



SAFETY & SECURITY COMMITTEE MINUTES

September 1, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, September 1, 2004, at 2:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:04 p.m.

B. Roll Call

Members Present Norma Bean, Jayne Conway, Tony Cruz, Eric Duvall, Katherine Gannett, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin, Dolores Silva, and Don Thompson

Members Absent: ASG Representative, Brian Engleman, Mike Ellis, Michael Finton, Donna Greene and Nancy Horio

Ex-Officio Members Present: Eileen Bundoc and Pam Webb

C. Minutes

MSC Jay/Bean None opposed.

Dolores Silva indicated that she had found a couple of typing errors but could not locate them at the present time. Donna will contact her after the meeting so that the corrections can be made.

The proceedings of the meeting of May 5, 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. Student Union Building Safety Issue

Kelley reported that over the summer she met with Bruce Bishop, Mike Ellis and Don Thompson in a brain-storming session to discuss the safety issue brought up at the Safety & Security Committee meeting of May 5, 2004. As a result of that session, it was recommended that a clamp, with a plant rail, be built on top of the wall to defer people from sitting on the upper ledge of the Student Union Building Patio Area.

2. AEDs

Kelly reported that the Working Group (Kelley, Theo Brockett and Pam Webb) met over the summer to discuss the implementation of the AEDs¹ on campus. They have identified seven (7) locations to put into operation:

- Three AEDs will be assigned to Campus Police
- One AED will be assigned to Health Services

¹ AEDs are portable devices that analyze the heart's rhythm and, if necessary, allow a rescuer to deliver an electric shock to a victim of Sudden Cardiac Arrest (SCA). This shock, called defibrillation, may halt the rapid and chaotic heart activity of Sudden Cardiac Arrest, and help the heart to re-establish an effective rhythm of its own. A victim's chances of survival are reduced 7-10 percent with every minute that passes. However, cardiac arrest can be reversed in most victims if it is treated within a few minutes. A victim not defibrillated in approximately 8-10 minutes has virtually no chance of survival.

- Two AEDS will be assigned to Athletics/Physical Education (one to the Athletic Trainers and one to the Wellness/Fitness Center)
- One AED will be assigned to the Escondido Center

Kelley distributed a handout to the membership detailing San Diego Project Heartbeat's Public Access Defibrillation Program. Follow webpage link for more information www.sandiego.gov/fireandems/911/pad.shtml.

The City of San Diego's Fire-Rescue Department and San Diego Medical Services Enterprises are the driving force behind "San Diego Project Heartbeat." Partners in San Diego Project Heartbeat are San Diego Fire Fighters Local 145, the County of San Diego, the American Heart Association and Cardiac Science, Inc.

The goal of San Diego's Public Access Defibrillation Program and San Diego Project Heartbeat is to improve the survivability of sudden cardiac arrest victims in San Diego by placing defibrillators in:

- City Facilities
- Businesses
- Tourist Attractions & Facilities
- Healthcare Facilities
- Education Facilities

The program has already received an initial funding of \$100,000 from the City of San Diego to purchase and place 40 of the units in selected lifeguard towers and lifeguard vehicles, recreation centers, libraries and other City facilities. The County Board of Supervisors has dedicated \$250,000 for the distribution of defibrillators in County facilities.

According to recent studies:

- More than 460,000 Americans die each year from sudden cardiac arrest
- Sudden Cardiac Arrest is a major unsolved public health problem and a leading cause of death in the United States.
- The most common cause of Sudden Cardiac Arrest is ventricular fibrillation – when the heart's electrical impulses become irregular and the heart is unable to pump oxygen rich blood throughout the body.
- Currently, a person who suffers Sudden Cardiac Arrest outside of a hospital has a five percent chance of surviving.
- Clinical studies have shown the survival rate increases to 30 to 70 percent when an automated external defibrillator is available and used on a victim within three (3) minutes from the onset of a cardiac arrest.

In November 2001, the San Diego City Council approved a marketing partnership agreement with Cardiac Science, Inc that will help promote the deployment, training and implementation of automated defibrillators in the region.

Advancement in technology has produced a new generation of lightweight defibrillators. These defibrillators are lightweight portable devices that can automatically analyze a heart rhythm, determine whether defibrillation is indicated and guide a user through defibrillation via the use of voice prompting. Prior to arrival of advanced life support personnel, a patient loses a 10% chance of survival every minute. A trained layperson properly equipped with an AED can provide rapid on scene intervention prior to the arrival of trained paramedics, thus increasing the survivability of the patient.

