



SAFETY & SECURITY COMMITTEE MINUTES

October 7, 2009

A meeting of the Safety & Security Committee was held on *Wednesday, October 7, 2009, at 2:00 p.m.*, in RS-5.

Call to Order

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

Roll Call

Members Present Monique Alegre, Jayne Conway, Tony Cruz, Mike Ellis, Kelley Hudson-MacIsaac, Pam Keinath, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Tom Medel, Jaime Moss, Donna Renner, Dolores Silva and Brenda Wright

Members Absent: Debbie Allen, Michael Finton, Ken Jay and Marilee Nebelsick-Tagg

Ex-Officio Members Present: John Emerson and Katherine Gannett

A. Minutes – September 16, 2009
MSC Renner/Cruz none opposed

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

B. Discussion/Information Items

1. Workers Comp

Monique reported that in September 2009, five claims were processed; two of which were First Aid, one was a slip/fall, one was a cut, one was a Facilities employee.

2. Campus Police

Tony reported that in September 2009, the following incidents occurred:

3	Graffiti's	0	Stolen Vehicles
1	Locker Burglary	0	Towed Vehicles
0	Harassments	14	Medical Assists
0	Student Code Violations	1	Arrest (drug)
0	Information Only	1	Lost District Key
0	Threat	0	Fraud
0	Vandalism	1	Vehicle Vandalism
0	Student w/Weapon	1	Grand Theft
0	Sexual Battery	0	Assaults (parking lot spaces)
0	Petty Thefts	4	Vehicle Burglaries
2	Hit & Run (parking lots)	2	Stored Vehicles

The committee discussed the re-opening of the Lot 9 Dirt Lot, by Campus Police, since we last met on Wednesday, September 16th. The Environmental Health & Safety Facilities & Safety Technician, John Emerson, conducted an analysis on the availability of parking spaces in the student lots and discovered the following:

- Monday/Tuesday 11:00 a.m. classes
 - o 179 vehicles were parked in LOT 9 Dirt Lot while at the same time there were 400 parking spaces available in various student lots.
- Wednesday/Thursday 9:00 a.m. classes
 - o 147 vehicles were parked in LOT 9 Dirt Lot while at the same time there were 569 parking spaces available in various student lots.

John reported that the further away the parking spaces are from the campus, the more parking spaces are open and available. Students tend to park in the Lot 9 Dirt Lot because it is closer to their classes.

Kelley reported that her office was notified this week that a female student tripped and fell in the Lot 9 Dirt Lot.

Tony reported that Campus Police is seeing an increase in vehicle vandalisms in the Lot 9 Dirt Lot.

Mike reported that the Lot 9 Dirt Lot has no marked parking spaces, lines, identified spaces, and no parking lots lights.

It was the consensus of the committee to have Donna send an email, this afternoon, to all students that the Lot 9 Dirt Lot will be shutdown effective Monday, October 12, 2009 <completed 10/7/09 3:44 p.m.>. Tony Cruz will notify Mark Vernoy and Mike Ellis will notify Bonnie Ann Dowd.

Tony also reported that a representative (Mr. Ed Lopez) from the Homeowners Association for the housing neighborhood off of Avenida Azul has made numerous calls to Campus Police about students parking in their neighborhood. The San Marcos Sheriff's Department has been notified about this issue; however they are short-staffed and cannot handle it on a regular basis.

3. **Risk Management**

No report.

4. **Health Services**

Sue read the annual Emergency Response and Advanced First Aid Summary Report for September 2009.

The Emergency Response and Advanced First Aid Summary Report for September 2009 will be uploaded to the Safety & Security Committee webpage.

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

Jayne provided the committee with an update on the flu season and indicated that Health Services is working closely with the Pandemic Flu Working Group.

Health Services is keeping the campus community informed with all the latest information on the pandemic flu on their webpage: <http://www.palomar.edu/healthservices/>.

Jayne has also been in constant contact with Dr. Wooten, Deputy Health Officer for the County of San Diego Health & Human Services Agency.

Their office also has a webpage that county residents can refer to for the latest information on the pandemic flu: <http://www.sdpandemicfacts.org/>

Jayne reported that Health Services had placed an order for 700 doses of the Flu vaccine; however they were only awarded 200 doses. These vaccines will only be available to students who paid their health fee.

