



SAFETY & SECURITY COMMITTEE MINUTES

October 3, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, October 3, 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), Jayne Conway, Tony Cruz, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Pam Keinath, Donna Renner and Cindy Torgison

Members Absent: Ken Jay, Tom Medel, Lucy Nelson, Pete Ordille and Dolores Silva

Ex-Officio Members Present: Don Thompson

Guests: John Emerson and Tom Plotts

A. Minutes – September 12, 2007

MSC Ellis/Keinath none opposed

Minor corrections were made to the minutes as follows:

- ♦ Item B2, third paragraph, last word: worst to worse
- ♦ Item B3, first paragraph, first word: key to Ken
- ♦ Item E1c, second paragraph, add “campus” behind San Marcos
- ♦ Item E3, third paragraph, sixth bullet, replace content with contend

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

Kelley welcomed new faculty representative – Cindy Torgison and interim Environmental Health & Safety Technician – John Emerson. Members introduced themselves.

B. Discussion/Information Items

1. Workers Comp – Kelley Hudson-MacIsaac on behalf of Lucy Nelson

Kelley reported that during the month of September 2007 two claims were processed; one of which was a Facilities employee consisting of a strain and the other was for an exposure.

2. Campus Police – Tony Cruz

Tony reported that during the month of September 2007, the following incidents occurred:

- ♦ Two (2) bomb threats.
- ♦ One (1) elevator response at the Natural Science Building
 - o Two female students were trapped inside for approximately two hours; CP was able to communicate with students
- ♦ One (1) burglary
- ♦ One (1) battery
- ♦ Five (5) vandalisms (graffiti)
- ♦ One (1) student conduct violation

- ♦ Three (3) medical assists
- ♦ Two lost keys ; reports are forwarded to the Facilities Office

3. **Risk Management – Kelley Hudson-MacIsaac on behalf of Ken Jay**

No Report, although Kelley did share that Brian Wong, Keenan & Associates will be here on campus in December to conduct his annual SWACC inspection.

Katherine asked if the Library elevators will be inspected during December also. Kelley replied that the Library inspectors always come to the campus unannounced and that our elevators permits received, and installed today, are up-to-date.

4. **Health Services – Jayne Conway**

Jayne discussed the September 2007 Emergency Response and Advanced First Aid Summary Reports as outlined below:



HEALTH SERVICES

September 2007

TO: Joseph Madrigal, Assistant Superintendent, Vice President, Student Services

FROM: M. Jayne Conway, R.N., M.S.N., Director, Health Services

SUBJECT: Emergency Response and Advanced First Aid Summary Report

Health Services responded to the following number of emergencies, advanced first aid, and basic first aid for **September 2007**.

	San Marcos Campus				Escondido Center			
	Student	Employee	Other		Student	Employee	Other	TOTAL
Emergency Response on Campus/ ER Cart by RN	7	0	0		0	0	0	7
Emergency Response at Health Services by RN	3	0	0		1	0	0	4
Advanced First Aid at Health Services by RN	15	0	0		4	0	0	19
Basic First Aid by Medical Reception	42	0	0		1	0	0	43
Medical Injury Reports	8	0	0		3	0	0	11
Psychological Health Crisis/Mental Health	0	0	0		0	0	0	0
Referred Directly to MD	2	0	0		1	0	0	3
Urgent Care/Hospital	4	0	0		0	0	0	4
911 to Hospital	2	0	0		0	0	0	2
Worker's Comp. to HR	0	0	0		0	0	0	0

CC: John Tortarolo
Bonnie Dowd

Jayne reported Health Services has added "basic first-aid" to their summary report. Katherine expressed surprise that there were no employee workers' comp reports. Jayne will check with her staff and respond accordingly.

Jayne reported that October 2007 is Breast Cancer Month. Phi Theta Kappa, Student's Nurses Club and the Health Center are providing information on Breast Cancer and Breast Cancer screening.

The "tree of remembrance" is available for all staff and students to place a pink ribbon in remembrance of a survivor or one who has succumbed.

Jayne also reported that the recent blood drive was very successful.

5. ASG

Kelley reported to committee members that she contacted the Athletics Trainer, Flecicia Heise, regarding Paul's heat index concerns. Flecicia informed Kelley that Athletics does have specific procedures in place that staff and coaches follow and that there is always an Athletics Trainer on the field for all games and practices. Athletics takes our athletes health and safety very seriously.

On another note, Paul reported that he knows of an individual in Homeland Security that could provide knowledge regarding emergency response training for the District. He will provide contact information to Kelley.

6. Environmental Health & Safety

Kelley and Don reported on the following activities:

- ♦ Kelley and Don provided ONE work station evaluation.
- ♦ Coordinating chemical move, on Friday, 10/5/07, from CH Building to NS Building.
- ♦ Coordinated lab pack pickup
- ♦ Coordinating indoor air quality complaint
- ♦ Attended debriefing meeting, at the President's Office, along with Campus Police, Information Services and the Communications Office (non-academic) to discuss the recent campus evacuations.
 - o Kelley indicated that President Deegan is committed to make things happen.
 - o Recommendations will be forwarded through the Governance Structure (Safety and Security to Administrative Services Planning Council to Strategic Planning Council).
 - o Information Services evaluating text messaging and switchboard operations (can the A-Building support moving switchboard operations during an emergency situation?).
 - o The District is committed to getting information out in a timely matter although during a bomb threat, no radios or cell phones can be utilized.
 - We need to update plans and provide a mechanism to train employees.
 - We need to utilize an emergency response master calendar that lists training and update information on a monthly basis.

