

NORCO COLLEGE SAFETY COMMITTEE

MEETING MINUTES Monday September 8, 2016

In attendance: Lisa McAllister (Co-chair), Vanessa Acosta, Monica Esqueda, Mark Hartley, Tricia Hodawanus, Timothy Huneck, Tracy Kazsuk, Daniel Lambros, Shirley McGraw, Ana Molina, Steve Monsanto, Stephen Park, Carmen Para, Chris Poole, Hector Ramirez, Preety Talwar, Denise Terrazas, Stan Tyler, Paul Van Hulle, Monique Rodriguez (Recorder)

Topic 1: Approval of Meeting Minutes –

Approval of the June 2016 Meeting Minutes

Motion: Hector Ramirez

2nd: Mark Hartley

Approved with majority of I's

Abstain: Stephen Park

Topic 2: Red Cross Disaster Preparedness Academy 10/11/2016 Update– Main Speakers: Lisa McAllister

Contributing Speakers: Mark Hartley, Tricia Hodawanus, Hector Ramirez

This year the Red Cross Disaster Preparedness Academy will be held on October 11, 2016, please note this is the same day as our campus Job Fair. The theme of this year's Academy is "Expect the Unexpected". The cost of the Academy is \$125 plus \$15 for parking if we strike early and are able to get "Early Bird" registration. After that registration is \$145b per person or \$135 for groups of 5 or more by September 30, 2016. As of right now these fees must be paid out of each department's budget. Tricia has gone through the Professional Development Committee to help pay for the fees. That may be an avenue you might want to look into or take. There are many speakers and many tracks to choose from. If we are fortunate enough to have people from our committee go we should all choose different speakers/tracks and meet at breaks and lunch time to share information. Mark Hartley has spoken with the Chancellor and he is willing to do whatever it takes for the safety of our campus. Perhaps we can seek funding from that avenue as well. Mark will follow up with funding if able through the Chancellor's office.

Topic 3/4: Evacuation Drills & the Great Shake Out 10/20/16 @ 10:20 am– Main Speakers: Lisa McAllister

Contributing Speakers: N/A

The Great Shakeout will be held October 20, 2016 at 10:20 am. There will be no mass notification or campus alerts. This must be done on our own using the honor system.

It has been 2 years since our last whole campus evacuation. We have been asked to begin planning an all campus evacuation drill by our upper management. Maybe we can utilize the Great Shakeouts timing and plan a drill for that day.

Things to remember/note: Chemistry labs - That morning Stan will talk with the professors and work on organizing/coordinating those evacuations. Evacuation Maps - Prior to the drill, Facilities please check each classroom to ensure there are emergency maps located next to each door. Check-Ins – Denise is now our check-in point for radios and will give the “All Clear”. Notifications – Faculty must be notified of drill. JFK Students on Campus – Please send out an info sheet regarding the responsibilities Faculty have for JFK students in their classrooms. Maybe we can look into getting something to identify these students in the future. Building & Floor Captains – Beth was to present our issues retaining Building and Floor Captains to the President’s Cabinet and is still working on a resolution. We will try and have an updated list ASAP and will send it out to all committee members. One of the troubles are parties being able to make trainings. Monica Esqueda will look into online trainings or webinars. Questions – If you have any questions please direct them to Lisa McAllister prior to the drill.

In the event of an emergency our computers can lock down all key card doors but there are other door locking mechanisms we can look into for those doors who do not have key cards. There is something that the K-12 uses called the Lock Blok that keeps the door ajar with a pin while the door’s locking mechanism is engaged. When you pull the Lock Blok pin releasing the door it closes and locks immediately upon shutting. These can be purchased online for \$8 through New Management Online. Someone should present this to BFPC and begin the process of making a plan implementation and funding.

Topic 5: Active Shooter Panel Discussion– Main Speakers: Lisa McAllister

Contributing Speakers: N/A

Beth Gomez and Lisa McAllister worked with Chief Walker to convene a panel of experts for Faculty Flex Day this past August. Panel attendance included 2 FBI agents, the Captain of the San Bernardino Police as well of Chief Walker. We felt it was a great success and received a lot of good feedback from those staff member and faculty who attended. Most people said it wasn’t long enough. We would like to keep things moving forward and plan another Active Shooter Panel Discussion but increase the time to 4 hours making it worth any presenters time if they need to travel from out of state.. For this panel we would like to invite Rita Cavan who is an RCC Alum and was present at the Umpqua Community College shooting. Because we held our first discussion on faculty flex days many presenters we reached out too including Rita couldn’t make it because of their faculty flex commitments. Rita is available anytime between November and June. We would like as many people, students – staff – faculty, as possible to attend so perhaps a Friday from 12pm -4pm would work best. Some dates in the ring are March 3rd and March 10th. More info to come.

Topic 6: Review of Committee Survey – Main Speakers: Lisa McAllister

Contributing Speakers: N/A

This committee relies on its members tremendously because we are not all emergency preparedness experts, with the exception of our campus police department members. If you feel like your voice is not being heard please let Lisa McAllister know. We welcome all thoughts and discussions for courses of action to benefit our campus in its safety procedures and plans.

One component that is lacking, at times, is the police presence in our meetings. Mark Hartley will have a conversation with them on having alternates attend the meetings when Sgt. Henry cannot. They are a valuable resource and should be at every meeting as they are the experts.

Topic 7: SWOT Analysis – Main Speakers: Lisa McAllister

Contributing Speakers: N/A

We need to begin to make goals for this year by using our last SWOT Analysis. Please come back to the next meeting with some goals in mind.

Goal #1: Increased trainings – Go2Knowledge .org/norcollege offers free online trainings and workshops. RCCD Safety Trainings through JPA Target Solutions – Monica Esqueda has the info for these free trainings as well.

Other schools have heard about our SWOT Analysis and have been encouraged to model it.

Topic 8: Around the Table

Lisa McAllister – 2 AED's are being purchased and need locations. IT 200? CRC – College Resource Center?

Steve Monsanto – Safety walks are on hold but you can still call Steve or Ana immediately when you see anything needing their attention.

New law passing requiring our campus to make showers available to our homeless students. We need to make a plan for this. Please add this to the next agenda.

Meeting Concluded