

NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday January 11, 2016

In attendance: Lisa McAllister (Co-chair), Mark Hartley, Tricia Hodawanus, Daniel Lambros, James McMahon, Ana Molina, Steve Monsanto, Chris Poole, Hector Ramirez, Monique Rodriguez (recorder)

Topic 1: Welcome – Main Speakers: Lisa McAllister

Contributing Speakers: N/A

Table approval for December 2015 meeting minutes until next month's meeting.

Topic 2: Satellite Radios Update – Main Speakers: Steve Monsanto

Contributing Speakers: Beth Gomez, Mark Hartley, Daniel Lambros and Lisa McAllister

The current satellite phone is not activated due to funding. It is a good resource to have when cell phone towers are down and landlines are inoperable in the event of an emergency. There is a cheaper option on the market today called the HAM Radio System. There is a current staff member who is a trained HAM Radio operator and knowledgeable on the system and its advantages and disadvantages. This staff member would be willing to train the rest of the staff if interested is going that route. Steve and Dan will do research into other viable and cost effective options/alternatives and report back at next months meeting.

Although we are not guaranteed the contingency fund for safety items we received last year, we should still create an effective wish list in the event we do get it again. We need to keep that list in the realm of \$2000-\$3000. With the Active Shooter Training this coming February faculty may want to purchase items (door straps) to lock the classroom doors from the inside. This is an item we may be able to purchase if we do in fact get the funds again this year. Steve will have Art look into the cost of these door straps. Lisa will speak with Dr. Green and find out if that contingency fund will be available this year. Perhaps other groups can come together with their budgets to raise \$500 a year to purchase safety items. We can also do building by building to keep the cost low. The first building to be done should be the ones with no key card access.

Steve is in talks to having the area front of the M1 turn into the first-aid supply area with limited personnel access. That area is more accessible to the items when needed in the event of an emergency than the current location near the Operations Center.

Topic 3: Fire Alarms – Main Speakers: Steve Monsanto

Contributing Speakers: N/A

CalFire took over all fire agencies and finding a point person to contact has been challenging. Continuing to call and find a direct contact to come out and advise us, or give suggestions as to our fire alarm drills/procedures. We should keep our drills as is for now until we can get more information. There have

been upgrades to the alarm systems. Safety emails signaling trouble areas are available. There is a 5 year plan in motion to upgrade our fire alarm system year by year making it better and better.

Topic 4: Traffic/RTA Concerns Follow up – Main Speakers: Steve Monsanto

Contributing Speakers: Jim McMahon

RTA has bigger busses that are a nuisance for maintenance (painting curbs, tearing up roads etc.) Traffic is still a concern in the Student Success area. Signs and speed bumps will be going up. Another option to think about is turning the problem area into a one way street. The one way would start at the second to last entrance into Parking Lot D. It may take a lot of education to get our students and staff used to a one way street in this area but at least we will not have people driving on the wrong side of the road blind. We could also take some stalls and turn them into passenger pick up and drop off but then we would have to add a crosswalk. Our biggest issue is vendor truck drop offs. Those need to change to alleviate the traffic congestion. Still need to talk to the new Assistant Manager Odilli regarding delivery times. The timeframe of concern is the 15- 30 minutes before the 7:00 am classes. Another traffic hazard are people using the buss zone as a loading and unloading zone creating problems for the RTA busses. Starting in Spring Semester an office will be stations in this area citing people who are loading and unloading in this area. Steve and Jim will start turning over some rocks and see what is what for next month's meeting.

Topic 5: Health Services Signage – Main Speakers: Beth Gomez

Contributing Speakers: Lisa McAllister, Dan Lambros

Steve had a vendor do a mockup of a 12x12 sign for the upper deck of the library. Dan can get some information out to the students via electronic signage. Lisa will get some words to Dan to put on the electronic signs across campus (Corral, Admissions and Records, etc.) Health Services has made door signs for all classrooms and are in the process of getting printed and laminated.

Topic 6: Hover Boards – Main Speakers: Beth Gomez

Contributing Speakers: Mark Hartley, Dan Lambros and Lisa McAllister

We need to have language placed on campus informing students hover boards and not allowed on our campus. Maybe add signs next to the "No skateboard" signs or update verbiage and get new signs stating "No skateboards/hover boards on campus". Restrictions should be added to board policy. Current policy states "no electronic motorized vehicles" but does not specify "hover boards". Table this discussion until Sherry Stone can be present. Lisa will email Sherry and will be discussed at next month's meeting.

Around the Table

Beth: Dan and Lisa you were both trained in the new RAVE System, do you know if the new system was updated/uploaded with the student and staff information? Also who will be maintaining the list and sending out sending out updates? The new RAVE system can do so much more than simply notify students and staff of emergent situations. It can send messages out to our students in the event of road

blocks, delays, etc. A list needs to be made and there needs to be a hierarchy in the decision making for the messages that get sent out. Dan: Siren was deactivated for now as it wasn't communicating correctly and sending out tornado warnings. Lisa: Need to be careful when using the RAVE system for non-emergent messages because we don't want our students to get over saturated with messages and start ignoring all messages all together.

Also, should we have another Building/Floor Captain training before the Spring Semester? Sgt. Henry keeps a list we should get him involved because we are losing many people to retirement.

Is a Spring Semester Active Shooter drill? We need to talk to faculty if so.

Tricia: We should have a representative of the Safety Committee go to the ALICE Train the Trainer training coming up.

Steve: Dion from the night crew are requesting entrance into our Safety Committee. It would be great to add a few night crew members to our safety committee. Jim would like to be a consistent member and will shoot Lisa an email with the other potential members to send the monthly invites out to.

Mark is starting a recycling program on campus. We do not currently know who is emptying the green bottles/can trash can. Mark will ask Dimitris and Christian if they know who is handling it at the moment.

Mark: This year's recycling program we are concentrating on paper and hopefully will grow to bottles and cans. Thursdays are the pick-up days. An ASNC member will be making the rounds. We should send a NORALL email to promote. Need to find a purpose for the money collected as well. Perhaps we can buy more recycling bins or put that money toward the safety committee and safety needs? Both good options as long as the money stays with the college.

Hector: Nighttime crew (8:00 pm – 4:00 am / 9:00 pm – 5:00 am) wants trainings scheduled for them.

Beth: Maybe we can have a training for them on a Friday and they can come in early for their shifts? This should be done before the Spring Semester.

Meeting Concluded