



SAFETY & SECURITY COMMITTEE

MINUTES

May 1, 2024

A meeting of the Safety & Security Committee was held on May 1, 2024. The meeting was called to order at 1:31 p.m. by the Environmental Health & Safety, Risk Management Manager, Derrick Johnson.

Roll Call

Members Present: Derrick Johnson, Chris Miller, Christine Winterle, Jennifer Finn, Ryan Williams, Ruth Barnaba, Monica Diego Schmidt, Patrick Savaiano, Michael Finton, Kimberlee Ahinger, Safiya Swearingen, Tamara Holthaus, Ann Jensen, Veronica Sadowski, Dan Lynds, Elizabeth Cervantes, Tracy Fung

Members Absent: Chris Moore, Tom Medel, Mike Dimmick, Wendy Corbin, Rachel Thompson, Dan MacNeil

Guests: Officer Jesus Montes (CP), Robert Sedillo

Recorder(s): Allison Tyra and Victoria de la Torre

Welcome

Approval of Minutes:

The minutes from April 3, 2024, were approved. Minutes are posted on the Palomar College website: [Current – Safety and Security Committee \(palomar.edu\)](https://www.palomar.edu/safety-security-committee)

Discussion/Information Items

1. Workers' Compensation:
No report.
2. Campus Police:
No report.
3. Risk Management:
 - a. Workplace Violence Prevention Plan (WVPP) has been discussed in the last two S&S Committee meetings. As a reminder, the State of California passed SB-553 and all employers must have plans in place by July 1, 2024. Two emails have been sent to S&S Committee members to solicit constituent groups' input for any on campus workplace hazards. Definitions of the workplace violent categories the state would collect were included in the email. A draft of the WVPP was shared and reviewed with the S&S Committee. EOP and IIPP are also referenced in the WVPP. Specifically, Campus Police, Human Resources, EH&S/RM worked collaboratively to create the draft and will continue to share responsibilities to ensure the WVPP is updated and communicated to Campus employees. Administrators, Managers, Supervisors, and employees all have a role in workplace violence

- prevention. WVPP training module will be created by EH&S/RM and made available through the P3D Portal with HR's support.
- b. EH&S/RM assisted with clearing the new softball field for liability issues and implemented the process for insuring it for safe use. We created "Keep Out" signs through Creative Services and posted the signs in many obvious locations around the stadium prior to their first game.
 - c. The new Panic & Lockdown button process was presented and reviewed. In correlation with the WVPP, the risk assessment process will help identify the steps for employees to request panic buttons or cameras for their work areas. Campus Police will work with individuals to test panic buttons, and Facilities will help test lockdown buttons. Both will be tested twice yearly, early Fall and Spring. Lastly, the new "Panic Button User Guide" will be laminated as a desktop card and distributed to all panic button owners. (de la Torre)
4. Health Services:
There is a "Suicide Prevention" event going on today at the main campus.
5. Associated Student Government:
The Associated Student Government will be holding their elections soon to replace all but one leadership position.
6. Environmental Health & Safety:
- a. The building emergency evacuation project is making good progress. We held a practice drill last week and evacuated the LRC and the H building in less than 6 minutes. This was a very well-coordinated effort between Dean Maunu, Anna Kate Hilton and both emergency Teams. A big thank you to Facilities and Campus Police for their hard work and support on this ongoing safety awareness effort. Our next evacuation practice drill will be tomorrow, May 2 with the P and F buildings at 1:30pm.
 - b. The EH&S technician has conducted 38 ergonomic assessments and installations at all campuses as well as 21 hazardous material inventories and shipments.
 - c. We are in the final stages of development of the new Panic Button and Security Camera Request form. May Chow in IS has been instrumental in the development of the e-form. Beta testing of the process will take place next week. The new form should be ready to roll out before the end of the semester.
 - d. After much review of the AB-2260 legislation and guidance from our liability carrier, we will be placing 6 trauma kits at the new football stadium as part of the "Stop the Bleed" initiative. EH&S will be meeting next week with Facilities and the engineering team to discuss the best placement of these kits.

Other Items

1. Cameras on campus –
 - a. The installation of security cameras around the Performing Arts Center is underway. The installation of cameras inside of the LRC has been paused for discussion amongst union representatives and Administration.

Safety Concerns

1. There was a report of a strong odor in the Biology and Chemistry prep lab area at the Fallbrook Education Center last week. The issue was identified, and the content was removed. The room was vented with added temporary circulation. One employee reported feeling physical symptoms but was

working in another area of campus. This is thought to be unrelated to the incident. The Facilities department is investigating further into the ventilation system in the chemical storage cabinet.

2. An issue was reintroduced regarding the pedestrian crosswalk near parking lot #12 and Avenida Azul. The Facilities department has worked with an outside architect to draft up improvements to that area and have submitted the plans to the City of San Marcos for review.
3. There is a concern for pedestrian traffic on Comet Circle near parking lots #3 and #4. The path of travel in those areas is confusing and potentially unsafe. Facilities will review this area and report back to this committee.
4. An issue was reintroduced regarding the blue emergency telephone at the Escondido Education Center which is still out-of-order. Information Services has the work order and has contacted an outside vendor for a repair quote. This project is slated for the new fiscal year (FY25).

Adjournment

The meeting was adjourned at 2:21 p.m.

Reminder: Next meeting is scheduled for September 4, 2024, at 1:30 p.m. via Teams