Palomar College will contract with San Diego Project Heartbeat to purchase seven (7) AEDs with storage units and to provide Physical Medical Oversight, Training/Certification for eight (8) designated Palomar Staff members, record keeping, data collection and program maintenance. Initial startup will be \$18,000-\$20,000. An annual budget of \$1,000-\$2,000 will be needed to provide for the maintenance of the AEDs and data logging required after an incident.

The Working Group is in the process of pursuing grants from Harrah's Casino to acquire several refurbished AEDs. If no grants are available, monies will be taken from the general fund.

MSC Jay/Bean None Opposed

Recommendation will be forwarded to the Administrative Services Planning Council and Strategic Planning Council (SPC).

E. Reports

1. Campus Police – Tony Cruz
There was no report.

2. Risk Management – Ken Jay
Ken reported that the District has three claims in litigation with two going forward to trial all of which are very costly. The District hopes to settle one claim (rebar incident) for approximately \$7,500.

3. Workers Compensation – Eileen Bundoc
Eileen reported that her office received three workers comp cases recently consisting of trips, bruises and cuts one of which dealt with an employee wearing inappropriate footwear to work.

Eileen shared that she will be leaving the District on September 9th to take a position with Scripps Clinic. Her position will be vacated at least two months.

4. Health Services – Pam Webb/Jayne Conway
Pam briefly shared that a Blood Drive has been scheduled for Tuesday, September 21, 2004, Wednesday, September 22, 2004 and Thursday, September 23, 2004. It will be held in LOT 11 from 9:00 a.m. until 2:30 p.m.

Pam reported that FREE CONFIDENTIAL HIV Testing will be held in Health Services once a month on Monday's from 2:00 to 4:00 p.m.

Health Services is sponsoring a Health & Safety Expo to be held on Wednesday, October 20, 2004. An information booth will be available with brochures on various health topics and information on the types of services offered at Health Services. Kelley and Sue Mayfield will have a booth with various shoe samples focusing on how to prevent trips, slips and falls.

Jayne reported that the Smoking Education Task Force will be starting up again this fall. Our mission is to inform students and staff of the smoking policy and hazards of second-hand smoke. Pam will be working to help coordinate the student groups that will be working with the Vista Community Clinic grant this year.

5. ASG
There was none to report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac

Kelley distributed a copy of the Executive Summary of the Annual Implementation Plan: Evaluate and Improve District-Wide Facilities-Related Safety & Security throughout the District.

The summary outlined the following:

In the fall of 2003, work began on the development of the AIP. The Safety & Security Committee took the lead in the development. The outline of the plan was prepared, submitted and approved by the Safety & Security Committee.

Implementation of the plan began with the development and subsequent Governing Board approval of two new Board Policies (Risk Management BP6310 and Injury & Illness Prevention BP6810) that reinforce the District's commitment and priority to district safety and security.

Over 100 safety concerns were identified through a variety of methods. The District had two outside agencies conduct safety/risk management inspections:

- Brian Wong, Loss Control Consultant, with Keenan & Associates and
- Lee Taylor-Austin, Loss Control Consultant, with the Risk Management JPA Unit at San Diego County Schools.

Other methods of identification included:

- Preventative Maintenance Inspections
- Safety & Security Committee members and
- Reports to the Facilities and Environmental Health & Safety Departments

Thirty-four (34) Facilities Work Requests were processed through the Safety & Security Committee resolving 55 issues. The remaining concerns were resolved through the dispatch and response of Building Services, Custodial Services, and Environmental Health & Safety and Grounds Services staff.

Outstanding issues that are pending funding are:

- Trip Hazards in various Parking Lots
- Uneven walking surface on asphalt walkway at Parking Lot 2
- Conversion of Comet Circle to a two-way roadway

Brian Wong, Loss Control Analyst, from SWAAC is providing ideas to generate better reporting for the high hazard campus departments. Kelley will be meeting with Brian this month and will work with Nancy Horio, Human Resources.

