



SAFETY & SECURITY COMMITTEE MINUTES
There was no recorder for this meeting;
Hence the wordiness

October 5, 2011

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, October 5 2011*, at 2:00 p.m., was held in RS-5. Kelley Hudson-Maclsaac called the meeting to order at 2:00 p.m.

Roll Call

Members Present: Jayne Conway, Tony Cruz, Michael Finton, Lisa Hornsby, Kelley Hudson-Maclsaac, Pam Keinath, Tom Medel, Jaime Moss, Marilee Nebelsick-Tagg, Dolores Silva, and Shayla Sivert

Members Absent:

Lisa Bertotti, Brian Engleman, Ken Jay, Carl Lofthouse and Donna Renner

Ex-Officio Members Present:

John Emerson and Lucy Nelson

Ex-Officio Members Absent:

Katherine Gannett

Guests:

Randy Gallagher

A. Minutes – September 7, 2011

MSC (**unidentified; recorder absent**) to approve the September 7, 2011 meeting minutes with revisions:

- ♦ Page 2, Item B.2., Last Paragraph, insert title “Parking” above sentence “Kelley indicated.”
- ♦ Page 3, Item B.4., Remove “Student” from Student Health Services
- ♦ Page 3, Item B.4., Member questioned as to why Emergency Response Summary Report was unavailable <Jayne responded that it was under review and therefore it could not be presented at the 9/7/2011 meeting>.
- ♦ Page 3, Item B.6., Second bullet item, Remove “s” from Maintains
- ♦ Page 4, Item B.6., under sentence “It was noted that communications,” add the word “overall” in front of the word communications.
- ♦ Page 4, Item B.6., Donna had noted on the last bulleted item that she needed more information from John Emerson on the Keenan & Associates in-house review. John indicated at the 10/05/2011 meeting that he thought he had provided that information to Donna <he never did – Donna is still waiting>.

Due to Donna’s absence the September 7, 2011 meeting minutes were tabled until she returns and could provide clarification.

B. Discussion/Information Items**1. Workers Comp**

Lucy reported that for the month of September 2011, three (3) workers' comp claims were processed which included two claims from Facilities (Custodial Services) one involved an unidentified diagnosis and one involved a cervical strain. There were no slips or falls.

2. Campus Police

Tony Cruz reported that for the month of September 2011, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Accident Report	0	Arrest	0	Assault
0	Battery	1	Burglary	0	Criminal Threat
0	Domestic Violence	2	Drugs-marijuana	0	Forgery
0	Fraud	12	Graffiti	0	Grand Theft
0	Harassment	0	Hit-and-Run	0	Impounded Vehicle
0	Indecent Exposure	4	Information Only	0	Lewd Conduct
0	Locker Burglary	0	Lost and Found	2	Lost District Keys
9	Medical Assists	1	Missing Property	0	No License
0	Non-Injury Accidents	2	Petty Theft	1	Other: Foot Pursuit
2	Other: Found Narcotics	26	Other: Smoking Calls	45	Skateboarders
0	Recovered Stolen Vehicles	0	Sexual Battery	0	Stolen Property
0	Stolen Vehicles	5	Student Code Violations	0	Suspicious Activity
2	Towed/Stored Vehicles	0	Traffic Accidents	0	Vandalisms
0	Vehicle Burglaries	1	Vehicle Vandalisms	0	Water Leak
0	Weapons Violation				

Tony reported that Campus Police has been asked to assist in educating our smokers which has been a very challenging ordeal as the Campus Police presents themselves just like anybody else – some students respond to it very well and some students don't – some students just have the notion that there is nothing we can do; however we can do something – we can issue a student conduct code violation; however it just hasn't risen to that level yet. Kelley commented that some of the students are just blatant. Tony replied that these cases are problematic.

Lisa asked (jokily) if the committee could vote to hire a crossing guard for Mission Road for those students that don't know when to stop when the light is actually red and they are not allowed to cross anymore. Kelley reported that we have met with the City (San Marcos) and the Developer (can't recall their name at this time) and they are pursuing the installation of a pedestrian bridge. Once that occurs, all crosswalks will disappear and everyone will access the campus by utilizing the pedestrian bridge.

3. **Risk Management**

No report.

