



SAFETY & SECURITY COMMITTEE **MINUTES**

November 3, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, November 3, 2004, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

Members Present Norma Bean, Jayne Conway, Tony Cruz, Mike Ellis, Brian Engleman, Katherine Gannett, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Donna Renner (for Greene), Dolores Silva and Don Thompson

Members Absent: Paul Charas, Eric Duvall, Michael Finton, Donna Greene, Nimoli Khurana and Karen Mifflin

Ex-Officio Members Present: Pam Webb

Ex-Officio Members Absent: Lucy Nelson

Guests: Carlos Vargas

A. Minutes

MSC Jay/Conway None opposed.

The proceedings of the meeting of October 6, 2004 were approved with the following modification: Brian Engleman expressed concern that the populace would mistake the "Brian" listed under Item B.3.b. as himself and asked that the minutes be changed to indicate "Brian Wong, Keenan & Associates." Minutes will reflect the change. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

B. Unfinished Business – Second Reading

1. Goals 2004-2005

a. **Updated Emergency Procedures**

Kelley asked everyone if they had been able to peruse the Palomar College Emergency Procedures (i.e. flipchart material) sent via email by Donna Renner. Most committee members replied no.

Committee members in attendance agreed that college staff must be familiar with the campus' emergency procedures and that we need to act on this item at our next meeting on December 1, 2004. Brian Engleman expressed concern with this comment; he recommended that the final draft be taken back to the constituent groups.

Kelley directed each member to bring the Emergency Procedures Guide back to their constituent groups for their comments/concerns. Feedback should be emailed to Kelley prior to our next meeting on Wednesday, December 1, 2004.

Question: *Should the campus maps (for San Marcos and Escondido) remain in the flipchart or should they be posted separately?*

Norma suggested that once the Emergency Procedures Guide is approved, Kelley and Human Resources could provide workshops and/or attend departmental meetings to go over the guide with employees.

b. ID Projects

Kelley briefly reminded committee members that they must identify safety related projects for potential funding by our next meeting on December 1, 2004.

C. Reports

1. Campus Police – Tony Cruz

Tony reported on the following:

- Campus Police responded to a medical assist at the “O” Building. A 60-year old woman, taking a self-defense class, threw a male over her shoulders then tripped and fell on top of male breaking her hip in multiple places. Officer responding to medical assist asked the instructor to fill out injury report. Instructor, who works for the Community Development Department, responded that he was not aware of reporting systems.

Kelley will send an email to the department, the Director and the Dean. Ken Jay indicated that anyone could file a claim against the District. All college credit classes are covered and students can purchase accident/illness insurance on their own.

Jayne briefly shared that she will be meeting, on Monday, November 8th, with Department Chairpersons and Directors to go over the procedures on reporting medical injuries.

- Campus Police responded to an attempted suicide at the AA/ST Building. A young woman was despondent and very depressed (there were no counselors available as this occurred on the day of the power outage/dismissal of classes). Tony determined that the call was not a 5150¹. Campus Police deemed the person rational. Tony indicated that the student had been seeing a counselor regarding her meager family relationships but the counselor had not been available that day. Campus Police was able to contact a friend who transported the young woman home.

Kelley reported that there used to be a community resource pamphlet that was available to all staff regarding these types of situations.

Norma reported that at the President’s Cabinet it was determined that no administrators should leave during an emergency unless released by the Superintendent/President.

2. Risk Management – Ken Jay

There was no report.

¹ Call for possible 72-hour confinement of people who are either considered a danger to themselves or others or are so disabled they cannot care for themselves

3. **Workers Compensation – Nancy Horio**

Nancy reported that the Interim Benefits Specialist, Lucy Nelson, has received ten workers comp cases; none of which was severe. Keenan & Associates is taking an interest in the validity of our claims which is a good step in containing our costs. Kelley reminded Nancy that the Benefits Specialist usually provides her office with a monthly report. Kelley will meet and discuss this with Lucy.

4. **Health Services**

Jayne reported that starting next year; Health Services will notify all high-risk individuals² ahead of time when flu shots are available.

There will be a Blood Drive at Palomar College in December.

Health Services will also be providing History & Physicals for students and staff the month of November

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for October:

- Three ergonomic requests were completed or in progress
- Four major office modifications were completed or in progress
- Solicited hazardous waste pickup.
- EH&S is working with Business Services on a bid for a hazardous waste contractor.
- 16 student incidents were received
- 6 staff incidents were received
- 1 child care center incident was received
- 1 community service worker incident was received
- The Facilities Office received over sixty safety calls (most were storm-related)

D. **New Business – First Reading**

1. **Emergency Disaster Response – October 20th Debriefing**

Kelley reported that after the utility failure on Wednesday, October 20, 2004, she solicited input from the Executive Administration, Faculty, Adjunct Faculty, Classified Staff, Campus Police and Students.

Each group reported the same basic concerns:

- Lack of Communication from the Executive Administration on down
- Voice-over IP System caused many to lose their phone service {Campus Police, Facilities Office and Switchboard were inundated with calls}.

