



SAFETY & SECURITY COMMITTEE MINUTES

November 6, 2013

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, November 6, 2013, at 1:00 p.m.*, was held in RS-5. Derrick Johnson called the meeting to order at 1:05 p.m.

Roll Call

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

Members Absent: Tom Medel, Chris Miller, Eileen Poole, Lisa Hornsby and Wendy Kinsinger

Recorder: Donna Renner

Ex-Officio Members Absent: Lucy Nelson and Ana Maria Wright

Guest: Chris Wick (for Poole)

A. Minutes – October 2, 2013

MSC Moss/Nebelsick-Tagg approved the October 2, 2013 meeting minutes, none opposed.

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

B. Discussion/Information Items

I. Workers Comp

Donna Renner reported, on behalf of Lucy Nelson, on the following for the month of October 2013:

- Five (5) workers' comp claims were processed which included
 - Two (2) first aid
 - One (1) slip, trip or fall
 - Four (4) involved an exposure to head lice (plus one more who hasn't yet filed a claim).

2. **Campus Police**

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

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report	2	Arrest		Assault
	Battery		Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace		
	Domestic Violence		Drugs-marijuana		Drunk in Public
	Forgery	14	Graffiti		Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment	12	Information Only	1	Indecent Exposure
	Lewd Conduct		Lost and Found	2	Lost District Keys
	Locker Burglary	9	Medical Assists		No License
	Non-Injury Accidents	2	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics	142	Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus		Skateboarders		Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
9	Skateboarding				
	Stalking	6	Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents	1	Vandalisms
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak		Weapons Violation		

3. **Risk Management**

Chris Wick reported, on behalf of Eileen Poole, the following:

a) **Student Vehicle Crime Incident Report**

A report was received recently in the Risk Management Office regarding a student who had Palomar College property stolen out of their vehicle at their apartment complex. Chris is working with our carrier and Pat Hahn, Associate Professor – Media Studies, about possibility putting together a form for the Media Studies department personnel to sign saying they will be liable if something happens to the property.

b) **Employee Claim on Rebar Emitting from the Ground**

Female employee submitted claim for rebar damages that occurred to the bottom of her vehicle in Parking Lot 1. Incident occurred 1-1/2 months ago.

c) **Student Claim against Campus Police**

A student filed a \$15,000 claim against the District regarding an incident where the student thought he was inappropriately held by the police.

Chris Wick, Staff Assistant for Business & Contract Services, shared that she had noticed that our committee has been discussing the "Medical Injury Report" and she didn't know where we were on this task. She wanted the committee to be aware that this form goes through her office. Risk Management uses this form along with Health Services to file claims so she wants to know if she can provide input on the form.

Donna indicated that the form has always been on the Facilities Department and Health Services websites. Derrick shared that we are modifying the form which we are discussing at today's meeting. Chris wants to be able to show it to our carrier as it will make a difference. There has to be a witness section on the form (this information already on the current form) and there has to be certain things so the claim could be paid.

Derrick indicated that nothing will be changed on the form until it is voted upon in the New Year and goes to the Governing Board for approval.

4. **Health Services**

Jayne distributed copies of the following reports and provided a brief synopsis:

- Escondido Center Urgent Care ER report for October 2013
- Escondido Center Urgent Care Report for October 2013
- San Marcos Mental Health Report for October 2013
- San Marcos Urgent Care ER report for October 2013
- Urgent Care Summary Report for Both Campuses for October 2013

Jayne shared that Health Services has expanded the blood drives to the Escondido Center and that she and Carl are working together on this project.

The Escondido Center Health Services office will be expanding to a two-room exam station where the ESL department was previously located. This expansion will allow Health Services to have more services available to the students at that site.

Jayne reported that Health Services has provided over 540 flu shots. Because of the national shortage of the serum, employees can no longer obtain their TB test at Health Services.

5. **ASG**

No report.

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

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

a) **Child Care Trip & Fall**

Last month we received a report about an employee who tripped over a mat and fell at Building I. Facilities employees were dispatched to remove the mats, place sand underneath and Astro turf on top.

b) **Emergency Operation Plan (EOP)**

Derrick shared that the "working group" met for the first time last month. A brief PowerPoint presentation was shown. We were hoping to have the "Emergency Operation Plan (EOP) out by the middle of December; however it was tabled until the contract has been approved with a consultant being hired by the District to assist on this task.

c) Emergency Procedures Guides

Derrick briefly discussed the Emergency Procedures Guides for the Escondido Center and the San Marcos campuses. Everyone is aware that these guides are outdated; however before any changes can be made the guides have to be approved through this committee.

Maps will be updated to reflect campus changes; the remaining Emergency Procedure Guide pages will be discussed and approved through this committee.

d) D Building Sexual Assault

Derrick reported that he, Donna, Jeff Bennett, Norma Miyamoto and Berta Cuaron met recently regarding the sexual assault that occurred in the D-Building complex in late October.