4. **Health Services**

Jayne introduced Randy Gallagher, who works in Health Services. Jayne invited Randy to attend our meeting as she provides the reports we review. In today's meeting, Jayne distributed two handouts – a yellow one outlying the emergency response summary report for September 2011 and a white one outlying the emergency response report for September 2011.

In the meantime, Jayne reported that they are proceeding with relocating Health Services (Building SHS) to their new location in the HC Building (formerly the NO Building). Their moving date has been scheduled for November 2011. Parking Lot 11 has been fenced off and Jayne worked with Kelley to provide access, through this area, for the first responders to come into Health Services.

At the recent Blood Drive, co-sponsored by Health Services and the Fire Club, 560 units were obtained making this a very successful drive. Health Services is currently working with Kelley on finding a new location for future campus Blood Drives as they can no longer be held in Parking Lot 11.

As you know, October is Breast Cancer Month and Health Services is promoting awareness. They will have a booth at the Student Union on October 10th and 13th with a wide variety of educational materials.

In regards to campus smoking, Jayne reported that she is pleased to announce that we have won an award from the Tobacco Coalition and the Lung Association for providing a Tobacco Smoke Free Campus. The campus will be receiving an award and recognition from State representatives. Jayne is working to obtain plaques for all the students and Roger Morrisette who worked so closely on the project.

Jayne proceeded to review the distributed handouts. The white report (Emergency Response Summary Report for September 2011):

- The first column shows "Emergency Response on Campus/ER Cart by RN" on the San Marcos Campus. The RN responded to three (3) student emergencies.
- The second column shows "Emergency Response at Health Services by RN" on the San Marcos Campus. The RN saw thirty-one (31) students, one (1) employee and one (1) other.
- Total RN Contacts for the San Marcos Campus equaled 34 students, one employee and one other for a grand total of 36
- The four column for the San Marcos Campus "Basic First Aid by Medical Reception" shows that Health Services saw 124 students.
- The fifth column for the San Marcos Campus "Psychological Health Crisis/Mental Health saw three (3) students.
- The sixth column for the San Marcos Campus "Medical Injury Reports indicates ten (10) student reports were processed.

- The seventh column for the San Marcos Campus “Urgent Care/Hospital” indicates seven (7) students and one (1) other were referred.
- The eighth column for the San Marcos Campus “MD Referrals,” indicates 17 students and one (1) employee were referred.
- The ninth column for the San Marcos Campus “911 Calls”, indicates six (6) students and one (1) other were transported

Jayne shared that she wanted to provide more information on these reports as some people had stated said it would be helpful. Jayne also indicated that their medical software provides a standard report (reference the white report distributed) which includes a basic diagnoses/medical injury column and is coded by employee or student. Report also provides the location, the outcome and the total time it took to provide aide. Jayne read off a variety of the diagnoses reported.

Jayne requested feedback from the committee. Kelley replied that she would personally like more time to review these reports. Kelley indicated that she does like it; however she doesn't feel that the treatment column is relevant. Lucy recommended that perhaps that information could be placed in the 9-1-1 outcome column.

Marilee inquired as to what is the reason to having more information made available and Kelley responded that it helps us (Environmental Health & Safety Office) with the location and to see if there are clusters with the same kinds of injuries or incidents. The treatment is obsolete to us. Times help because with different times of the day there are different conditions. The total time the person spent with Health Services is something that Kelley and John do not require. Kelley shared that she likes the “yellow report.”

5. **ASG**

An ASG representative has not yet been assigned to our Committee.

6. **Environmental Health & Safety**

John shared that he didn't have the time to prepare his report for today's meeting; however last month he was able to complete Hazardous Communication and IIPP (Injury Illness Prevention Plan) training. In the next few months, he will be scheduling Back Injury and Forklift Training.

John wanted to discuss the recent power outage as there was a concern involving the evacuation chairs stationed in the Natural Science (NS) Building. At the time of the power outage, the chairs were not hung up and there was a reason for it (not provided). John reported that the chairs are now hung up in the following areas:

- Main Lobby near the elevators
- 2nd Floor
- 3rd Floor

John reported that he and Kelley had discussed providing an “Area of Refuge” inside a building (for example, the one in the NS Building is located at the center stairwell). An “Area of Refuge” is defined as:

An area of refuge is a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters. This can apply to the following:

- *Any persons who cannot access a safe escape route*
- *Any persons assisting another person who is prevented from escaping*
- *Sick people*
- *People with disabilities*
- *Old people*
- *Very young children or infants*

John shared that he would like to have an AED installed at the Natural Science Building.

