



SAFETY & SECURITY COMMITTEE MINUTES

September 12, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, September 12, 2007, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:03 p.m.

Roll Call

Members Present Paul Barboa (ASG) Theo Brockett, Jayne Conway, Tony Cruz, Mike Ellis, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Tom Medel, Lucy Nelson (for Director/HR) Donna Renner and Dolores Silva

Members Absent: Michael Finton

Ex-Officio Members Present: Don Thompson

Ex-Officio Members Absent: Katherine Gannett

Guest: Tom Plotts

A. Minutes – April 4, 2007

MSC Jay/Ellis none opposed

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

Meeting Notes – May 2, 2007

Due to the lack of a quorum at the May 2, 2007 meeting, Kelley directed Donna to change the meeting minutes to reflect meeting notes only.

Kelley welcomed Paul Balboa, the committee's new ASG representative. Members introduced themselves.

B. Discussion/Information Items

1. Workers Comp – Lucy Nelson

Lucy reported that the summer months (May through August 2007) were busy.

- ♦ The May report consisted of four claims; none of which were in Facilities
- ♦ The June report consisted of eight claims; one of which was a Facilities employee and two First Aids.
- ♦ The July report consisted of seven claims; three of which were Facilities employees and one First Aid.
- ♦ The August report consisted of two claims; one of which was a Facilities employee and one First Aid

There were two serious falls; one of which occurred on the Student Union Building steps (no repair needed – misstep) with the other fall occurring in an unnamed parking lot (no repair needed).

Several of the claims were strains and one claim was stress-related which has been denied.

Paul asked about what type of forms are processed in reporting medical injuries. Lucy replied that employees complete workers compensation forms and Jayne responded that a medical injury report is filled out for students with a copy forwarded to Kelley Hudson-MacIsaac.

2. **Campus Police – Tony Cruz**

Tony reported that during the summer months, the following incidents occurred:

- ♦ Twenty-two (22) incidents of graffiti (the CSO's and Facilities employees are diligent in reporting these types of issues).
- ♦ Nine (9) thefts; consisting of one (1) grand theft (Sony TV) and eight (8) petty thefts
- ♦ Three (3) stolen vehicles/one (1) recovered
- ♦ One (1) arrest (drunk in public)
- ♦ Three (3) student conduct violations – referred to the Office of Student Affairs
- ♦ Eighteen (18) medical assists
- ♦ One incident involving marijuana/Escondido Center
- ♦ One (1) 5150 (crazy person)
 - o Tom explained that these individuals are usually held in protective custody and are transported to a mental health facility for 72 hours observation.
 - o This type of incident remains on the individual's record for life.
- ♦ Parking lots have been extremely busy this semester with the overflow parking lot consistently filling up.
 - o Three vehicle accidents with no injuries
 - o One hit-and-run
- ♦ Multiple key lost reports have been taken
 - o Donna/Facilities Office will not process new key request forms for employees unless a police report is filed.
- ♦ Six (6) information only items for documentation

Tom Plotts briefly discussed the campus evacuation, on Tuesday, September 4th, as a result of the power failure that occurred at approximately 1130 a.m. Tom expressed kudos to Donna Renner for providing assistance during the main campus evacuation which only took 64 minutes to complete. Tom reported that he and Donna oversaw the evacuation through a mobile unit where Tom was in contact with one Campus Police individual and Donna coordinated the Facilities employees via radio.

Campus Police and the Facilities Department collaboration worked well due mostly to the fact that most of the students and employees had already left the campus prior to the evacuation being declared by the Executive Administration. Bad news, if this type of situation had occurred Monday through Thursday at 10:15 p.m. the evacuation would have been much worse.

Tom recommended that a campus-wide emergency drill be conducted where we could look for things that could potentially go wrong which would better prepare ourselves for an actual emergency situation.

Tom also reported that Campus Police and Facilities representatives will be meeting with President Deegan on October 2nd for a debriefing on the 9/4/07 evacuation.

Theo indicated that on Thursday night, September 6th, at the Escondido Center, a transformer blew leaving their facility in the dark. Although there is emergency lighting in the classrooms and hallways, there is no emergency lighting in the restroom facilities.

Theo has processed a Facilities Work Request Form to have emergency lighting installed in all the restrooms at her center.