Kelley gave a brief update, to the committee, on the Environmental Health & Safety monthly report for the months of July and August 2004:

The summary is as follows:

- Two (2) Indoor Air Quality requests were received and repaired
- Eight (8) ergonomic requests were completed or in progress
- Four (4) asbestos removals were completed
- Four (4) Trip Hazards were repaired or determined to be no fault

- Three (3) Unsafe Behavior Incidents were reported (College for Kids Program/archery, Car Parked on Sidewalk between Health Services and Disabled Resource Center waiting area and Lit cigarette thrown in trash container)
- Two (2) Illegal Dumping in Storm Drains (College for Kids Program at IT Building and household hazardous materials at the T-Building)
- Three (3) Water Leaks were reported and repaired
- One (1) Airflow problem was received
- One (1) Smoke Hazard reported
- One (1) Employee locked inside office
- Two (2) Tree/Hedge Trimmings were received
- One (1) Confined Space Entry (manhole)
- One (1) floor drain backup reported and repaired
- One (1) Life Safety Code Violation (obstruction of egress)
- Vendor removed Pepsi machine and left steel bolts sticking out of concrete
- Updated the IPP (Injury Illness Prevention Plan) written plan <http://www.palomar.edu/ehs/IIPP/Injury%20Illness%20Program.pdf>
- 12 employee incidents were received by Health Services which included: 2 back pains, 1 rash, 2 strains, 5 abrasions/cuts and 1 trip/fall
- 16 student incidents were received by Health Services (certain department have higher incidents than others):
 - 1) Biology: cut hand
 - 2) Cabinetry: cut thumb
 - 3) Child Care Center: cut above eyebrow
 - 4) College for Kids Program: bee sting and hand injury
 - 5) Community Development: back, hip, stomach pain/aerobics class
 - 6) Foreign Languages: bump forehead
 - 7) Math: hand puncture
 - 8) Physical Education: ankle, forearm, knee, wrist pain
 - 9) Ankle, bee sting, wrist scrap and insect sting

During the recent SWACC Inspection, Brian Wong asked District employees if they had knowledge of the Injury Illness Prevention Plan; many employees indicated that they were unaware of it.

Kelley reported that her office is working with Human Resources to make arrangements to present this plan to new employee hires and Academic Technology Group is working to develop a web-oriented package.

F. New Business – First Reading

1. SWAAC Report & Recommendations

Brian Wong met recently with Ken Jay and Kelley to provide the District with a list of safety issues that were identified during the annual inspection. Of concern were the high hazard areas which included: Art, Chemistry, Child Care Center, Facilities and the Howard Brubeck Education Theatre.

Other concerns included:

- ✎ Spent fire extinguishers not refilled after usage (resolution: fire extinguisher should be checked on a monthly basis and replaced when discharged).
- ✎ Flammable Storage Cabinets being used as a miscellaneous storage area (resolution: only combustible and/or flammable materials shall be stored in these cabinets).
- ✎ Wooden Fence dilapidated along Comet Circle across from N Building (resolution: new chain link fence has been installed).

- ✦ Extension cords shall not be utilized permanently (resolution: eliminate extension cords that are in use and install permanent outlets as necessary).
- ✦ Overhead storage should be at below-shoulder level
- ✦ Elevator clearance should be 3 feet (resolution: line painted on floor)
- ✦ Emergency Response Plan (resolution: Kelley with re-visit this plan with Tony Cruz/Campus Police and Joe Newmyer/Administrative Services. Established Task Force needs administrator; no monies set aside)

Mike Ellis and Kelley to meet to mediate repair of safety issues identified. Kelley was given a disk (MS Access) with minor corrections. List will be emailed to Ken Jay/Risk Management.

2. Summer Activities

Kelley reported that the D-10 Performance Lab/Classroom experienced a make-over this summer. The remodel included replacing the ceiling, installing new classroom lights, wiring for future theatre lighting system, painting, carpet replacement, resurfacing the hardwood flooring, constructing sound "traps" at entrance and many other enhancements. Kelley urged committee members to stop by and take a look.

3. Walkway at Comet Circle and Mission Road Entrance

Kelley reported that Mike Ellis is working with the City of San Marcos and an Engineer to design and develop a better access for disabled students to access the campus from the walkway at Comet Circle/Mission Road. Wheelchair access is nearly impossible during the hours of 7:30-8:00 a.m. and 8:30-9:00 a.m.

4. Goals & Objectives for 2004-2005

Kelley briefly shared that her office will be working on establishing better reporting/training requirements for District staff.

G. Safety Concerns

1. Main Entrance/Mission Road

Kelley reported that a Facilities Work Request (Safety) was issued to repaint the stripes at the main entrance and install "Wrong Way – Do not Enter" signage.

