



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, May 16, 2019
EH&S Training Room at 1808 Albany Drive
10:30 am – 12:00 pm

2018/2019 Committee Members: Heather Adams (proxy for Tim Bell), Josh Adams, Robert Brownlee, Dawn Carter, Cindy Chong, Joseph Corcoran, Leslie Crane, Leonard Diggs, Jason Escher, Shawn Hartshorn, Tallulah Kuula, Hank Lankford, Kate Jolley, Monica Ohkubo (Proxy for Richard Lehrer), Scott Lorbeer, Robin McHale, Jill Mead, Susan Muskar, Susan Quinn, Gary Watts

Also Attending: Toni Chase, Charles Gachet

Quorum: Greater than 50% of membership represented in person or by proxy. (Current = 11)

I. CALL TO ORDER

- i. *PROXIES – Charles Gachet for Gary Watts. Cindy Dickinson for Susan Quinn.*

II. HOUSEKEEPING – None.

III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR MARCH 28, 2019 MINUTES*

- 1. *March 28th minutes approved. Josh and Susan abstain (neither present on 3-28-19).*

IV. OPEN COMMENTS

- i. *Jill Mead – Leaf blower versus large machine and issues with allergies.
Chong – You can only use the larger machines in big areas. The equipment used is dependent on the situation and location.
Mead – Most complaints were about the main quad area. Perhaps they could carry a mask with them (N95).
McHale – There are masks available, some are available from Student Health Services.*
- ii. *Mead – Someone with visual impairments was having difficulty getting down the Bertolini steps.
McHale – EH&S can investigate the area to determine if there can be any modification made. It would help to have more information. If possible have the individual file a Safety Report online or contact EH&S so more background information can be obtained on the concern.*

V. OLD BUSINESS

- i. *FACILITIES UPDATE*

Chong – Fourth floor of Zumwalt has been reopened since the last meeting. Bailey field and Lot C closure is still in progress. The tennis courts have been redone for the temporary installation of the SRT Pavillion. The courts will become temporary parking lots afterwards. Kunde is still scheduled to be move-in ready by July/August for the faculty. Some sidewalks are being redone and generators were load-tested. We are installing one more generator for the facilities yard. We are also landscaping and getting ready for events such as graduation.

Ohkubo – What is the protocol for if someone is locked out of a room during a lockdown? Some schools have a “secret knock” so that they can be let in and taken out of harm’s way. Is locking students out a liability?

Brownlee – No. This is not a liability because we don’t know where the threat is coming from. The protocol is that, once a building is locked, it will stay locked until the threat has been taken care of.

Ohkubo – Is this a best practice?

The “bad guy” might know the secret knock. This works for a K-12 because they assume that the threat will not be a young student.

Ohkubo – I am going to tell my area to use common sense and tell them that the campus police have decided to set up a lockdown.

McHale –It will be good to note that during a lockdown, badge keycards will not let you into a building, the building will be locked down completely. .

ii. SAFETY SUBCOMMITTEE UPDATE

McHale and Brownlee – The safety subcommittee is still compiling their final notes from their last meeting which was held on May 6th. Robin and Rob provided a brief summary:

- 1. The Subcommittee’s last meeting was held on May 6th. The Subcommittee is now disbanded.*
- 2. The Subcommittee did a lot of work in a short period of time to support improving the District’s emergency alert system. EH&S, SRJCPD and Public Relations created definitions for emergency language commonly used in District emergency alerts and developed example language and prerecorded audio messaging which can be utilized during an emergency or disaster.*

Definitions and other information have been published on the EH&S-owned Emergency Management Webpage. This webpage and a sample of the audio messaging was shown to DSHC staff. Erin Bricker was thanked for her support and work with the audio messaging. Erin’s voice is used in the pre-recorded messaging.

Here is a link to the Emergency Communication Messaging webpage that was reviewed in committee.

<https://emergency-management.santarosa.edu/emergency-communication-messaging>

Committee members should look over the website (see link above). Suggestions for improvements are welcome.

Robin noted that the new messaging was utilized in the recent alert about a Santa Rosa Police action occurring near SRJC where they were dealing with a suspected armed person. The messaging was well received.

- 3. The Safety Subcommittee was originally created due primarily to concerns about student conduct. Members of the B-Care team provided updates and worked with the Subcommittee. Rob highlighted that the B-Care team members meet bi-weekly through each semester. Those who work over the summer are working on trainings that will be brought to staff. The B-Care team will reach out to Deans and department heads to bring information to their staff. B-Care staff are also currently creating training for PDA day and is creating online training they hope to publish via their website for the fall semester. There will also be a flowchart published on the B-Care website that will help people navigate through concerns or issues. One issue the team is facing is getting training to adjunct faculty.*
- 4. The Subcommittee was also working to support more active shooter response training. District Police will continue to put on the seminar style training on at least a once per semester basis and will put on the practical training on as able with current staffing levels. The Shots Fired on Campus video is available on youtube.*
- 5. The Subcommittee is expected to make a request to the standing DSHC that the DSHC send regular reports and communication to Academic Senate. This prompted a lot of discussion among the standing DSHC members. It was determined ultimately that the DSHC could meet this request by continuing to post notes and information as usual to the DSHC website and alerting staff when the DSHC website has been updated. Members agreed that should a formal reply be required to the Subcommittee following receipt of final notes that, Robin can craft a response accordingly. Erin offered to help draft language if needed.*

VII. NEW BUSINESS- *No new business was presented.*

VIII. REPORTS- *No time was available for individual program reports.*

- i. EMERGENCY MANAGEMENT*
- ii. FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)*
- iii. INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS*
- iv. SAFETY REPORTS*
- v. ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT*
 - 1. GENERAL UPDATE*
 - 2. HAZARDOUS MATERIALS/HAZARDOUS WASTE*
 - 3. TRAININGS*

VII. ANNOUNCEMENTS

- i. The DSHC members were informed that the functional exercise for Emergency Management was officially cancelled due to uncertainties in staffing levels following the ERI.*

VIII. NEXT AGENDA

IX. ADJOURNMENT – 11:56 AM