3. **Risk Management**

Ken reported that no additional claims were filed against the District during the summer months.

Mike briefly reported that Parking Lot 12 will be shutdown during summer of 2008 due to the French drain installation which will have a major impact on campus traffic.

4. **Health Services – Jayne Conway**

Jayne discussed the June, July and August 2007 Emergency Response and Advanced First Aid Summary Reports as outlined below:

San Marcos Emergency Response Report: None

June 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
6/29/07 1220	2 Min.	Student	Seizure	SU 1	Assessment Control bleeding, wound care, vital signs, Campus Police, dressing, patient education, LOC check	Went home	20 Min.

Escondido Emergency Response Report: None

San Marcos Advanced First Aid Report June 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
6/11/07 1500	Walk-In	Employee	Chemical Exposure Throat irritation	NS	Assessment Vital signs, patient education, telephone consult, Worker's Comp., vital signs, Medical Injury Report, MD referral	Returned to work	35 Min.
6/12/07 1130	Walk-In	Employee	Contusion Lt. hand	Home	Assessment Ice pack, patient education,	Returned to work	20 Min.
6/13/07 0740	Walk-In	Employee	Abrasion Rt. Hand	Ground Service Shop	Assessment Control bleeding, wound care, telephone consult, Medical Injury Report, Worker's Comp.	Returned to work	25 Min.
6/20/07 1515	Walk-In	Employee	Wound Lt. thumb	Home	Assessment Control bleeding, wound care, band aid/dressing, patient education	Returned to work	15 Min.
6/21/07 1240	Walk-In	Employee	Insect bite back	Shadowridge Campus	Assessment Wound care, OTC meds, patient education, Worker's Comp., Medical Injury Report, telephone consult, vital signs,	Went to Concentra	15 Min.

6/22/07 1540	Walk-In	Other	Laceration Rt. thigh	DRC Bathroom	Assessment Control bleeding, Wound care, band aid/dressing, patient education, Medical Injury Report	Returned to DRC	15 Min.
6/26/07 1215	Walk-In	Student	Abrasion Rt. foot	Graphic Bldg.	Assessment Control bleeding, wound care, band aid/dressing, patient education, Medical Injury Report	Returned to class	20 Min.

Escondido Advanced First Aid Report: None

San Marcos Emergency Response Report: July 2007

	Resp Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
7/02/07 1440	3 min.	Student	Schizophrenia, hallucinating	Wellness Center	Assessment, Telephone Consult, Counseling Services, Campus Police, Patient Education	Returned to exercising	20 min.
7/12/07 0810	1 min.	Student	Possible Seizure	Reading Center	Assessment, Vital Signs, Safety Measures, Neuro check, Campus Police, Patient Education, Telephone Consult	Returned to Class	30 min.
7/23/07 1500	1 min.	Other	Twisted right ankle	G Building	Medical Injury Report, Instructed to see MD, instructed Camp Counselors to call parents	Returned to Class	20 min.
7/25/07 1054	1 min.	Student	Seizure	Math Building	Assessment, Vital Signs, Safety Measures, Neuro check, Campus Police, Patient Education, Telephone Consult	Returned to Class	15 min.
7/26/07 1135	2 min.	Student	Seizure	Assessment	Assessment, Vital Signs, Safety Measures, Neuro check, Campus Police, Patient Education, Telephone Consult	Sent home with Sister	35 minutes
7/26/07 1125	Walk- in	Student	Head Injury	LS Building	Assessment, Vital Signs, Neuro check, Rest, Campus Police, Patient Education, Medical Injury Report, Dr. Mast, Telephone Consult, Referral to Primary MD	Sent home with Grandpa	30 min.
7/30/07 0915	Walk- in	Student	Nosebleed	B8	Assessment, Vital Signs, Control Bleeding, Ice Pack, Nasal Packing, Campus Police, Patient Education, Rest, Telephone Consult, Referral to primary MD	Returned to Class	20 min.
7/30/07	Walk- in	Student	Nausea/Vomiting, Upset Stomach	Math 110	Assessment, Vital Signs, Patient Education, Rest. Provided food & fluids	Sent home with friend	1 hour
7/31/07	4 min.	Other	Abdominal Cramping	Student Services	Paramedics on site, loading patient in ambulance	Palomar Hospital	15 min.