Jayne reported that Health Services should be receiving H1N1 vaccines in mid November. Health Services will be following the Center for Disease Control's guidelines:

- **Pregnant women** because they are at higher risk of complications and can potentially provide protection to infants who cannot be vaccinated;
- **Household contact and caregivers for children younger than 6 months of age** because younger infants are at higher risk of influenza-related complications and cannot be vaccinated. Vaccination of those in close contact with infants younger than 6 months old might help protect infants by "cocooning" them from the virus;
- **Healthcare and emergency medical services personnel** because cases of 2009 H1N1 influenza have been seen in children who are in close contact with each other in school and day care settings, which increases the likelihood of disease spread, and
- **Young adults 19 through 24 years of age** because many cases of 2009 H1N1 influenza have been seen in these healthy young adults and they often live, work, and study in close proximity, and they are a frequently mobile population; and
- **Persons aged 25 through 64 years who have health conditions associated with higher risk of medical complications from influenza.**

The H1N1 vaccine costs will be covered by the County of San Diego Health and Human Services. This vaccine will be available to all students and staff.

Health Services is preparing "flu kits" for our students.

Jayne also shared that October is Breast Cancer Awareness Month. The Tree of Remembrance will be displayed in the Library beginning October 14th in honor of those who have survived, been diagnosed with, or succumbed to breast cancer.

5. **ASG**
No report.

6. **Environmental Health & Safety**

John reported on the following activities that occurred during the month of September 2009:

- Installed five (5) ergonomics
- A couple of thousand diabetic syringes were illegally dumped in a trash container in Parking Lot 4
- Cleaned up a gas tank fuel spill in Parking Lot 3
- Oversaw an environmental cleanup at the T-Building
- Overseeing the repair of the concrete steps at the AA/ST Building.

C. **Action Item/Second Reading**

There were no second reading action items.

D. **First Reading**

There were no first reading action items.

E. **Discussion/Other Items**

1. **Construction Update**

a. **High Voltage Upgrade Project**

Kelley reported that Baker Electric has been working at the Lot 12 transformer area on Phase 1 of the High Voltage Upgrade.

On a separate note, Kelley reported that Campus Police's and Information Services' generators will not be installed until the holiday/semester break.

b. **October 1st Power Outage**

Kelley reported that she had a debriefing with President Deegan on last Thursday's power outage. Lack of communication was attributed to the campus being solely on VOIP phones. Part of the debriefing included how to better communication. What information can we send out? There is a need to notify staff and students who are out on campus in the common areas. Bullhorns were made available by Student Affairs to disburse information.

Also, during the debriefing, it was recommended that tables and personnel be setup around campus to disburse information during emergencies and that personnel at these tables be provided with portable radios in order to communicate with the Facilities Office.

Katherine suggested that the employees who went through the CERT training last year be utilized during emergencies.

Mike reported that the fuse at the transformer area did not blow but it actually melted. Facilities employees monitor the transformers during hot temperature days from 9:30 a.m. to 3:00 p.m.

We are unsure how the fuse melted. Facilities continuously checks with Welding and the T-Shop on powering-up their equipment prior to the 11:00 a.m. class sessions and it doesn't appear their equipment caused the melt-down that day.

Mike also reported that as we load-shed:

- Facilities constantly views spikes in the system.
- Donna emails the campus community on conserving energy

Even though there is a moratorium on installing equipment that requires electricity on campus, there has still been an increase of 200k since last year.

Kelley assigned Tony Cruz to identify areas for table locations and Mike Ellis and John Emerson to write-up protocols for disbursing emergency information.

Tony reported that during emergency situations on campus, there is always someone who calls to complain that they weren't notified about the power outage.

Tony read the following information out of the San Marcos Emergency Procedures Guide which is posted in every classroom and office on both the San Marcos Campus and the Escondido Center:

“This quick reference guide focuses on actions you should take within the first few minutes of an emergency. Tasks may vary depending upon the situation. During the first few minutes, there will likely be confusion. It is important for someone to step forward and take charge”.

F. **Safety Concerns**

1. **LOTS ½ Disabled Parking near Modular Buildings**

Katherine expressed concern about the disabled access ramps located in-between the former and current disabled parking areas near the Modular Buildings. She felt that elderly persons may trip over the ramps while walking to nearby areas.

Kelley assured Katherine that these parking lots were approved by DSA and follow the ADA (Americans with Disabilities Act) guidelines.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:04 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, November 4, 2009, 2 p.m., Room RS-5