Jayne reported that Health Services worked with the AED Committee which comes out of Safety and Jayne can see what funds are left in the account. Bonnie Dowd put monies in the account as a District function so we can certainly re-look at the locations. Campus Police and Health Services do have them; however we could always bring back that map. Health Services has worked on an update of that map where all the AEDs are located.

John indicated that he would like to implement a lot more AEDs on the campus. Kelley indicated that we needed to determine if funding was available to support the additional AEDs. We also need to supply justification for the new AEDs.

Marilee asked what the state requirements for AEDs are. Kelley indicated that there is a requirement; however there are none on the quantity. It is more on the standard of care.

Jayne remembers that when the new buildings were being built she was informed that the buildings would automatically receive an AED upon completion of the project. Kelley indicated that as we move forward in the building design process we can establish this request as a standard just like we currently do with the evacuation chairs.

It was the fire alarm that brought all this to a head. The MD Building doesn't have any AEDs. AEDs are full-proof – follow the instructions – it is that simple.

Jayne reported that Campus Police has been excellent as first-responders. She feels that people should know they have to call extension 2289. Campus Police and Health Services always respond with an AED. Kelley asked how many times have the AEDs been deployed and Jayne responded once and a life was saved. AEDs have been on campus for five years. The AEDs are a District project that Health Services manages.

Kelley shared that if there is a life-threatening emergency, haven't we always told campus employees to contact 9-1-1. Jayne replied, no – employees are to call Campus Police.

Kelley reported about a project being proposed titled “E 9-1-1” that will let Campus Police Dispatch know the exact location of a caller. Lucy asked when it will be implemented and Kelley replied that we are waiting for a VP signature on the agreement.

Jayne shared that people need to be aware on our campus phones; there is a button that goes directly to Campus Police Dispatch.

Kelley reported that John has trained individuals on how to use the evacuation chairs. When the MD Building opened, we trained employees on their usage including others campus departments. John shared that more training will be provided in the future.

C. Action Item/Second Reading

There were no second reading action items.

D. First Reading

There were no first reading items

E. Discussion/Other Items

I. Goals

Kelley reported that the Preparedness Working Group will be meeting next week (Wednesday, October 12th, at 1pm). Lisa wanted to know if someone from HR should attend. Kelley indicated that HR is welcome to attend; however she doesn't want the working group to be too large as it reports back to the Safety & Security Committee.

Lisa inquired as to the Safety & Security Committee's time change status. Kelley indicated that Joe was on vacation and the request hasn't yet been submitted to the Finance & Administrative Services Planning Council. Once approved at that meeting, it will go to SPC. It may be December before the time change has been approved. The meeting will then start at 1 p.m. instead of the current time of 2 p.m.

Marilee indicated that it appears that there has to be more clarification on these goals as everyone appears to have confusion in reference to calling 9-1-1. Kelley agreed stating that we need to review our emergency procedures, the classroom flipcharts. The information is on-line. We need to ensure that Health Services and Facilities have the same reliable information.

Kelley shared that the Emergency Response Working Group is going to concentrate on training staff and revisiting the recommendations that came out of the previous work group (2008). Kelley has been informed that there is money available to fund these things or at least some of them so we need to re-prioritize the requests that haven't been funded yet.

Kelley asked John to give the committee a brief symposium on the meeting he just attended regarding communications. John reported that the meeting went over a Memorandum of Agreement (MOA) with the San Diego County Office of Emergency Services. The agreement will satisfy some of our mass notification requirements such as calling out a pre-recorded message whereas students and staff can be notified regarding emergencies (example: power outage).

Lisa reported that Human Resources is checking into how to retrieve the information that is current in the system so that when HR has to notify people they have the most accurate information. Tony said that we are also looking at various groups that we can notify such as family contacts, vendors, Child Development Center, outside sports groups, colleges that are coming to Palomar College for sporting events.

Jayne thanks Tony Cruz and John Emerson for the great job they did with everyone during the power outage.

2. **Response – Power Outage, NS Building Fire Alarm**

Kelley reported that last Wednesday, September 28th, the fire alarm sounded at the Bookstore during working hours.

Kelley shared that when the power outage occurred she was attending a meeting in Sacramento; however she indicated that she was able to confer with her staff and the President's Office via her I-Phone and I-PAD. Unfortunately for Kelley all the flights into San Diego were cancelled.

