

NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday March 14, 2016

In attendance: Sgt. Richard Henry (Co-Chair), Lisa McAllister (Co-chair), Miriam Alonso, Emile Bradshaw, Beth Gomez, Tricia Hodawanus, Jim McMahon, Ana Molina, Steve Monsanto, Chris Poole, Hector Ramirez, Sherry Stone, Stan Tyler

Topic 1: Welcome & Approval of Minutes – Main Speakers: Lisa McAllister

Contributing Speakers: Tricia Hodawanus, Emile Bradshaw

January 2016 Meeting Minutes

Motion to approve: Tricia Hodawanus

2nd: Emile Bradshaw

Approved with a majority

Abstain: James McMahon, Steve Monsanto

Topic 2: Student Safety – Main Speakers: James McMahon

Contributing Speakers: Beth, Gomez, Sgt. Richard Henry, Chris Poole

Between 5:30 – 6:00 am students are being dropped off on campus and being exposed to the elements without proper supervision or shelter. The CSS is not yet open and the students are gathering where ever they can find warmth or keep out of bad weather. Our campus police make their rounds at 6:00 am and would not be able to monitor these students until after 7:00 am. It is currently between 5 and 6 students at this time.

Currently the IT Building is open and possibly the 1st level of the library are open early for student shelter. This is not advertised as we do not want more students coming earlier than we already have, but when you see students this is where you can currently direct them between 5:30 and 6:00 am. We can make the early open buildings the first buildings to check on campus police rounds.

Topic 3: Protocol in Non-Emergency Events – Main Speakers: James McMahon

Contributing Speakers: Lisa McAllister

We need to find a way to make sure all staff and faculty know to call dispatch, not the campus police office, for emergent and non-emergent situations. Often campus police are doing rounds on campus and are not in the office to field phone calls so treatment is delayed. Lisa McAllister used to be notified by phone and email when situations arise on campus but they have been sparse in the recent months. Health Services will get an email here and there notifying them of the situation and if assistance is needed. Whether Health Services is notified or not, dispatch calls for AMR immediately. As this is a growing problem, it will eventually turn into a compliance issue and we need to correct this behavior as quickly as possible.

Perhaps we can make a giveaway/campaign to encourage staff and faculty to place the Dispatch Telephone Number in their cell phones as the first number in their directory.

As of Friday, the Guardian app/website has been approved. On the guardian app there is a button to call RCCD Police Dispatch. We need to push for all staff and faculty to be up to date with our technology and programs regarding safety.

We can place signs/flyers with RCCD Police Dispatch Phone Number on buildings and in hallways. Monique will make a mockup of a flyer and bring it to next month's meeting for comments, suggestions and/or approval.

Topic 4: Leaning Trees – Main Speakers: Jim McMahon
Contributing Speakers: Beth Gomez, Steve Monsanto

Future turf renovations may affect the roots of currently leaning trees. A few trees are leaning heavily and are possible future safety issues with the increased winds recently. Some of the trees are dedication/memorial trees and may have some resistance from faculty in its removal. If the tree is a hazard and nothing can be done to correct it other than removal, safety trumps all. Jim McMahon and Steve Monsanto are to make a presentation to the BFPC with a plan to ensure there will be no resistance when the time comes for removal if necessary. Perhaps in that presentation we can offer a mature replacement tree for any memorial trees needing removal. More research needs to be done on this issue. We can revisit next month with more information on at risk trees and have names for which trees are dedications and to whom.

Topic 5: Safety Walks – Main Speakers: Ana Molina
Contributing Speakers: N/A

There has been no change in the safety walks during winter intersession. Safety walks will resume during the spring semester.

