



SAFETY & SECURITY COMMITTEE MINUTES

October 2, 2013

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, October 2, 2013, at 1:00 p.m.*, was held in AA-140. Derrick Johnson called the meeting to order at 1:12 p.m.

Roll Call

Members Present: Jayne Conway, Tony Cruz, Anne Delgado, Michael Finton, Derrick Johnson, Pam Keinath, Tom Medel, Jaime Moss, Marilee Nebelsick-Tagg, Salvador Orozco, Donna Renner and Dolores Silva

Members Absent: Carl Lofthouse, Chris Miller, Eileen Poole, Lisa Hornsby and Wendy Kinsinger

Recorder: Donna Renner

Ex-Officio Members Absent: Ana Maria Wright

Ex-Officio Members Present: Lucy Nelson

A. Minutes – September 4, 2013

MSC Nebelsick-Tagg/Finton approved the September 4, 2013 meeting minutes.

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

B. Discussion/Information Items

I. Workers Comp

Lucy Nelson reported on the following for the month of September 2013:

- Two (2) workers' comp claims were processed which included
 - One (1) bug bite (spider)
 - One (1) slip, trip or fall (Escondido Center)

2. **Campus Police**

Tony Cruz reported on the following incidents for the month of September 2013:

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report		Arrest		Assault
2	Battery	1	Burglary		Criminal Threat
	Attempted/Threatening Suicide	2	Disturbing the Peace		
	Domestic Violence		Drugs-marijuana		Drunk in Public
	Forgery	6	Graffiti	1	Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment	8	Information Only		Indecent Exposure
	Lewd Conduct	1	Lost and Found	2	Lost District Keys
	Locker Burglary	9	Medical Assists		No License
	Non-Injury Accidents	3	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics	91	Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus	62	Skateboarders		Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
	Stalking	9	Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents		Vandalisms
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak		Weapons Violation		

3. **Risk Management**

No report.

4. **Health Services**

Jayne reported that Health Services is constantly responding to emergency calls with Campus Police being first responders. Health Services has been so busy that Campus Police has responded to several emergency calls first and calling 9-1-1.

We are seeing a trend with students who are supposed to be on medication yet they are not taking their medications. This morning, Health Services responded to an emergency for a student who had a seizure in the NS Building. Upon analysis, they discovered the student hadn't taken his seizure medication.

Health Services has also been dealing with students who have mental health problems and they are discovering that many of these students are deciding not to take their medications anymore.

Some of the general things Health Services is dealing with are flu shots for students. Response has been very positive. In terms of the TB skin test, there still is a national shortage of the serum that is used for the skin test alone.

Health Services was recently visited by a Public Health investigator regarding a student that was brought to Health Services because he had been exposed (information not provided) Approximately a year ago and now there are using the interim blood test to test it. The student never had an active case.

The other big safety issue is the electronic cigarettes on campus. Jayne indicated she wasn't sure how many current Safety & Security members were around when we went through the smoking policy previously. At the Student Services Planning Council they are discussing this item because our policy prohibits use of tobacco on campus.

Jayne would like to invite everyone to take part in a Webinar that will take place on Wednesday, October 9, 2013, at 2:00 p.m. on the use and presence of electronic cigarettes on California colleges and university campuses. This is being sponsored by the California Youth Advocacy Network which is dedicated to supporting youth and young adults by advocating for a tobacco-free California.

Jayne shared that the FDA is looking at a statement that e-cigarettes are a tobacco-product.

Tom asked that based on the District's policy if someone has an e-cigarette and you tell them they can't smoke it falls within our smoking policy. Jayne replied that we have had students who have smoked e-cigarettes in class; other students are putting cannabis in e-cigarettes.

Jayne will forward the information on the Webinar to Donna who will then forward the information to the membership for perusal. Jayne indicated that in her position as Director of Health Services nicotine is not good. We must work on healthy stress management instead of using cigarettes to relieve stress.

