

## NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday November 14, 2016

In attendance: Lisa McAllister (Co-chair), Sgt. Richard Henry (Co-chair), Vanessa Acosta, Beth Gomez, Tricia Hodawanus, Tracy Kazsuk, Dan Lambros, Shirley McGraw, Ana Molina, Steve Monsanto, Chris Poole, Hector Ramirez, Preety Talwar, Paul Van Hulle, Kasey Boyer, Monique Rodriguez-Torres (Recorder)

**Topic 1: Approval of Minutes** – Main Speakers: Lisa McAllister  
Table October Meeting Minutes until next month's meeting

**Topic 2: SSV Security Cameras** – Main Speakers: Mark DeAsis  
Contributing Speakers: Sgt. Richard Henry, Beth Gomez

This concern is currently in Program review but the SSV building would like the support of the Safety Committee to help push through the request for cameras in the SSV Building. Prior to the buildings remodel there were security cameras throughout the building and were never replaced after the remodel was complete. These cameras will serve as a deterrent for theft and/or mischief; people are less likely to behave badly with a camera in plain sight. When you walk into a store and see the security camera linked with a TV where you can see yourself tend to be very successful at deterring crimes.

Main concerns currently favoring the instillation of security cameras:

- The cashiers' office is located in the SSV Building and all campus departments cash bags are funneled through them to get to the district.
- Veteran's Services is now located in the back of the building with more traffic through that back door. Students using that back door are now passing Veteran's Services and entering areas they should not have open access to. Example: Dr. Green's office has been accessed by students multiple times without cause while she was out of the office.

Main concerns currently delaying the instillation of security cameras:

- Who will monitor these cameras? Per Sgt. Henry, typically security cameras are for investigative purposes only and are not monitored continuously. They are used to gather facts in the event of an incident only.
- District audit and Inter-Operability: We would need to work with the District in selecting a security camera system that works with their overall district wide plans and devices. The STEM Center had issues with their cameras and district network functionality.
- Do other campuses have cameras? Where?
- Does Mike Simmons from the District Office already have plans?
- We must talk with CSEA as well to ensure there are no union issues as these cameras will be placed where classified staff personnel are working.

This issue will be tabled until next month where Mark DeAsis will come back with a little more information after researching some of the committee's concerns delaying the security camera installations approval.

**Topic 3: Emergency Call Boxes** – Main Speakers: Steve Monsanto

Contributing Speakers: Beth Gomez, Sgt. Richard Henry

There has been some questions as to who maintains the Emergency Phones and if they are checked for functionality. Students have complained about bird droppings on the phones making it seem like they are an afterthought and not maintained. Beth Gomez receives a report for all campus Emergency phones monthly as they are tested by Mike Ochoa. As for the bird droppings, this should fall onto facilities. The Emergency Phones should be added to the facilities schedule to be cleaned at least quarterly.

**Topic 4: AED Locations** – Main Speakers: Lisa McAllister

Contributing Speakers: All Members

Lisa McAllister reached out to other Community Colleges in an effort to obtain info on other campus AED quantities and locations. Most colleges have an AED located on the outside of every building on campus. They keep it on the outside for accessibility. An AED must be publically accessible to be able to respond in less than 6 minutes. These AEDs have an alarm that will sound when taken out of its box. Only 1 college spoken with had an AED incident where 1 AED, out of a total of 22 on campus, was taken out of its box. It was later found in another building.

Theft is a very big concern because AEDs are very expensive and for that reason are not easily replaceable. A golf cart was stolen from our campus that was sitting in front of our campus police station. For this reason not all committee members are comfortable with having them on the outside of buildings. We should speak with Patrick Pyle from legal if we decide to locate an AED behind restricted access doors. We should also look for signage that says "AED Inside". We should investigate to see if we can connect the AED alarms with our network system. We also need to identify other possible locations for when more AEDs are purchased in the future.

As for right now we have 3 AEDs. 2 AEDs already have locations on campus:

- Health Services
- Soccer Field Concession Stand

Paul Van Hulle placed a Motion to put the 3<sup>rd</sup> AED in the Upper CSS Lounge inside the door Sgt. Henry 2<sup>nd</sup> that motion

While the iron is hot, we should schedule training on the use of AEDs. While the AED will talk you through the instructions it is better for people to have hands on training and be more comfortable with them before an emergency where they will have to actually use one. Sgt. Henry will try and set

something up with Chris Nolet.

**Topic 5: Red Cross Report** – Main Speakers: Tricia Hodawanus, Trace Kazsuk, Ana Molina  
Contributing Speakers: Lisa McAllister

This is an incredibly valuable training opportunity and the BERT Team should consider going every year. This year's topic centered on behavior identification. The most important take-away from this year's conference was the importance of a BERT team on campus and their involvement in targeting behavior identification. There are signs people exhibit prior to any type of attack and the BERT Team should intervene and get involved if any student or person on campus exhibit 2 or more of these signs. Please see attached PowerPoint.

Many potential terrorists' plots are scouted early on in seemingly insignificant ways. For example a terrorist may purposely drop a jump drive in plain view with the hopes someone will pick it up and use it on campus to have access to a college's network while staying under the radar. These types of things, as small as they may seem, need to be documented and tracked somehow.

In the event of an emergency we should consider painting the rooftops with building names for helicopters in the area to aid in rescues and information gathering. Google Maps is in the works and online but we need to find a way to identify our buildings quicker in the event of an emergency.

See Something Say Something. No matter how big or small, we need to advocate utilizing our campus police more in hopes of thwarting any type of threat on campus.

Friday, March 10, 2016 from 12 Noon – 4:00 pm we will be having our 2<sup>nd</sup> Active Shooter Panel with our local FBI Agents, San Bernardino County Police Chief, our newly appointed District Police Chief, Santa Monica College VP of Student Services and more. All are welcome to attend. This panel unfortunately cannot be filmed due to the request of our field FBI Agents. Location is still TBD but it will be held here at Norco College.

Side note: The Quake Cottage is now available for free through the San Bernardino County Fire Department. Hopefully we can utilize it for next year.

**Topic 6: Great Shakeout & Evacuation Debrief** – Main Speakers: Lisa McAllister  
Contributing Speakers: All Members

While we had some issues over all our campus did a great job with The Great Shake out and following evacuation drill. They were well coordinated and executed. Some issues we found in the ATEC building as well as the Lower Level Library that will need to be addressed. For the Lower Level Library people were evacuating to the black tops while they were supposed to be evacuated to the side walk. Evacuating to the black top hinders help getting quickly on the roads. As for the ATEC Building people were to the wrong locations all together. More training and campus walks may need to be in order. A lot of this attributes to the absence of official Building and Floor Captains.

**Topic 7: Emergency Supply Order** – Main Speakers: Lisa McAllister

Contributing Speakers: Paul Van Hulle

Suggestions for this year's supply order are needed. We need to make suggestions and prioritize. Jet Boil Charcoal? Bunsen Burners? Dutch Ovens? Dutch Oven Table? Charcoal Chimney? Scouts use these items all the time on survival trips and would come in very handy for survival on campus. Bring in your suggestions to December's Safety Committee Meeting or email them to Lisa McAllister by the Friday prior.

**Topic 8: Good of the Order** –

**Dan Lambros:** Alarm system batteries have been replaced but system now needs to be tested.

**Meeting Concluded**