



# DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

## MINUTES

Thursday, February 22, 2018  
1808 Albany Drive – EHS House  
10:30 am – 12:00 pm

**Committee Members:** Robin McHale, Jason Escher, Joseph Corcoran, Javier Rodriguez-Aguilera, Tim Bell

**Committee Members Absent:** Mary Barton, Lorenzo Dueñas, Gary Watts, Leonard Diggs, Susan Quinn, Susan Muskar, Doug Roberts, Mengi Gebre, Leslie Crane, Robert Brownlee, Paul Bielen

**Committee Members Excused:** Richard Lehrer, Scott Lorbeer

**Also Attending:** Toni Chase, Juanita Dreiling

**Emergency Management Members:** Abe Farkas, April Chapman, Ellen Maremont-Silver

**Quorum:** Greater than 50% of membership represented in person or by proxy. (Current = 6)

### I. CALL TO ORDER

PROXIES – Juanita Dreiling proxy for Susan Quinn.

- II. **HOUSEKEEPING** – *[McHale - The committee by-laws should be updated to support the new format with Emergency Management. Also staffing changes have occurred and the Rosters need to be updated for the committee. The updated by-laws will be presented at the next DSHC/Emergency Management meeting on April 19 for committee review.]*

### III. APPROVAL OF PAST MINUTES: January 18, 2018

*McHale – No quorum. The January 18<sup>th</sup> notes will be presented again for voting at the 3-15-18 meeting.*

*M \_\_\_\_\_, S \_\_\_\_\_; \_\_\_\_\_ (Yes), \_\_\_\_\_ 0 \_\_\_\_\_ (No), \_\_\_\_\_ 0 \_\_\_\_\_ (Abstention)*

### IV. OPEN COMMENTS – *No comments.*

### V. OLD BUSINESS

*FACILITIES UPDATE – [McHale and Rodriguez-Aguilera gave an update on facilities projects.]*

### VI. NEW BUSINESS

No new business.

## VII. REPORTS

FACILITY INSPECTIONS (INTERNAL AND EXTERNAL) – *[The Theatre Arts temporary scene shop at 708 Elliott was recently inspected by EHS. Items that were installed were fire extinguishers, eye wash stations and first aid kits. McHale working to have Keenan and Associates our insurance provider conduct an audit of the Theatre Arts scene shop.]*

### INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS

- *1/9/2018 – Employee – Bech Hall Room 1901 – while working employee twisted hip w/moving materials around injuring their right hip.*
- *1/17/18 – Student – Lounibos Hall – While getting a water from vending machine student was locked in area and jumped over gate and fell injuring their left heel.*
- *1/24/18 – Employee – Crosswalk near Bertolini – While walking in crosswalk employee was hit by a car injuring their left hip and arm.*
- *1/24/18 – Employee – Shuhaw 1729 – Math 155 – Chair seat dropped abruptly injuring the employee's neck and back. The Math department has removed the chair from the classroom and stored the chair in the breakroom. EHS (Chase) has picked up the chair and removed it from the building.*

SAFETY REPORTS – *[McHale/Dreiling – a student was walking to class with her heavy load of Theatre Arts supplies and fell down and broke her leg in 3 spaces. Incident occurred in a parking lot – at this time we don't know which parking lot. The incident report hasn't been received to review details yet. McHale - The new Analy Village Temps have a new motorcycle parking area which is causing exhaust to enter the buildings. Dreiling also stated the motorcycles must make a lot of noise which are near Analy Temps classrooms and offices.]*

### EMERGENCY MANAGEMENT

*[McHale –*

- *The Emergency Management Specialist (EMS) job closes for applicants on Monday, February 26<sup>th</sup>. When the new employee is hired we will work on updated trainings right away. We are postponing the emergency management functional exercises until the fall semester.*
- *Posters of the “Emergency Procedures” and the “Emergency Management: Emergency Preparedness & Response Guides” are being distributed on all campuses by the EH&S student employee.*
- *Evacuation maps are a compliance requirement for EHS – with construction of new buildings maps will need to update campus maps.*
- *The new EMS person will work to make sure we have adequate staffing and training for our BSC/ASC's.*
- *The EMS will be updating building emergency action plans (EAPs). The Petaluma Campus has the most up to date EAPs and is ahead of the game with this program.*
- *There is a BSC/ASC training scheduled for 02/23/18 on the Santa Rosa and Petaluma Campus - EHS has sent an email announcement to the dl.staff.all and this is posted with HR. Faculty do get FLEX time.*
- *Recently we had a SEMS/NIMS/ICS training at the Santa Rosa and Petaluma Campuses – the training was well attended at the Santa Rosa Campus but no one attended the Petaluma Campus training. McHale will work with Petaluma to improve attendance.*

- *The DSHC committee discussed in length the EOC activation issues during the fires. Abe Farkas highlighted that there needs to be better definition of what constitutes an emergency and would require EOC activation and to what level. McHale said this is work she'd like to have the new EMS support immediately and the EMS and McHale would work to review/approve this with the Policy Group.*
- *Surviving an Active Shooter safety presentations and hands-on training will be offered on March 7<sup>th</sup> and on March 9<sup>th</sup>. EH&S and SRJCPD are working on this together. EHS will be sending out an email announcement within a week. Farkas brought up that law enforcement knows what gun shots sound like but we don't. It would be a good idea to know what gun shots sound like. It would be good to include this in the training if possible. McHale responded that this is something we could consider for a future functional training program.*
- *McHale – we are going to be putting the “Run-Hide-Fight” and review the possibility of adding the Shots Fired on Campus video on our web site.*
- *EOC Vehicle – McHale showed the DSHC photos of the EOC vehicle. If the vehicle is ready we would like to have the EOC vehicle at Day under the Oaks to inform the public about SRJC's Emergency Management program.]*

#### ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT

1. GENERAL UPDATE – *[Report will occur at next month's EH&S focused meeting.]*
2. HAZARDOUS MATERIALS/HAZARDOUS WASTE – *[Report will occur at next month's EH&S focused meeting.]*
3. TRAININGS – *[Report will occur at next month's EH&S focused meeting.]*

- VIII. ANNOUNCEMENTS – No announcements.
- IX. NEXT AGENDA- None established.
- X. ADJOURNMENT – Meeting ended at noon.