Tom shared that they have seen usage of e-cigarettes at the Escondido Center; however there is no smell so it is a gray-area – what do we do?

Jayne shared that MiraCosta College has banned it and other schools are interpreting their policies. Jaime shared that faculty members have been smoking the e-cigarettes in class. The smoking policy doesn't apply to faculty and staff just the students. Donna shared that the Facilities Office received a report of a student smoking an e-cigarette inside the Library and employees expressed concern because the unit generated smoke.

Tony shared that the District policy does not include e-cigarettes; however there is a very active dialogue going around campus groups here at Palomar College on this subject.

5. **ASG**
No report.

6. **Environmental Health & Safety Office-Derrick Johnson**

Derrick reported on the following for the month of September 2013:

a) **Noise Decibel Request Follow-Up**

Last month the T-Building had a concern with decibel reading levels. Derrick took the readings and indicated that the class must ensure that they are wearing hearing protection with the appropriate PPE (personal protection equipment) while working and as long as the door is closed there were no issues on the outside where the Academic Department Assistant resides.

One of the recommendations that Derrick has made to Chris is the need to have posted signage indicating our protection at the door and inside the facility because we currently have nothing posted. The decibel reading levels equaled 85 decibels in the classroom while they are operating the Dust Collection System and all other equipment in the room.

b) **MD Building Fire Alarm**

Derrick reported that the MD Building fire alarm sounded last week and a breakdown in communication occurred. President Deegan and the Public Affairs Office weren't notified. One of the students from "The Telescope" approached Laura Gropen about the incident and because she was unaware of the incident couldn't respond to the student's questions.

Derrick distributed a copy of his office's proposed Fire Panel Advisory Graph/PCCD Notification Requirements procedures.

Derrick explained that the first page shows a quick diagram to display how communications should occur.

Derrick directed the committee members to peruse this document and prepare to discuss it as a first reading agenda item at our next meeting on Wednesday, November 6, 2013.

The graph shows the Fire Alarm Panels which are located in the Campus Police Building (CPO) and the Facilities Office hallway (RS).

Derrick indicated he wants this graph installed in each building so whoever is responding to the alarm they can refer to this chart and know how to proceed to prevent communication breakdowns in the future.

The other pages are basically just notes that Derrick wrote up quickly for hazardous waste or hazardous materials, hazardous substance, Stormwater, fire safety, and medical injuries. These items list the regulations that govern those items, who you should notify, your verbal communication and your written and how much time you need to provide a written statement.

Derrick indicated that he actually spoke with Tom who asked Derrick in a meeting how we document our incidents. Tom indicated that they were discussing the "medical injury reports." Derrick replied that he is trying to combine how these incidents together. The first two pages list things to follow (incident involves, notifications to follow), page three is an incident/release assessment form (including medical injuries) with boxes to check off depending on the severity on what the individual may be going through.

Pages 4 (information page) and 5 (date, time and contact name). This is similar to what the County of San Diego uses during their Hazmat emergencies and Derrick reformatted the information to fit for Palomar College's use.

Once this procedure is passed by the Safety & Security Committee, it will go to the Finance & Administrative Services Planning Council and to the Strategic Planning Council.

Jayne wanted to know how these procedures will tie in with the Medical Injury Form that is currently located on the Health Services and Facilities Department websites. Derrick indicated the Medical Injury Form will still be filled out and attached to this packet. Marilee recommended using the "Incident/Release Assessment Form" in place of the "Medical Injury" form. Jayne asked if a section could be added to this form to include a "witness" area which is required for student accident insurance processing.

c) AEDs

Derrick reported that he made a site-visit to the Escondido Center to see how many AEDs we could use at that center. There is one AED at that site and it is installed in the Admissions Lobby. The Environmental Health & Safety Office is recommending that two more AEDs be purchased. Derrick shared that before we purchase any AEDs we must meet with Ron Perez.