What was beneficial while the power was down in San Diego, Kelley was able to follow the Twitter feeds from SDG&E, the Department of San Diego County Office of Emergency Services, news Twitter feeds so she knew what was going on before Facilities knew; although Facilities did setup an AM Radio. Kelley was able communicate with Facilities by texting. The Facilities staff is well trained in emergency response.

John reported that our emergency response is modular so that you can activate as much as you need to respond to an incident. Chris Miller, Donna and Dayna identified the type of emergency. The first thing we look at are the campus elevators – there was a little bit of confusion with one elevator and honestly we think that some students were standing up on the 2nd floor with someone that was trying to communicate so we will review that situation. Facilities personnel responded to that task. Word came down that we were going to close the campus so a staging area was set up at the Facilities Compound at Building J where everyone gathered and waited for further direction. During this time, we had people inside the Facilities Office attempting to get a hold of President Deegan and Kelley while keeping in touch with Campus Police via radio.

Campus Police was prepping in their area gathering information. Tony came up to the Facilities Compound and he and Chris Miller were dispatched to the EOC (Emergency Operations Center) with President Deegan who made the decision to evacuate (4:00 p.m.). He gave us 35 minutes as he wanted us back for a meeting with the Vice-Presidents (Berta was absent). We coordinated with everyone available so we could gather teams. John broke it down into four sectors that were already pre-set.

Everything went well – we transmitted the word how we were going to negotiate and do the evacuation. Tony reported that John had everything handled. Every team reported their progress via portable radio and then would contact John for updates for updates.

John reported that we deployed all the egress points to control traffic, people-on, people-off in teams of four who went through every single campus building, several times, to ensure that the buildings were vacated.

Kelley interjected that after every campus emergency, a debriefing is held to discuss what went well and what we could have done better. Communication is always the weakest link even when you talk with people that are in the business of emergency response they will tell you that communications is the weakest link so there is always room for improvement – there are some things that we learned. We did do very well in the evacuation and that was a huge improvement over other times we have had to evacuate the campus.

Tony shared that he thought that John and his crew really did an outstanding job. Marilee asked how long it took to evacuate the campus. Tony replied that we had a good portion of the campus evacuated within thirty-minutes. The teams went back out and swept through the campus again and found people hiding inside the buildings; however John indicated that by 5:28 p.m. the whole campus was evacuated.

Kelley indicated that we would have had to look at this differently if the evacuation had occurred at 8:00 p.m. at night; how would we have handled it, where would have the deficiencies been.

Tony indicated that we should ensure that the President's and VPs Offices have portable radios. Kelley shared that she and John have discussed this and she knows for a fact that the Instruction Office used their radio while Cheryl Ashour got President Deegan's radio out. We just need to double-check with the new VPs. The other areas that will require radios are the Instructional Deans' Offices in the NS and MD Buildings as they are not centrally located with the Office of the VP of Instruction anymore.

Tony brought this up because the Campus Police's radios were out and it gave them an eerie feeling. Marilee asked why their radios were out. Tony replied that the relays were knocked out. John replied that it was similar to the cellular towers which were also knocked down. The Facilities radios worked and that's how we communicated.

John, Tony and Kelley agreed that more employees need to be trained in the usage of these radios.

John reported that we had 35-40 people including our custodians and grounds personnel. Several employees were told to go home.

Kelley reported that Facilities staff had to call Rick Beach at home and ask him to return to work because we had to shut down the campus transformers. Our staff went from building-to-building shutting down all the major equipment. Most of the buildings now have UPS's in them so the phones don't go down automatically like they used to in the old days where you had a voice-over IP and when the power was lost departments were void of communications; however this time, phones ran from two-to-six hours (which included the MD Building).

The Facilities Department doesn't have a UPS inside our office so all our phones went down and the other thing we didn't take advantage of is the Info Cast System – all of the CISCO phones can act as a PA system. Tom indicated that they would love to have that function at the Escondido Center for emergencies. Kelley recommended that someone from the Escondido Center participate in the little group that Laura Gropen oversees. Kelley indicated that one of the problems is that not everyone has been trained on the system. Kelley reported that we must figure out how the Escondido Center can obtain that function.