Escondido Emergency Response Report: July 2007

Date/ Time	Resp Time	Patient Staff/Student	<i>Diagnoses/ Medical Injury</i>	<i>Location</i>	<i>Treatment</i>	<i>Outcome</i>	<i>Total Time</i>
7/16/07	5 min.	Student	Sprained ankle	Room 704	Assessment, vital signs, elevate foot, ice pack, Campus Police, patient education, Medical Injury Report, Telephone Consult	Home with grandfather	1 hour

San Marcos Advanced First Aid Report July 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
7/09/07 1306	Walk-in	Student	Burn, Left Leg	Home	Assessment, Wound Care, Burn Cream, Dressing, Patient Education	Returned to Class	30 min.
7/11/07 1423	Walk-in	Student	Follow-Up, Burn, Left Leg	Home	Assessment, Wound Care, Burn Cream, Dressing, Patient Education, MD Referral	MD Referral	30 min.
7/16/07 0815	Walk-in	Employee	Foreign Body in Hand	M Bldg	Assessment Only, Medical Injury Report	HR Referral	5 min.
7/16/07 1000	Walk-in	Student	Back Pain	Dance Studio	Medical Injury Report, Student Accident Report, Assessment, Ice Pack, Patient Education.	MD Referral	20 min.
7/17/07 1137	Walk-in	Student	Swallowed Pine-Sol Accidentally at Home	Home	Assessment, Vital Signs, Patient Education, ER Precautions, Poison Control, MD Referral	Returned to Class	30 min.
7/30/07 1030	Walk-in	Student	Back Pain	Wellness Center	Assessment, Medical Injury Report, HS NP Referral	MD Referral	1 hour

Escondido Advanced First Aid Report July 2007: None

San Marcos Emergency Response Report: August 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
8/27/07 1110	2 min.	Student	Fainted	Food Services	Minor Assessment, Vital Signs, Neuro Check, Campus Police, Patient Education Telephone Consult, Food,	Released to Father	1 hr. 10 min.
8/28/07 0800	Walk-in	Student	Vomiting, lightheaded	Health Services	Assessment, Vital Signs, Campus Police, Patient Education, Rest, Telephone Consult	Home	1 hr. 30 min.
8/28/07 1220	10 min.	Student	Sprained L. ankle	Clock Tower	Assessment, Vital Signs, Ice Pack, Campus Police, Patient Education, Ace Wrap, Medical Injury Report	To Hospital	20 min.
8/28/07 1135	Walk-in	Student	Fever, feels hot/cold, weak	Health Services	Assessment, Vital Signs, Neuro Check, Campus Police, Patient Education, OTC Meds, Fluids, Rest, Strep A Test per Dr. Mast, MD Referral	Left Health Services to have friend take home	30 min.
8/28/07 1650	Walk-in	Student	Nausea/Vomiting, abdominal pain, possible plant ingestion	Health Services	Assessment, Vital Signs, Campus Police, Patient Education, Rest, 911, Telephone Consult, Medical Injury Report, Notified Mother	Paramedics to Tri-City Hospital	45 min.
8/28/07 1655	5 min.	Student	Nausea/Vomiting, abdominal pain, possible plant ingestion	"E" Building, Restroom	Assessment, Vital Signs, Campus Police, Patient Education, Rest, 911, Telephone Consult x3, Medical Injury Report, Notified Father	Paramedics to Tri-City Hospital	35 min.
8/29/07 1115	Walk-in	Student	Abdominal Cramping	Health Services	Assessment, Vital Signs, Campus Police, Patient Education, Telephone Consult, Heating Pad, Rest, Mother informed by Sister	Home with Sister	1 hr.

San Marcos Emergency Response Report: August 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
8/30/07	5 min.	Student	Head Injury, Motor Vehicle Accident	Lot 9	Assessment, Vital Signs, Neuro Check, Rest, Campus Police, Patient Education, 911, MD Referral, Medical Injury Report, ER Precautions Note: Brother will take to Primary Physician	Home with Brother	
8/30/07 1400	Walk-in	Student	Anxiety Attack	Health Services	Assessment, Vital Signs, Telephone Consult, Counseling Services, Patient Education, Telephone Consult x2, Food, Juice, DRC	Home	1 hr. 20 min.