Tom indicated that equipment is needed. Campus Police has only one regular phone with two lines which are manned by student dispatchers. In reality, the police department should have a dispatch center that can handle multiple calls through a console (which costs thousands of dollars) plus POST¹ clearly states that Public Safety Dispatchers are full-time, non-sworn employees of POST member agencies, who among other tasks, receive emergency calls for law enforcement service and/or dispatch law enforcement personnel. Having student dispatchers raises a liability issue for the District. It is very important that the dispatchers, and the switchboard employees, know the layout and are very familiar with the campus.

Tom also reported that his department does not have enough radios and personnel and that during the recent bomb threats had only one officer on duty. Tom called out for assistance, from his entire department, paying overtime, yet there weren't enough radios to disburse to everyone causing a communications cliché.

Both Tom and Kelley reported that President Deegan is making our emergency response plan a District priority. Kelley asked the Safety & Security members to obtain feedback from their constituents on this matter.

Tom briefly shared that he, Mark Vernoy, Diane Studinka, Mark Oggel and Pam Keinath met recently with fifty parents from the Child Care Center regarding the recent bomb threat that included that facility. Many parents expressed concern that the District knew about the first bomb threat prior to 9:00 a.m. yet did not disclose that information to the employees at the Child Care Center. Most parents drop off their children between the hours of 9:00 a.m. to 12:00 noon.

Kelley reported that upon arrival of the bomb-sniffing dogs, their handlers were very impressed that the whole center had already been evacuated.

Committee members expressed concern about the lack of communication campus wide. Katherine indicated that parts of the Library have the old analog phones while other areas have the new voice-over IP phones which don't work when the power shuts down. Kelley indicated that Information Services is looking into a backup generator for their server but generators can only run for a limited time before their power shuts down also.

Paul asked if the District could purchase a public address system. Kelley replied that Information Services is looking at installing a telephone in every classroom. The current Voice-Over IP phones are able to work as a public address system. The Natural Science Building has a standard locator within each classroom although employees have yet to be trained.

Kelley indicated that each evacuation site should have an assigned evacuation site coordinator who would be provided with information to provide updates to the evacuees.

Both Tom and Kelley shared that the CSU and UC campuses have "talk-a-phones²" (ADA-Compliant Emergency Phones) and that Palomar College is looking into this system.

¹ Peace Officers Standards and Training < <http://www.post.ca.gov/> >

²<http://www.talkaphone.com/>

Kelley informed Cindy that the Safety & Security Emergency Response Plan Working Group requires a faculty representative.

Kelley reported that she will be attending the Disaster Preparedness Academy sponsored by the Orange County Red Cross on October 17th.

Michael asked why full-time police dispatchers were not hired when the Palomar College Police Department formed in 1999. Tom replied that POST requires ten officers and that at any given time we have had only seven officers. His budget was cut to offset the general fund deficit. Tom reported that there are times when his department doesn't even have an officer on duty.

Kelley reported that at the next Safety & Security Emergency Response Working Group they will discuss the following items:

- ♦ Update Emergency Response Plan
- ♦ Calendar
- ♦ Training
- ♦ Emergency Phones/Communication

D. **First Reading**

1. Campus Communication during Recent Emergencies

Cindy indicated that we covered her concerns although she was unsure whether to continue to hold her class or dismiss her class during the recent emergencies.

E. **Discussions/Other Items**

1. Construction Updates – Mike Ellis

No report.

2. Ergonomics

No report.

F. **Safety Concerns**

1. Driving with iPods

Kelley reported that individuals caught driving with their cell phones; iPods, etc will be required to re-take the cart safety training.

2. Library Egress/Fire Lane

Kelley reported that upon leaving the Library recently she encountered a vehicle driving excessively (approximately 25mph) on the fire lane and wanted to know if we could install some type of bollard system.

The members discussed this issue and agreed. Kelley will submit a Facilities Work Request form to have this system and signage installed warning vehicles that there is no outlet beyond this point.

3. Racquetball Court

Kelley reported that she has submitted a Facilities Work Request form to have emergency lighting installed at the Racquetball Courts.

4. Running Comet Circle Stop Sign

Donna reported that she just witnessed an individual run the stop sign in front of facilities barely missing a female student in the crosswalk. The vehicle driver was so busy talking on his cell phone that he didn't even see the individual in the crosswalk. Donna reported that she was unable to obtain the vehicle's license plate as the driver accelerated and was out-of-site too fast.

5. Child Care Center Withdrawals
Pam reported that three families have withdrawn their children from the Child Care Center because of the recent bomb threats and the location of the center. Children were re-enrolled at the CSUSM Child Care Center.
 6. LOT 11
Jayne reported that the bushes need to be trimmed – when vehicles exit the lot they can't see on-going traffic, foot pedestrians and/or skateboarders. Donna will issue a Facilities work ticket to have the bushes trimmed by the ground services personnel.
 7. Smoking Issues – Asthma Problems
Jayne reported that her department received complaints about excessive smoking at the AA/ST and Student Union Buildings. Her staff installed “no smoking” signage at these locations.
- G. Adjournment
There being no further business, the meeting was adjourned at 3:25 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, November 14, 2007, **3 p.m.**, Room RS-
5