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## SAN DIEGO MIRAMAR COLLEGE SAFETY COMMITTEE

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### MINUTES

Wednesday, November 10, 2010  
Room A201A 1:00 p.m.

#### Committee Members/Safety Officers:

- Present: Brett Bell, Paul Chlapecka, Tom Davenport, Annette De Lozier, Alexandra DeRosa, Dan Gutowski, Peggy Hunt, Dane Lindsay, Michael Lopez, Vince Margetta, Francine McCorkell, Vuong Nguyen, Elizabeth Thomas, Stephen Um, Martin Walsh
- Excused: Ray Batenga, Lezlie Davenport-Allen, Tony Gutierrez,
- Absent: Reilyn Cabrera, Carmen Coniglio, Rick Covert, Thomas Eggleston, Kurt Hill, Scott Holslag, Dante Mora, Carol Reagan, Gary Waldrop, Dan Willkie, Joseph Young
- Guests: Dam Le

The meeting was called to order at 1pm.

1. Approval of October 13, 2010 Minutes  
(DeRosa/Gutowski) MSC w/one abstention, with corrections.
2. Injury/Illness and Accident Investigation Reports Received Since Last Meeting
  - a. 10/04/10 – A staff member cut their finger on the lid of a tin can. They were treated by Health Services and returned to work. The employee was reminded of correct usage of utensils
  - b. 10/11/10 – A non-open enrollee was participating in a taser refresher course. The taser being used was live and the recruit was tased. Safety rules were not emphasized enough during the class. Protocol for the class has since been revised to make sure this does not happen again.
  - c. 10/13/10 – A non-open enrollee was running up a stairwell and twisted their knee which became swollen. No additional information was provided.
  - d. 10/14/10 – A student experienced tightness of chest, pressure, nausea and sweating while walking on campus. The student was seen at the Student Health Center and transported to Scripps La Jolla Hospital for further evaluation.
  - e. 10/18/10 – An open enrollee experienced pain to their left knee during an assessment run. The pain increased during the week. The individual was seen by their physician and placed on light duty through 10/27/10.
  - f. 10/21/10 – A student observing children in at the Child Dev. Center was bitten by a child. The student was treated at Student Health Services. Committee members asked Elizabeth Thomas if there is any particular protocol for such incidents. She replied this has not occurred in a long time. If such an incident happens more than once in one day, the child will be removed for the Center for the remainder of the day but will be allowed to return the following day. This provides training for students looking for a profession in a child care facility where such events will occur.
  - g. 10/25/10 – A student experienced pain to their left knee and both wrists when they tripped or fell while walking by the I-100 building. The student was transported to Pomerado Hospital for further evaluations. No specific information was provided as to the location of where the incident occurred to see if there is a potential safety issue.

- h. 10/25/10 – A non-open enrollee was participating in a restraint training exercise on the ground when another recruit jumped on their back. The individual felt a pop in the right lower rib area and experienced pain when breathing or moving. There were no modifications to the training process. No additional information was provided.
- i. 10/26/10 – A non-open enrollee twisted their ankle & knee during a run on a wet surface through the Miramar community. No additional information was provided.
- j. 11/03/10 – A faculty member working out in Fitness Center on their own time, felt dizziness and nausea. College Police were called. The faculty member was transported by medics, to Kaiser. It was not certain if the faculty member was exercising during work hours or not will. A. De Lozier will find out if an Injury and Illness Investigation (Supervisors') Report will need to be completed.
- k. 11/08/10 – A staff member became ill while staff driving to work. The illness worsened when arrived at work. They were seen in Health Services and transported to Kaiser. This employee is still in the hospital at this time.

### 3. Review/Update

- a. Emergency Preparedness Plan (D. Gutowski)
  - C-CERT Refresher – The refresher has been rescheduled to 11/19/10 from 9am-12pm.
  - C-CERT Drill – The drill was rescheduled to 11/19/10 from 1-3pm  
D. Gutowski will be sending out information to the campus to see how many can attend the C-Cert refresher and drill.
  - The Great Shake Out – D. Gutowski provided response statistics on the campus' participation in the Great Shake Out on October 21<sup>st</sup>. Notification procedures for the campus C-Cert and command team were practiced. During the drill, four people called and e-mailed individuals who have been C-Cert trained and/or who are designated as part of the Emergency Command Team. Direction was given to respond to a specified location on campus for further instruction. B. Bell commented the campus should schedule these drills on an annual basis. P. Hunt asked if there is something in place if there is a power outage. B. Bell indicated the campus phone system has back-up power for one hour. D. Gutowski added the notification list includes individuals' home, work and cell numbers. At least half of those contacted were not at their work number and it was discovered that some of the numbers on file were incorrect therefore contact information was able to be updated prior to an actual emergency occurring. It was mentioned that if cell towers and/or e-mail is down, there should be some protocol for communication. Currently the inside location for managers and team members to meet in the event of an emergency is A-105. The outside location used for this drill worked well. Any designated meeting areas may change by event if the area is inaccessible. D. Gutowski worked with updating the campus evacuation map that has been posted in offices/classrooms on campus as well as information on lock down/lock out situations. B. Bell mentioned that if a person is outside during a lock down situation, they should walk with their hands up so police/emergency personnel know they are not a threat. D. Lindsay commented that people don't take drills seriously, and asked how we can get the information out. B. Bell responded, using the example of the previous fires, if anyone of authority directs someone to leave the campus during such an event, they are to leave the campus and not return until the President, Chief of Police or Chancellor gives notice that it is safe to return. When the campus is evacuated, fewer resources needed to keep track of individuals on campus.
- b. Counseling Intervention Team (CIT) Report (J. Patacsil)  
No update

