



DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC) MINUTES

Thursday, October 18, 2018
EH&S Training Room at 1808 Albany Drive
10:30 am – 12:00 pm

Committee Members Present: Robert Brownlee, Dawn Carter, Cindy Chong, Joseph Corcoran, Leslie Crane, Jason Escher, Shawn Hartshorn, Tallulah Kuula, Richard Lehrer, Scott Lorbeer, Robin McHale, Jill Mead, Susan Muskar, Gary Watts

Committee Members Absent: Tim Bell, Leonard Diggs, Hank Lankford, Kate Jolley, Susan Quinn

Emergency Management: Sarah Hopkins, Hector Delgado, Josh Adams

Also Attending: Toni Chase, Monica Ohkubo, Enrique Garcia, Heather Adams for Tim Bell

Quorum: Greater than 50% of standing membership represented in person or by proxy. (Current = 9)

I. CALL TO ORDER

- i. *PROXIES*
Heather Adams for Tim Bell.

II. HOUSEKEEPING

- i. *COMMITTEE ROSTER REVIEW*
Monica Ohkubo will serve on the committee for Rich in the spring 2019. Josh Adams to become a permanent standing member on the committee. Heather Adams to permanently fill in and will replace Tim Bell.
- ii. *EMERGENCY MANAGEMENT TRAINING SCHEDULE*
Cabinet is confirming dates, so the schedule is a draft for now. There will be more trainings to come for BSC/ASC, as well as incident command post trainings. EHS is working to add and confirm the members of the EOC. There is no fall functional; however, there are fall EOC trainings in November.

III. APPROVAL OF PAST MINUTES:

- i. *APPROVAL NEEDED FOR SEPTEMBER 20, 2018 MINUTES. Quorum. Minutes approved (with amendments.)*

IV. OPEN COMMENTS

i. AGENDA ITEM REQUEST- DISCUSSION ON DISTRICT SECURITY ASSESSMENT

- *[Crane – After the armed robbery, many people have expressed safety concerns. An individual expressed their desire for sirens on campus. Crane wanted to bring up this issue, but requests that sirens NOT be installed throughout the campus. Individuals also expressed concern about a lack of police presence on the Petaluma Campus and South West Center, and a lack of lighting around campus in areas such as Bertolini and Emeritus. Also, the issue of door that lock from the inside has been brought up. Crane was told that Measure H finds were supposed to be used to replace doors and locks. The goal here was to bring up the topics of active shooters, doors, and lighting so that this committee could discuss and make decisions or at least lay out a plan.*
- *Chong – Hank and his team are replacing the lights at Emeritus and around campus. We only have one electrician at the moment and are moving to hire a second. We are also in the process of interviewing an STNC. Hank walks the campus every morning with a checklist. If someone has a concern about lighting, they can submit a work request. This would be the most helpful response.*
- *Lehrer – In 2014 we discussed replacing the locks on doors that were compatible for indoor-locking, but we decided that we do not have the funds.*
- *McHale – There are considerations for ADA and fire codes regarding doors, and some doors cannot accommodate new locks. A Safety Assessment is being completed by a 3rd party, which will result in a draft report on November 2nd 2018. Everyone on this committee should attend safety strolls. Safety is everyone's responsibility. BSC's will be assisting with safety information for each of their buildings.*
- *Adams – Attendance has dropped at night classes because students feel unsafe.*
- *Crane – I have been suggesting that people call the SRJC Police Department for an escort to their car. Are there enough officers to support this action?*
- *Brownlee – If everyone starts to call asking for an escort, this will challenge our department so try to encourage everyone to group together when exiting classes.*
- *Ohkubo – I make my students walk each other to their cars. Every teacher should make a point of using the last couple minutes of class to ask where everyone is headed and suggest that students walk as a group or pair to their next class or vehicles. Also, an email should be sent out with a reminder not to look down at their phones, because everyone does it (students, faculty, staff, etc.).*
- *Brownlee – The armed robbery is an extremely rare event. Officers and cadets are always present when classes get out. Officers make rounds through the parking lots around the time that classes get out to ensure that everyone is safe.]*

ii. AGENDA ITEM REQUEST- DISCUSSION ON POLICE ALERT PROCEDURES

- *[Brownlee – When this incident occurred, an officer was on scene within 30 seconds. One investigating officer spoke to the victim in order to obtain useful information, while the remaining officers secured the area and fan out to secure the surrounding areas. The area was safe before the alert was put out. In an armed robbery situation, the robber's*

goal is to steal and then go away (this is much different than an active shooter situation). The alert came out two and a half hours later, because the threat was managed. It was meant to be informative, not trigger a panic. There should not be a lock down drill because the worst thing you can do is lock down an entire campus when there is only one subject in one area of the campus. Everyone who is in a different area of campus should run the opposite direction and get away from the area as quickly as possible. They should not run to their cars because roads become jammed and police and fire vehicles will have a more difficult time arriving on scene. Brownlee said he is taking all criticism constructively, and expressed that all the police agencies work with each other to ensure that the campuses and surrounding areas are safe at all times.

- *Chong – Why do we have this fear? People don't understand what police officers do.*
- *Ohkubo – Are we allowed to leave the doors locked? I used to do this for my classes, before I heard that the students have to be able to enter the class that they paid for, even if they're late.]*

Note- time called for time limit on meeting. The following items will need to be tabled and address next month:

V. OLD BUSINESS

- i. FACILITIES UPDATE – No report.*
- ii. BYLAWS UPDATE (Vote required) – No report.*

VII. NEW BUSINESS

VII. REPORTS

- i. EMERGENCY MANAGEMENT – No report.*
- ii. FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) – No report.*
- iii. INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS (September 2018 Report) – No report.*
- iv. SAFETY REPORTS – No report.*
- v. ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT – No report.*
 - 1. GENERAL UPDATE – No report.*
 - 2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – No report.*
 - 3. TRAININGS – No report.*

VIII. ANNOUNCEMENTS

None to report.

IX. NEXT AGENDA

None to report.

X. ADJOURNMENT – (Adjourned at 12:00 PM.)