The main thing we want to do is to control the environment especially in the corridor area. The following tasks have been completed or are pending funding:

- An electronic keypad has been installed in this area for access to the practice rooms.
- More lighting will be added
- A camera will be installed to monitor who goes into the corridor area.
- All walls are being painted except for the brick wall
- New carpet will be installed inside the practice rooms
- New locks will be installed on each practice room door so that a student could lock themselves inside the room while in use.
- The department also wants lights installed that would be on a timer/sensor so they could come on at 8:00 a.m. and turn off at 10:00 p.m.

All pricing quotations have been given to Chris Miller, Facilities Director, who will be meeting with Ron Perez to determine the funding sources.

Prior to these recommended changes, this area was available at all hours so that students or outsiders could enter at any time.

C. Action Item/Second Reading

There were no second reading items.

D. First Reading

I. Fire Alarm Advisory/PCCD Notification Requirements

Derrick went over the "Fire Alarm Advisory/PCCD Notification Requirements" document with the committee members.

This flowchart reflects the process to follow in the event of an alarm sounding:

- Box I Facilities Office – provides a brief snapshot of who to communicate with (there will be one flowchart in the Facilities RS Building Hallway and one flowchart in the Campus Police Office).

The second portion of these documents, page 1 of 5, references “notification requirements” whether it is hazardous materials, hazardous substance or waste or a Stormwater issue.

- The documents tell you what regulation goes along with these things, who to notify, who to verbally contact and how soon you would have to do a written follow-up.

The second portion of these documents, page 2 of 5, references “notification requirements” whether it is fire incidents, bomb threats, active shooter, earthquake and reporting medical injury requirements.

- Derrick acknowledged that the medical injury report is one of the areas that the committee does not want to make changes to its format. Derrick doesn’t want to change the format either; however this form and others that will follow, with these particular procedures, will be affixed because an assessment to that injury must be reported.
- Palomar College has to assess the situation, make corrections, document the corrections and keep records on who was notified along the way.

Chris Wick expressed concern about people who may get hurt and then sue the college and subpoena our records – it’s great that Facilities will fix the problem; however when you talk about assessment we have to be really careful because what is specified could come back to us at some point. Derrick replied that this is the whole purpose of an assessment. Chris asked who is doing the assessment – Derrick replied from the safety standpoint, he does the assessment on the area. If it is equipment or a building-related defect then we have to repair it and we have to document the repairs (show how long it took to make the repairs, etc.). Marilee recommended using the wording “procedures followed” then that way they can look at our procedures and not our forms.

From our standpoint, Derrick stated medical injury (reference item #2 on handout) indicates work related, medical, slips, trips and fall incidents occurring while on the Palomar Community College District campus. Immediately contact your Supervisor, Environmental Health & Safety (EHS), Campus Police and Health Services (911 in cases of emergencies). The verbal states that within eight (8) hours after the death of any employee from a work-related incident or hospitalization of three (3) or more employees as a result of a work-related incident, you have to contact OSHA. Derrick indicated there was nothing before on campus guiding an individual as to what procedures to follow.

Lucy Nelson knew what to do; however on a recent incident she had called Derrick on as she was unsure if she needed to call OSHA or not. To call OSHA, it has to involve a death, loss of a limb, or three (3) or more individuals’ hospitalized working in the same area. OSHA will come out and evaluate what is going on in a particular work area. Derrick indicated that is why he needed something from his standpoint to look at as a reference guide.

- Item#1 in the same block (reference page 2 of 5) involves incidents: activation of fire alarms-false or actual fire events; hostile environment; (active shooter or bomb threat); earthquake.
- Notifications: Superintendent/President, Assistant Superintendent/Vice President of Finance & Administrative Services, Supervising VP, Public Affairs Office, Campus Police and the Facilities Office because all these persons are going to get phone calls.

- Verbal states immediately, upon discovery but no later than one (1) minute of discovery. Verbal notice can be via text alert or phone system.

Derrick referenced an incident that occurred a few months ago where the fire alarm went off at the MD Building; the VP wasn't notified nor was the Director of Public Affairs. The next day a student showed up at the Public Affairs Office wanting to do a story on the incident and because no one knew anything about the incident, it made the College look silly.

- Notification of the VP indicates where the incident occurred. For example, the VP of Instruction should have been contacted regarding the fire alarm at the MD Building. If there is a shooting, then all VPs will be notified.

Marilee asked if the incident involved a student and an instructor, would the VP of Instruction be notified. Derrick replied that the first call would be to Campus Police as they have protocols.

Tony indicated that when Campus Police is responding to an incident involving all these notification procedures, one of the challenges is that first you respond and make an assessment which takes time. Campus Police has to take time away from their investigation to make a notification to the VPs. The Police Officer that responds actually does the ground work and ensures that the perimeters are secured, interviews the parties involved; if anyone is injured – dispatch will be notified and the Fire Department called, the Paramedics will come in and Campus Police will notify Health Services so there is a lot of moving parts and that is why it is extremely important to ensure that our notification process is - #1 that we have one; #2 is that everyone knows the rules – knows who to call. Tony's first call is to his own VP (Student Services) whose office notifies the President of the College; his second call is to the Director of Public Affairs who can deal with the media if they call.