Escondido Emergency Response Report: August 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
8/22/07	Walk-in	Student	Feeling Faint	Escondido HS	Assessment, Fluids, Vital Signs, Telephone Call, Rest, ER Precautions	Home with Husband	20 min.

San Marcos Advanced First Aid Report

August 2007

Date/ Time	Resp. Time	Patient Staff/Student	Diagnoses/ Medical Injury	Location	Treatment	Outcome	Total Time
8/1/07	Walk-in	Student	Cracked teeth	Baseball Field	Assessment, Vital Signs, Medical Injury Report, Student Accident Report, Patient Education, Dental Referral	Referred to Dentist	20 min.
8/1/07	Walk-in	Student	Left Hand Injury	Gym	Assessment, Vital Signs, Medical Injury Report, Student Accident Report, Patient Education, MD Referral, Telephone Consult	Referred to MD	51 min.
8/3/07 1400	Walk-in	Employee	Splinter, Right Palm	M Building	Assessment, Vital Signs, Wound Care, Dressing, Medical Injury Report Telephone Consult Splinter Removal OTC Meds, Patient Education, HR Referral	Returned to Work	15 min.
8/23/07	Walk-in	Student	Jammed Left Great Toe	G Building	Assessment, Vital Signs, Medical Injury Report, OTC meds, Vital Signs, ER Precautions, Patient Education, MD Referral	Returned to Class	15 min.
8/27/07 1045	Walk-in	Student	Abrasion Left Palm and Left Knee	Home	Assessment, Vital Signs, Wound Care, Dressing, ER Precautions, Patient Education.	Returned to Class	20 min.
8/29/07	Walk-in	Student	Bee Sting, Back of Neck	In Front of EOPS	Assessment, Vital Signs, Benadryl, Ice pack, Calagel, Medicine Swab, Campus Police, Patient Education, Rest, MIR	Returned to Class	20 min.

8/31/07	Walk-in	Student	Cut Left Thumb	Gym	Assessment, Control Bleeding, Wound Care, Vital Signs, Campus Police, Dressing, Patient Education, Medical Injury Report, OTC Meds, MD Referral	Sent Home	15 min.
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Escondido Advanced First Aid Report: None

Jayne reported that recent modifications were made to the format for these reports. If anyone has additional suggestions, please email Jayne <mailto: jconway@palomar.edu>

Jayne also reported that her department has been seeing a lot of students suffering from “pink eye¹”

Jayne also reported that ASG President, Michelle Eichelberger is spending time on promoting “Going Green with the Environment” campus-wide.

5. ASG

Paul reported that during the recent power outage a student contacted him regarding the lack of emergency lighting inside the Racquetball Courts. Kelley will follow-up with Athletics on this issue.

Paul also expressed concern with the Football Players practicing during the recent heat wave. He indicated that the military uses safety flags to warn service personnel of the dangers of heat during drills, etc. and wondered if Palomar College's coaches were aware of heat exhaustion and heat stroke. Kelley assured Paul that she will contact Flecicia Heise, PC Athletic Trainer to see what procedures the Coaches' follow in regards to their players.

Other Safety & Security members expressed their concern regarding the heat index also and recommended posting warnings on the Student Union electronic sign.

6. Environmental Health & Safety

Kelley and Don reported on the following activities:

- ♦ Kelley and Don provided eight work station evaluations for various areas campus-wide.
- ♦ Asbestos removal took place in the Photo Lab and ES-1.
- ♦ Provided an ADA Accommodation request for one employee in Human Resources.
- ♦ Coordinated chemical move from CH/ES/LS Buildings to NS Building.
- ♦ Coordinated lab pack pickup
- ♦ Don is working on putting together a proposal for the removal of asbestos from the ceiling inside the Boehm Gallery.

¹ Is an inflammation of the thin transparent membrane covering the inner eyelid and the white part of the eye.

Effective November 1, 2007, Don will no longer be an employee of the Environmental Health & Safety Department. He will assume the position of Prop M Facilities Planning Specialist. Kelley is currently working with Employment Services on advertising for his replacement.

D. **First Reading**

1. **Emergency Response Plan**

Kelley reported that the Safety & Security Committee must take a more active role in developing the Emergency Response Plan for the District.

