick would like to use battery-operated staple guns; however he has to check with the instructor to see if these guns would work well. If the instructor agrees to utilize these items, an extra battery will be purchased for each item.
 - The EHS Office has had to deal with overhead hazards (couches without protective pulleys) which have been caught in individual's faces, hair, etc.

b) Public Safety Programs Training Center

Last month, Public Safety Programs reported burn box smoking issues occurring at Santar Place in San Marcos. Derrick, Jeff, Supervisor for Building Services, and one of our HVAC Technician's visited their site. There is nothing wrong with the design of the building; however it was not meant to have smoke going inside the building from a fire truck sitting adjacent to the building.

Derrick will discuss this situation with Contract Services (Eileen Poole) to find out what our contract obligations require with the San Marcos Sherriff's Department and/or the Landlord. Derrick will draft up a report, provide quotes and have Ron Perez present this information to the Landlord.

c) Teaching and Learning Center (TLC) Fire

Derrick reported that a fire occurred outside the TLC Building last month. An employee with the Custodial Services Department put out the fire with a fire extinguisher. San Marcos Fire Department did arrive on scene. Derrick has brought this to our attention today as he wanted to talk about the "no-smoking policy." Derrick has previously talked about the policy with Interim Police Chief, Charles Hogquist and had hoped he would be at today's meeting (no show). Campus Police is not enforcing the policy as they must have the support from President Deegan and the Vice-President's and unfortunately that is not happening.

d) Library Staff Safety Concerns

Last week, the Environmental Health & Safety Department attended a meeting requested by Connie Sterling, Library Manager, regarding the Library Department's safety concerns. The Interim Chief of Campus Police was also in attendance.

The Library employees shared that they previously had forwarded their safety concerns to a representative of the Safety & Security Committee (their prior Library Manager, Katherine Gannett, served on our committee until her retirement in March 2012). These employees feel that their concerns are not being addressed. Recently, there was an episode that occurred in the Library involving a person carrying a long knife.

The Library employees requested that a Library staff member be appointed as a representative of the Safety & Security Committee. Derrick queried our members on how they felt about that question and everyone thought it was a good idea. Derrick shared that Donna will submit a "Governance Structure Group Request" form to the Office of Finance & Administrative Services to add "one Library Representative" to our committee.

C. Action Item/Second Reading**I. San Marcos Campus Emergency Procedures Guide**

Derrick reported that it was two weeks ago that a handful of the Safety & Security Committee met to go over the San Marcos Campus Emergency Procedures Guide page-by-page.

MSC (Nebelsick-Tagg/Lofthouse) to approve the San Marcos Campus Emergency Procedure Guide as written.

- 1st Page: THIS GUIDE

Under this section, we did remove the "9-1-1" section and just left extension 2289 or 760/891-7273 as the contact numbers for Campus Police.

- 2nd Page: EMERGENCY PHONE NUMBER FOR PALOMAR COLLEGE

It was clarified that the phone number listed for Poison Control is correct.

- 3rd Page: BEHAVIORAL CONCERNS

Remove the word "the" in front of Campus Police.

- 4th Page: CIVIL DISTURBANCE OR DEMONSTRATION
There were no changes.
- 5th Page: SUSPICIOUS MAIL
There were no changes.
- 6th Page: EXPLOSION/AIRPLANE CRASH
There were no changes.
- 7th Page: VIOLENCE OR CRIME IN PROGRESS
There were no changes.
- 8th Page: ACTIVE SHOOTER
There were no changes.
- 9th Page: TELEPHONE BOMB THREAT
There were no changes.
- 10th Page: BUILDING EVACUATION PROCEDURES
Carl established that the campus map on Page 10 was the corrected campus map which Derrick confirmed.
- 11th Page: EVACUATION OF DISABLED PERSONS
There were no changes.
Chris expressed concern that nothing mentioned the actual evacuation of disabled persons utilizing lifting disabled individuals from their wheelchairs should always be handled by Disability Resource Center employees.
- 12th Page: HAZARDOUS MATERIALS INCIDENTS
Carl expressed concern regarding calling Campus Police if a hazardous material incident occurs; Derrick decided to add the following wording after the centered title:
IMMEDIATELY CALL the Campus Police at Extension 2289 or 760-891-7273.
- 17th Page: THE EMPLOYEE QUICK REFERENCE GUIDE FOR EMERGENCIES
At a previous meeting, Jayne Conway wanted Health Services to be removed from this page; however it was decided to keep this information and not remove it. *There are no changes.*
- 18th Page: CAMPUS MAP – SAN MARCOS
Derrick shared that the campus map is finally correct; however Donna pointed out that she found a minor error. Disability Resource Center is listed on the map as Disabled Resource Center. Another person found the parking fee to be incorrect, the map has it listed as \$3 when in actually is it \$5.