2. Ask-Me Campaign

Kelley reported that during her shift as a volunteer in the "Ask-Me" Campaign, she stopped an employee (adjunct faculty) driving a cart on the main walkway during peak hours. Employee indicated they had brought cart from home and that someone in a "straw hat" had given them approval. Campus Police was notified to resolve issue.

3. Vehicles on Sidewalk

An incident was reported to the Facilities Office on August 31, 2004, that two vehicles were driving on the sidewalks leading to the Student Union Building. Permission was not obtained prior to this incident. The Facilities Office spoke with the department co-sponsoring the event and they are now aware of the policies and procedures that precede events. Form on webpage: <http://www.palomar.edu/facilities/vehicleaccess.pdf>

4. Safety/Security Items:

- **Kelley Hudson-MacIsaac** briefly shared that a Grounds Services employee reported mosquito's harboring in the storm drain located between LOT 15 and the Howard Brubeck Education Theatre (HBET). San Diego County Vector Control² will be notified.
- **Pam Webb** briefly shared that the Health Services webpage <http://www.palomar.edu/healthservices> has information about the West Nile Virus including a "Fight the Bite" video.
- **Katherine Gannett** asked that safety cones on Comet Circle entrance be permanently stationed at all times (Campus Police concurred).
- **Katherine Gannett** reported that there are consistently seven to nine cars daily driving the wrong way on Comet Circle
- **Katherine Gannett** reported that she has noticed people learning how to drive in parking LOT 9.
- **Eric Duvall**: nothing to report
- **Ken Jay**: nothing to report
- **Tony Cruz**: Campus Police is concerned about the access from LOT 12 to LOT 11 – it has been reported that faculty/staff are having trouble crossing from one lot to another as drivers are failing to stop at the stop sign.
- **Tony Cruz**: Campus Police has been finding a lot of dogs on campus.
- **Tony Cruz**: Campus Police has taken a lot of reports about smokers being too close to the buildings (Jayne also reports that her office has received numerous complaints about smokers and all the cigarette butts laying on the campus grounds).
- **Karen Mifflin** reported that the metal plates on the Snack Shack ramp are very slick and need to be rougher to avoid a slip hazard.
- **Karen Mifflin** reported that there is a jagged piece of PVC pipe sticking up from the ground by the stairs to the E Building.
- **Eileen Bundoc** reported that there is a irrigation pipe sticking up from the ground between LOT 13 and Lot C-1
- **Pam Keinath** reported that she has to constantly contact Campus Police to enforce the 20-minute parking zone at the Child Care Center. Students are constantly parking in these slots. Tony said that enforcement is difficult though it is a ticket offense.
- **Tony Cruz** reported that the Homeowners on Avenida Azul are constantly complaining about students parking on their street. Homeowners are referred to the Sheriff's Department.
- It was reported that the Emergency Medical Education (EME) ambulance at the Escondido Center is parking in a parking slot that is obstructed by most drivers. On several occasions, near-misses with vehicles have occurred. Tony Cruz and Norma Bean will work together to resolve this issue.
- **Kelley Hudson-MacIsaac** reported that the Facilities Office voiced some concern regarding Gear-Up and Upward Bound Programs utilizing the college vehicles (15-passenger) to transport minors (middle school) to events. Issue will be brought forward to Calvin One Deer Gavin and Joe Madrigal.

A policy needs to be established prohibiting high school students and younger from being transported in these vehicles. **Effective January 1, 2005, only drivers with Class-B licenses can drive 15-passenger vans.**

² The medical and public health definition of a vector is recognized as follows: A vector is any insect or arthropod, rodent, or other animal of public health significance capable of harboring or transmitting the causative agents of disease (e.g., Plague, Malaria) to humans. Under exceptional circumstances, insects or other arthropods that cause human discomfort or injury (no disease) are sometimes referred to as vectors.

- **Kelley Hudson-MacIsaac** reported that over the summer, the Community Development and Workforce Education department offered the “College for Kids” Program on the San Marcos campus. The program was setup between the IRIS Trailers and the Howard Brubeck Education Theatre (HBET) was has been designated as a hazardous area. Mike caught the student teachers pouring liquid into the storm drains, the Facilities Office received numerous complaints about noise issues (kids playing kickball on lawns) and unsafe usage of track (archery).

H. Adjournment

There being no further business, the meeting was adjourned at 3:52 p.m.

The next scheduled meeting is Wednesday, October 6, 2004

Facilities Conference Room (RS-5)

2:00-3:30 p.m.