Tom Medel reported that K-12's conduct regular fire drills and recommended that Palomar College follow suit. Tom Plotts replied that Community College and Universities follow different rules and regulations.

Tom Plotts also reported that the CSU and UC systems have full-time emergency managers who oversee their Emergency Response Plans versus Kelley who not only oversees the Environmental Health & Safety Program but works two other positions as well.

Kelley briefly shared that she wants to establish an Emergency Response Plan Working Group to formulate and bring forth items to the Safety & Security Committee.

The working group will consist of the following representatives:

- ♦ Jayne Conway
- ♦ Kelley Hudson-MacIsaac
- ♦ Ken Jay
- ♦ Paul Barbosa
- ♦ Theo Brockett
- ♦ Tom Medel
- ♦ Tom Plotts/Tony Cruz

Pam reported on issues concerning the Child Care Center that occurred during the recent power outage evacuation. Once the power went down, the phones went down. Child Care Center employees had difficulty contacting the ninety (90) parents to come to pickup their children. They couldn't make calls and had to rely on their cellular phones to contact the parents many of which didn't recognize the phone numbers so they didn't respond.

Tom Plotts asked Pam to work with Tony Cruz on this situation. A separate line at the Police Department's Dispatch could be utilized for Child Care Center employees to contact parents when an emergency situation occurs on the campus.

E. **Discussions/Other Items**

1. **Construction Updates – Mike Ellis**

a. **Natural Science Building**

The new building was completed in time for the fall semester which started August 20, 2007.

b. **Parking Lot 12**

Parking Lot 12 will be completely shut down summer 2008 in order to install the French drain

Upcoming Projects

Upcoming projects include the demolition of the CH, LS, ES and S Buildings, the relocation of the Baseball Field, the retrofit of the Escondido Center and new projects – Multimedia Lab/Planetarium and Theatre.

Mike also reported that the District has to find a location to place fourteen (14) relocatable buildings on the San Marcos Campus to make way for the upcoming new construction.

2. Ergonomics

There was nothing to report.

3. Campus Police Planning on dealing with Active Shooter Incidents

Each summer the Campus Police Officers participate in an active shooter eight-hour training course along with representatives from the Sheriff's Department, California State University San Marcos's Police Officers and Mira Costa College's Police Department. These agencies have written agreements with college and universities to provide mutual aid during an emergency response situation.

Tom Plotts briefly discussed the release of the Virginia Tech report prepared by the State of Virginia officials. Tom will provide the link to Kelley who can then forward the report to the Safety & Security Committee members.

Tom also reported on the following:

- ♦ The Campus Police Department receives a monthly Campus Safety Magazine that outlines the #1 response plan for state and federal regulations – there is no backfill from FEMA.
 - o Threat assessment (in compliance)
 - o Campus Police Department centrally located on campus
 - o Door hardware to prevent chaining from outside
 - Must be able to lock from inside
 - Windows are an issue to contend with
 - o People location systems
 - Electronic card systems for labs and chemicals
 - o Video surveillance systems similar to the one at the Escondido Center parking lots.
 - Currently student dispatchers monitor activities
 - Need installation at Cashier's and Main Campus
 - o Emergency Radio Communications.
 - o Telecommunications capabilities
 - o Training staff – violence
 - o HEPA violations

F. Safety Concerns1. Driving with IPods

There was no one present to provide a report.

2. NS Building Fence Jumping

Mike Ellis reported that the Facilities Office received several reports about students jumping over the fence from the NS Building facing Parking Lot 8 with one student safely making it across Comet Circle while the other student fell onto the roadway – luckily for him no vehicles were on the roadway at that time.

3. NS Building to LOT 5 Crosswalk
The committee members discussed the lack of a sidewalk from Parking Lot 5 to the NS Building.
 4. NS Building Safety Concerns – Tom Medel
Tom reported his safety concerns with the new Natural Science Building:
 - Lack of exterior lighting for pedestrians between the Arboretum and the building.
 - No crosswalks
 - Excessive pedestrian jaywalking
 5. Escondido Center Restrooms
Theo Brockett reported that there are no emergency lights in the restrooms at the Escondido Center.
- G. Adjournment
There being no further business, the meeting was adjourned at 3:49 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, October 3, 2007, 2 p.m., Room RS-5