Jayne indicated that our AED contract is now with [San Diego Project Heart Beat](#). They are affiliated with the Fire Department and if we have a deployment of AEDs they will come out, they take the AED and they also have a supervising ER doctor. They will work with the AED provider that is provided to us and we receive a big discount on the AEDs. The contract is renewable. We have worked with San Diego Project Heart Beat to obtain training levels. The initial training would be available for the whole campus and is free. Advanced training is available (\$50/each) if you are a card-carrying member

C. Action Item/Second Reading

There were no second reading items.

D. First Reading

There were no first reading items.

E. Discussion/Other Items**1. Property & Liability & Workers Comp Risk Management Service Plan**

Derrick shared that Donna had emailed a copy of the Property & Liability & Workers Comp Risk Management Service Plan to the membership. To sum up the plan, the three leading candidates' injuries on campus are the custodians, general construction and clerical. General construction consists of some students and faculty. Keenan indicated that there were 196 total injuries from 2010 to now and 36 of those were repeat offenders. We all know that as long as a person stays on workers comp the college loses money. One of the recommendations from Keenan is that we return as many of these employees back to work which will create a cost savings to the District. One way to bring back these employees is to retrain them.

2. OSHA EHS Training Program/Derrick Johnson

Derrick reported that the Environmental Health & Safety Program has drafted a training program and provided a copy to Shawna Cohen, Human Resources. We are going to setup general training for employees when they are first hired and setup remedial training for repeat offenders.

Once Derrick has finalized the training program, it will be posted on the Environmental Health & Safety website for Supervisors to take a look at to ensure that their employees obtain the necessary training.

3. Informacast Notification System Testing/Tony Cruz

Tony reported that he was directed, along with Tom and Jaime, to test the system at the Escondido Center and the task was completed.

Tony indicated that we need to ensure that Information Services responds to the InformaCast Testing Results provided by Campus Police so when and if the Informacast System is utilized during a real emergency the system is fully functional and operates at 100%.

Donna will email the Information Services Helpdesk to have them create a work order (HD00099834).

Derrick will move the Informacast Notification System to the EOP Working Group. President Deegan's main concern is to have an EOP Plan in place sooner than later.

4. EVAC-Chair Training/Donna Renner

At our last meeting, the committee directed Donna to contact Ron Haines and/or Dan Dryden at the Disability Resource Center to see if their department had any issues with us providing free EVAC-Chair training for employees on the San Marcos Campus and they do not.

It was recommended by the committee to see if the training could be provided during intersession. It was also recommended to obtain input from Dan Sourbeer?

F. Safety Concerns**1. MD Building Safety Concern**

Anne Delgado, Arts, Media, Business & Computer Science Division, brought forth an MD Building employee's concern about safety. The unidentified employee is concerned that there appears to be no way for employees to lock themselves in the building (whether it is a classroom or an office) and be safe.

2. MD Building Safety Concern

Pam Keinath expressed concern about all the students that sit in the MD Building courtyard with their backs against the wall and stretching out their legs blocking the sidewalks causing people to step over them while walking through the area.

Derrick indicated that he heard Chris Miller discussing this very item and as far as placing benches in this area the District is looking at ways to add more grassy areas for students to sit on.

3. Escondido Center

Pam reported that she delivers to the Escondido Center's Child Development Center and she indicated that the traffic plan is horrendous. Pam drives in off of Midway making a sharp right directly to the Child Development Center and then when she leaves she goes along that road parallel to Midway and tries to make a left on Midway and has sat there for 45 minutes.

Tom indicated that Escondido Charter School and Orange Glen High School are exiting school at the same time Pam is trying to leave the Escondido Center Campus. Pam will ensure that she doesn't exit the campus at this time in the future.

G. Adjournment

The meeting adjourned at 2:10 p.m.

Reminder: Next meeting is scheduled for
Wednesday, November 6, 2013, 1 p.m., Room RS-5