Derrick called for the question: “All those in favor?” Aye, none opposed.

D. Action Item/First Reading

I. **Escondido Center Campus Emergency Procedures Guide**

Derrick shared that we will review the Escondido Center Emergency Procedures Guide similar to what we just did with the San Marcos Campus Emergency Procedures Guide. There will be no changes to the majority of this guide except for the campus maps and the phone numbers.

Jaime shared that the staff at the Escondido Center previously perused their copy of their guide prior to releasing it to the Environmental Health & Safety Office.

Tom shared that the Escondido Center campus map was created by Don Thompson. Derrick indicated that this map will be given to Creative Services so they can modify it and input their version into the Escondido Center Emergency Procedures Guide.

The motion was approved to move from First Reading to Second Reading (**Moss/Lofthouse**) thereafter the motion was approved unanimously to review the Escondido Center Emergency Procedures Guide.

E. Discussion/Other Items**I. Private Office Windows/Johnson**

Derrick opened up the private office windows item for discussion as the original request began with the San Marcos Teaching & Learning Center (TLC) although Chris shared that it really began when he was the Construction Supervisor for the Natural Sciences Building.

Chris was told at the time the NS Building was under construction that we had to have windows installed in offices because it involved a sexual harassment thing dealing with the faculty more than anyone campus-wide. People want curtains or other items installed on the windows blocking them off. Personally, Chris shared that the mini-blinds are a good way to go because a Counselor or Instructor may have a student in their office requiring privacy. It is the instructor's discretion to keep the mini-blinds opened or closed during meetings with student. Chris shared that our new Manager of Construction and Facilities Planning had brought this item to Chris' attention because she had been looking for procedures on this subject and couldn't find any. Since there wasn't a District policy on this item, he decided to bring this to the Safety & Security Committee to share that this is what the Facilities Department is doing. Chris shared that Derrick checked with our insurance company and there was no issue with them. Derrick shared that there is no policy or law driving this item. Chris will report this discussion with the Finance & Administrative Services Planning Council.

2. Escondido Center's Citizen's Arrest

Derrick shared that at a recent meeting with the Library staff it was reported by the Interim Police Chief, Charlie Hargrove, that an incident occurred at the Escondido Center where Campus Police cannot arrest a person for a misdemeanor. While Campus Police contained the suspect and made him wait while a search was made to find the students who reported the incident. Campus Police asked the students if this was the individual and they confirmed it was him and asked the students if they would like to make a citizen's arrest and the two students looked at the Officer and said to him why are you asking us, you are right here – why aren't you arresting the individual?

Derrick shared that it turns out that Campus Police cannot arrest an individual unless it is a felony offense. The Officer has to ask the question to the students and if they answer yes only then can the Officer arrest the individual; otherwise he cannot. The Library employees had a major concern over this and feel there needs to be a little more education and information provided to students, staff and faculty here on campus as most employees are not aware of these policies. Interim Police Chief, Charlie Hargrove said that Campus Police cannot inform people during an incident because we would be influencing the victims reporting the incident.

Derrick brought this item to the table to see what types of suggestions the committee may have to improve this situation as far as educating the campus population. If Charlie had been here he would have talked about this issue. Jaime shared that it would have been nice if the Officer could have given the victims a flyer with the pertinent information on it and if the victim had questions, they could have contacted the Campus Police later for more information.

Derrick also shared that the Teacher present at the incident was very upset about the whole scenario and when asked who was going to respond back to the Teacher to notify the victims was told by the Campus Police employee present that it wouldn't him. It turns out it is up to the victim to find out. Charlie had shared at the Library meeting that Campus Police was currently working on protocols and procedures to give out to the campus community. Derrick and Donna indicated that if Charlie was going to give out items to the Campus he needs to bring that information first to the Safety & Security Committee. Chris felt that we should postpone this information and bring it to Mark DiMaggio, the new incoming Police Chief, first as he may have different ideas in how to handle this information. Tom stated that this information is really how Campus Library Department employees should be taught out to deal with these types of situations. Derrick indicated we will discuss this item again at the next meeting in September 2014.

F. **Safety Concerns**I. **Parking Lot 2/Medel**

Tom shared that if you are in Lot 2 looking toward the trash containers by Lot 3, it is a blind road coming around the corner. Tom indicated that he almost got hit by another vehicle in the same vicinity. Tom indicated that he doesn't know if they need a sign or a mirror in that area to prevent accidents.

G. **Adjournment**

The meeting adjourned at 2:30 p.m.

Reminder: Next meeting is **scheduled** for Wednesday, **September 3, 2014, 1 p.m.**, Room RS-5