John reported that Laura indicated we have four means of mass communications available; one being the District's webpage, one is a mass email to students, faculty and staff; one is notification to the media.

Kelley indicated that Campus Police and Information Services run on emergency generators so they can function during these periods of time. Students that lived outside of San Diego County could access the Palomar College website; however anyone that lives within the District could not.

The Natural Science Building fire alarm went off because one of the Chemistry's Department experiment's with burning sugar set off a sensor in the ventilation system.

The fire alarm that went off in the Bookstore was caused by the system being old. The funny thing is that the District is currently upgrading the whole fire alarm system on campus and this was the week that area was scheduled to be upgraded.

Tony wanted to know if there were any issues in regards to the Student Union Building false alarm last week. Kelley indicated that it went okay; however she received a notice from the Fire Department that they came out on the false alarm. The complication is that we are upgrading the whole system so we have a lot of systems that if we are in the middle of working on them they show trouble so we have it worked out with the Fire Department.

Marilee inquired as to the role of the Safety & Security Committee – that the role truly describes the committee. Kelley indicated that she didn't receive any responses regarding this from any committee members so she assumed that everyone was fine with our role.

3. **Construction Updates**

Kelley reported that the infamous fence went up on Monday, October 3rd, for Parking Lot 11.

The Groundbreaking Ceremony will be held on November 4, 2011 for the Humanities/TLC Projects.

Kelley briefly shared that we have been working with the City of San Marcos on two projects that will occur on our campus over the holidays; one involves bringing the city-fiber up to our MDF for the campus and the other involves the signalization at both entrances of Comet Circle. From the east entrance it will be a left turn – it won't be a complete signal because that is an entrance only and the other entails coming out at the west end where we are going to expand (we lose seven (7) parking spaces that are along the street); however we are going to make it so you can turn right or left on Comet Circle. After that happens, the City will not let you make the U-turn at the light at Mission Road and Los Posas Road.

The other project that will affect the campus is the 12KV Project (upgrading our electrical service to the campus). Child Development Center has already been updated as well as several of the newer buildings. There will be several power outages scheduled and we are currently working on the schedule and what buildings will be affected. The MD Building will not be affected – HS Building might; however we are doing this over the holiday/semester break which won't affect instruction.

We have started working with the Architect on the design of the Child Development Center and on the reimagining of the Escondido Center.

We have selected an Architect for the South Education Center. We have scheduled a meeting with the President to talk about community outreach for that project. Community outreach will be very critical and then we will start working with the designated working groups on the design and the programming.

F. **Safety Concerns**

1. **Sidewalks between the MD & HS Buildings**

Marilee indicated that she had emailed Donna regarding the sidewalks being soaking wet with tons of water.

Kelley replied that we are working on that and the problem is in an area that is flat so it is not draining correctly.

2. **Lot 12 Parking**

Tony shared that his office, and Facilities, has received a lot of emails regarding increasing the parking spaces in Lot 12.

Shayla indicated that although emails went out about the parking situation, she wanted to know if we could add signage (possibility sandwich boards) that states there is additional staff parking in unspecified parking lot.

Kelley indicated that we could do that (E and MD buildings were the most affected by the closing of Lot 11). Shayla recommended that we put up signs inside these buildings as not everyone reads their emails.

Kelley reported that a general email will be coming out from her today. The problem with adding additional staff parking spaces (we will be talking about that in the Facilities Review Committee) we have to provide student parking spaces elsewhere and where do we do that?

Tony reported that there is adequate staff parking in Lots 1 and 2.

3. **Crosswalk from Lot 12 to the MD Building**

Pam reported that the crosswalk from Lot 12 to the MD Building is barely able to get two people to pass side-by-side. You usually end up with one person down in the street.

John indicated that the fence pedestals are sticking out and Pam reported that there is a lot of foot traffic across from that parking lot and there is only the availability of having one person able to walk down to the MD Building at a time.

Kelley indicated that eventually that sidewalk is going to go away during construction and the crosswalk will be moved. First, we are going to create an ADA (Americans with Disabilities Act) crosswalk down at the other entrance to Lot 12 and then we are going to put one further up north that goes more directly to the E-Building and then eventually we will close that because the location makes people cross right into the construction zone. We are aware of that so we have these other two that are supposed to happen right out of the gate here.

G. **Adjournment**

The meeting adjourned at 3:15 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, November 9, 2011, **2 p.m.**, Room RS-5