Topic 6: Emergency Supply Order – Main Speakers: Lisa McAllister
Contributing Speakers: Sherry Stone

Dr. Green has contingency funds to utilize and she is requesting another order of emergency supplies. We need to make a new list for this year ASAP. Current suggestions are as follows: bullhorn/megaphone, neck braces, back boards, fill current barrels with water, search and rescue supplies, sheltering, slings, and flashlights. In the future when we have more time for decision making the Safety Committee can send Sherry Stone the current list of supplies so she can give us guidance on future supplies needed in order of importance. The district will soon have an Emergency Planner/coordinator soon and will take over these duties. At this time, Lisa McAllister will make the decisions for ordering and send to Dr. Green.

Sidebar conversation - Emergency notifications systems:

ALERT will be able to send messages out through web advisor.

Guardian App will get messages out through its push notification system.

Dan is looking into the cost to get messages out across the current phone system on campus.

RAVE system might be able to send messages directly through campus speaker phones. The RAVE system has 2 phone number systems, one for students and one for non-students. When registering for RAVE, students are forced to a page where RAVE asks for a contact phone number. The students must acknowledge the message and must either give or decline the phone number before moving on. If you are not a student you go to a second system to enter your phone number.

Topic 7: SWOT Analysis – Main Speakers: Lisa McAllister

Contributing Speakers: N/A

Strength Weakness Opportunities Threats Analysis is recommended by the Chancellor for each campus. We need to devote an entire meeting to this discussion soon. Perhaps during next month's meeting since it is during Spring Break? We need to discuss where we are and where we want to go. We should be the model for other schools. We also need to discuss who will be taking over the Building Captains and Floor Captains protocols upon Debra's retirement.

Topic 8: Evacuations and Trainings – Main Speakers: Lisa McAllister

Contributing Speakers: Beth Gomez

We have not had any scheduled evacuations in some time. We have had plenty of unscheduled evacuations and have noticed people are not going to their secure locations. Specifically the Library. We need to schedule a planned drill for a same day Morning and Evening evacuation when Lisa McAllister is on Evening Admin to supervise. We need to send out a Nor-All email. Beth Gomez and Lisa McAllister will get together and make a day with finals and labs taken into consideration.

We also need to have a discussion on resistance to these drills. The Bookstore is often a problem and does not evacuate.

We need to be sure to utilize all staff during these drills as well and understand that all of the responsibility does not fall on the building and floor captains. Responsibilities must be delegated to ensure the safety of our students throughout the entire drill/emergency. While the building captain is responsible for ensuring the safety of those getting out of the building and making sure no one is left behind other staff members should be assigned to specific locations and assigned to traffic duty to ensure those who are leaving the building are headed to the correct locations and not hovering around the building they have just exited from.

We are aware that some secure locations can be hazardous when in a non-emergent situation such as the Student Services Building parking lot secure location, but all locations were picked for a purpose and need to be utilized during practice runs to ensure the safety in a true emergency. Student Services should have traffic cones and these should be utilized in drills to ensure safety when evacuating to the parking lots.

Topic 9: Emergency Operations Plan – Main Speakers: Sherry Stone

Contributing Speakers: N/A

The district plan needs to be put through the shared governance for approval. Sherry will send a link to Lisa McAllister for review. Approximately 26 pages apply to the incident command center. The document is 300 pages total. We can disregard the Local Hazard Communication section as we are unable to make any changes to it. This approval need to be done ASAP.

The process is as follows:

Review by the Safety Committee

Presentation to BFPC

Presentation to ISPC

Presentation to Committee of the Whole

For this process sometime in April is the soonest to be able to get this fast-tracked and done in the approval process and that may be pushing it.

Topic 10: Around the Table

Tricia Hodawanus: Special Agent FBI presentation on Active Shooter Training to be held in the Little Theatre on March 25, 2016

Steve Monsanto: Wear and tear on the roads is worsening very quickly and Facilities is working to find the money to make unexpected repairs as soon as possible.

Beth Gomez: Luncheon for Diann Thursby will be held this Thursday in the warehouse to say goodbye as she takes on a new district position.

Meeting Concluded