- c. Designated Smoking Areas (L. Allen/D. Gutowski)  
 B. Bell and D. Gutowski presented proposed changes on the campus map for designated areas. Current designated smoking areas were reviewed to see which areas might need to be moved due to construction. Recommendations were given to re-locate some areas. F. McCorkell commented the map will need to be changed again in the spring. B. Bell responded that the map will be reviewed each semester. He reminded members Miramar is going to remain a designated smoking campus at this time. We will review our policy each semester. Once campus construction is completed, we will revisit to see if the campus would like to continue as designated or become a non-smoking facility. The question was asked if Joan Mize has the new map with designated areas for spring. The schedules are already out, but we can still update what is posted on web site. The comment was made that not many people look at this map to find out where designated smoking areas are. M. Lopez asked how clearly areas are marked and mentioned that non-smokers should not have to walk through smoke. D. Lindsay commented that there are signs and suggested that if an instructor knows the area near where they teach, they could inform their students where the nearest locations are. Some areas are in pedestrian traffic zones. We should try to put the locations outside of main areas as much as possible. Smokers can smoke anywhere outside of 25 feet of doors and operating windows. D. Lindsay indicated he has enough signs to accommodate additional areas. A suggestion was given to put the map of designated smoking areas on the campus web page.
- d. C-400 Curb Cut/Temporary Ramp (B. Bell)  
 B. Bell reported he did not get a chance to look into a temporary asphalt ramp on the south side of C400. D. Lindsay commented that if we were to have a temporary ramp installed, we would also have to build handrails. B. Bell responded that this was beyond the scope of intent and expense and recommended not to do.

#### 4. Safety Related Items

- a. Campus Safety Environment (B. Bell)  
 B. Bell reported that based upon the recent murder at City College, each campus has been asked to come up with a proposal of how to respond to external or third party threats. D. Gutowski assisted with the proposal which was sent to CEC and well received. B. Bell continued we were additionally requested to identify areas on campus that could promote such an event to occur. Committee members were asked to e-mail or bring back next month after speaking with their constituency groups, if there are any areas on campus that do not seem secure or well patrolled. E. Thomas mentioned that the area between Child Development (F-200) and the tennis courts is not well lit. M. Lopez added that the areas between F-400, F-100 and the lower lots from the tennis courts are also areas not well lit. B. Bell indicated we are looking at temporary and permanent solutions. Lights in parking lots have been pulled due to PV project and temporary lighting solutions are being looked into. This item will be reviewed next month.
- b. Gates @ Child Dev Center (E. Thomas)  
 E. Thomas reported that during a practice earthquake drill with the children, it was found that the side wooden gates are very difficult to operate and remove the lock. They had to kick the gate to get it open. D. Lindsay indicated they kept one lock off and shaved the wood for a temporary fix. The Center would like to get new gates that are easier to open in the case of an emergency. B. Bell requested D. Lindsay provide a quote for new gates.
- c. Pesticides (E. Thomas)  
 E. Thomas reported that we do not have to post signage if there are no kids in the area, but to better cover ourselves, a sign has been posted in the lobby indicating that spraying occurs quarterly.

- d. Motorcycle Parking (F. McCorkell)

F. McCorkell asked where motorcycle parking will be located when the “T” temporary lot is closed. B. Bell responded there currently is motorcycle parking in student lot #1 by the permit machine. Once the H building is opened, additional motorcycle parking will be added in student lot #2. Additionally, the lot #3 parking structure will have motorcycle parking.
- e. Minimum Depth for Diving in Pools – (D. Gutowski)

D. Gutowski informed the Committee that the minimum depth for diving in pools has changed since the pool was built. The minimum depth is now nine feet. He will provide this information to Instruction.
- f. Student Concern (A. DeRosa)

A. DeRosa commented that some female students have expressed concern since the event at City. B. Bell responded that in the event of an emergency, students should call the Dispatch number, 619-388-6405, and not the campus College Police Office, or they should call 9-1-1. Additionally, each classroom should have “In an Emergency” flip chart and emergency call box. Campus offices should also have the emergency flip chart. M. Lopez asked if there is emergency information in the schedule and if additional information can be handed out to students. There is information in the back of schedule. B. Bell will talk with Sandi Trevisan regarding additional information. M. Walsh commented that he includes emergency contact information in his class syllabus. A. De Lozier will bring up at the next Web Site Committee about having a “need to know page” that students are directed to. A suggestion was given to include information on the back of student IDs. S. Um commented that when someone calls 911 and does not provide caller information, 911 calls the Admissions office. He will check with Mike Ereneta to see what number is listed with 911 for the campus. B. Bell responded that if someone calls 911 they should immediately call Dispatch. The comment was given that there should be more police presence seen around campus at night and at NTC. F. McCorkell added that she used to see the officers walk through the offices on a regular basis and that it would be good for students to see officers walking through campus offices. M. Lopez asked if with the campus expanding is there anything being discussed about having more officers assigned to Miramar. There was not representation from College Police to respond but it was mentioned that the Police substation will be completed June 2011. S. Um indicated there is a solar emergency phone in student lot #1 and one by A-200. F. McCorkell asked if these can be noted on campus maps.

5. Next Meeting: Wednesday, December 8, 2010, Room A-201A

The meeting was adjourned at 1:59pm.