If we have an incident in the parking lots (for example: the rebar sticking up), we will give a courtesy call to Risk Management – this is coming your way, we are going to do a report – there is a lot involved.

Derrick stated that is why it is important to put something out there for the novice person to look at and state "ok" there are procedures and guidelines. Jayne stated that she wants people to be really aware that everything is handled through extension 2289/Campus Police even if they really want Health Services. Health Services is always dispatched through Campus Police.

Campus Police will conduct an assessment and if it is severe, they contact 9-1-1 as Health Services may be unavailable. There are people that still call us directly and that delays our response. Campus Police has a special radio that they can contact 9-1-1 faster. As part of the advertising, people need to call extension 2289 and not call Health Services directly.

Derrick asked the membership to make their editorial comments on the handout.

- Derrick referenced page 3 of 5 on the “Incident/Release Assessment Form,” where there are eight (8) questions that must be answered with either a “yes” or “no” answer. This is a basic assessment form that was put out by the City of San Diego and was used mainly for hazardous materials. These are the forms they have on their website and Derrick tweaked them for our usage.
- Derrick referenced page 4 of 5 on the “Incident/Release Assessment Form” is the actual assessment form that shows the date/time discovered, date/time reported, description of incident/medical injury, indicate specific causes and areas affected. There is a block that directs the person to indicate actions to be taken to prevent similar incidents/releases from occurring.

This section is to say what the school is doing to document what happened whether it is a shooter, a bomb threat, a building incident, someone tripped and fell – this is more than a medical injury report. Derrick is trying to make just one form. Chris indicated that it is a great idea; however when her office talks with their carrier, they are always stating for them, less is more because they don’t want a whole bunch of stuff written for an attorney to look at and poke-a-hole and say wait-a-minute and state there is one thing you didn’t do here – we may be able to defend that just fine but we have a \$50,000 deductible with our insurance company so for every one of these claims we fight, it is \$50,000.

Derrick expressed concern that if the school doesn’t have a procedure-in-place (Chris agrees) from a hazardous material incident if there is a major hazmat incident all the documents you fill out in a response is brought to court.

These documents will be supplemental to the medical injury form already in use. These documents are to show what the school has done to remedy the issue.

- Derrick referenced page 5 of 5 “PCCD Notification Form” where it indicates who was contacted along the way. Derrick uses this form to document whom we have made those notifications to including external agencies.

Donna will send the Fire Panel Advisory Alert document to the membership, via MS Word and PDF, so they can make their changes. Submit any changes to Derrick Johnson’s email: djohnson1@palomar.edu.

Chris asked if training could be provided on these procedures because in the past month, Risk Management had another medical injury where the person didn’t know that they had to fill out the form and so it wasn’t. Three (3) weeks went by and the insurance company was preparing to turn it down because the form wasn’t filed.

Derrick indicated that was a good thing. He has developed an Environmental Health & Safety training procedure that is going to be given to Ron Perez and once approved which will then be given to a Supervisor, or whoever is responsible. The Supervisor will be responsible for filling out a check-list on what type of training they want their employees to have. There will also be some type of mandatory training that will already be marked off that upon hiring, Human Resources will be responsible to ensure that the employee will be trained whether it is involves Hazcom training or a medical injury.

Chris feels that the Faculty has the most issues because they typically take students on field trips and when something occurs on the field trip, the faculty has no idea that they are required to fill out the form.

Derrick recommended that Chris' department send out a general information email with the attached form to the campus community explaining that the form needs to be filled out anytime that an injury occurs.

E. Discussion/Other Items

I. Child Development Center Request for More Parking Spaces/Keinath

Pam shared that she has staff at the Child Development Center from 6:00 a.m. to 6:00 p.m. and with all of the changes with the Cabinet & Wood Technology and getting dark earlier; her department would like to have more parking spaces that are assigned to "staff."

Pam gave an example of her own recent parking issue where she arrived at work one morning at 8:00 a.m. and couldn't find any staff parking available except at the west end of Lot 12. When her students leave at 6:00 p.m. at night they have a long walk so they want more staff parking at the Center. Faculty and staff that have their children enrolled at the center park in the spaces assigned to staff, the Wood Technology faculty also park in those parking spaces as does Child Development Center employees and they also share the little parking lot by the California English School (CES).

Donna informed Pam that she is bringing this request to the wrong committee. This request must go to the Facilities Review Committee. Donna will verify with Chris Miller and respond back to Pam later.

Pam also wanted to know if Campus Police could have a better presence as it is starting to get dark. People are not recognizing that it is dark and are speeding through areas where little people are waiting nearby to be picked up.

Pam also indicated she put in a request to trim a plant at the turnaround at Building 3 and it hasn't gotten trimmed (it is a safety hazard because during the dark you can't tell if someone is by the building). Donna will follow-up; however she wanted Pam to be aware that the Grounds Services area is impacted – they currently only have four employees available to cover work throughout the whole campus.

F. Safety Concerns

I. There were none.

G. Adjournment

The meeting adjourned at 2:05 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, **December 4, 2013**, **1 p.m.**, Room RS-5