² Flu shots will be provided to all faculty, staff and students who are in the HIGH RISK groups per the CDC recommendations change as outlined below:

- adults aged 65 years and older;
- persons aged 2–64 years with underlying chronic medical conditions (diabetes, emphysema, multiple sclerosis, asthma, etc);
- all women who will be pregnant during the influenza season;
- children aged 6 months–18 years on chronic aspirin therapy;
- health-care workers involved in direct patient care; and
- Household contacts of children aged <6 months.

* all groups are considered to be of equal importance

- Adjunct Faculty and Staff did not receive notification that campus was closed thus some departments did contact all their employees.
- General Information notice on switchboard did not change (no indication was given that campus was closed)
- Computer server was down so no posting on web to inform students/staff that campus was closed.
- Exiting from campus created gridlock (non life-threatening)

Tony reported that there was no time to react. He commended the Facilities Department for doing a great job in responding to the needs of the campus community. Tony reported that the Sheriff's Department and the City of San Marcos' Public Works Departments shut down Mission Road from the San Marcos Methodist Church to the main entrance to the college. Advised Administration to place Campus Police Officers at key location but they too were caught in the gridlock. Emotions were testy but no traffic collisions or injuries reported. Unbeknownst to Campus Police, the Sheriff's Department was routing traffic through our campus from Comet Circle thus greatly impacting the campus exodus.

Ken reported that the Facilities Department did a great job of communicating via the portable radios but there was no administrative action/communication taken in their own area.

Mike and Kelley proposed placing a receiver in each department that would be set to a campus radio frequency. A designated spokesperson would notify everyone in that department regarding emergency functions.

Mike also reported that some campus employees heard a directive but interpreted a different way and reported it incorrectly to other campus employees thus causing confusion.

Committee members recommended that Department Academic Department Assistants have phone numbers of all employees in their designated departments for quick notification purposes.

Pam Keinath recommended that once the power was turned back on, a notification should have been posted on the webpage.

Committee members also discussed emergency lighting. Areas of installation would include:

- All shops
- All labs
- All Restrooms
- All Parking Lots
- Cashier's

Kelley reported that she met with Dr. Jones regarding the emergency disaster.

There must be a clear emergency response for evening administrators (Kelley and Mike to bring this issue back for review). Mike indicated that there should be a centralized office established for the evening administrator. Committee members recommended that it be centralized within the Student Services Center for easy access to the students.

Mike briefly shared that on the day of the power outage/closure of the campus he came upon three males checking doors at the FASHION Building. Most employees were in such a hurry to leave campus that they left windows and doors open campus-wide. Carlos stated that in incidents like this there will always be looting. A building coordinator should be established to check and secure windows and doors prior to leaving building. Pam suggested that the last person to leave an area should be the highest ranking employee.

Don Thompson recommended that we call for volunteers to help participate in an emergency response situation specifically in the parking lots. Volunteers could receive training and help assist in parking lots during the first week of a semester.

Kelley indicated that the Child Care Center is in a bad location for an evacuation. She will work with Campus Police and Pam Keinath to establish better procedures.

Kelley reported that she will be meeting with the President's Cabinet to discuss all the information provided. The District has struggled for years to establish an Emergency Response Plan; training and drills are critical for implementation.

The committee discussed hiring a consultant to conduct an annual training for Executive Administration and Decision-Makers and conduct a general training session for campus staff. Kelley directed each committee member to take this recommendation to their constituents for comments/concerns.

E. **Safety Concerns**

1. **AA/ST Women's Restroom Exterior**

Norma reported that when she was walking with Wilma Owen's recently outside the women's restroom Wilma caught her shoe heel in the expansion strip and tripped.

2. **Child Care Center versus Child Development**

Dolores reported that on an ongoing basis, parents of children enrolled at the Child Care Center contact the Child Development Department (academic) instead of calling the Child Care Center. On several occasions, Dolores has discovered voicemail messages requesting emergency response. Dolores has notified the Switchboard. Kelley will follow-up with Pam Keinath and Dolores to establish a solution to this incident.

3. **AA/ST Stairwell**

Brian reported that approximately three months he witnessed a maintenance cart strike the support beams supporting the stairwell at the AA/ST Building. Incident was not reported - area is not structurally sound.

4. **AA/ST Stairwell**

Nancy reported that on several occasions people have slipped and fallen on the stairwell when it has become wet from the rain.

5. **Bookstore Embankment**

Mike reported that a car left Parking Lot 4 and drove over the embankment behind the Bookstore. Car hit the grease container spilling its contents all over the asphalt. District contracted with an outside cleaning company to thoroughly cleanup the spill and dispose of the waste.

6. **Painted Curbs Behind Library**

Katherine reported that the red painted curbs located directly behind the Library are a slip hazard specifically during rainy periods.

7. **Mission Road Transformer Box**

Don reported that every morning at approximately 5:50 a.m. he has noticed an individual in gym clothes using the transformer box on Mission Road to jump the fence onto the Athletic Fields.

Brian Engleman expressed concern about the Safety & Security Committee voting on items and passing motions during the first reading. Kelley cited "Roberts Rules of Order" that allow committee members to move an item to action.

H. Adjournment

There being no further business, the meeting was adjourned at 3:50 p.m.

The next scheduled meeting is Wednesday, December 1, 2004, Facilities Conference Room (RS-5), at 2PM