

# San Diego Miramar College Safety Committee

## Minutes

Wednesday, October 9, 2013

Room L-108 1:00 pm

### Committee Members/Safety Officers:

Attended: Brett Bell, Kandra Olsen, Francine McCorkell, Tom Davenport, Lezlie Allen, Diane Medero, Martin Walsh

Absent: Ray Batenga, Carmen Coniglio, Kurt Hill, Gary Waldrop, Dan Willkie, Joseph Young, Paul Chlapecka, Vince Margetta, Dan Gutowski, Dante Mora, Elaine Vega, Elizabeth Thomas, Linda Woods, Martin Walsh, Nick Johns, Peggy Hunt, Roy Kinley, Carol Reagan, Dane Lindsey, Roy Kinley, Stephen Um

Excused: Vuong Nguyen, Peggy Hunt

Safety Committee Meeting called to order at 1:00 pm

1.) Approval of September 11, 2013 minutes tabled until next meeting on November 13, 2013.

2.) Injury/Illness and Accident Investigation Reports Received Since Last Meeting:

- 8/28/13 – Student – Student fell during soccer game and injured left should and knee.
- 9/4/13 – Student – While student was opening a window, student crushed their left long finger. Student was taken to Scripps for medical attention.
- 9/17/13 – Student – Student fell during an indoor soccer game and injured their left knee. The student refused medical care and went home.
- 9/17/13 – Faculty – While giving class instructions, was hit in the head with a ball. The faculty member had a dull pain in his head. The faculty member did not receive further medical treatment.
- 9/19/13 – Faculty – While opening heavy doors to the dance studio, the faculty member jammed their right wrist while sliding the door open. Faculty member treated themselves and returned to work a couple days later. \*B. Bell will follow up with A. Soriano on who other than faculty should be opening the heavy door.
- 9/24/13 – Staff – When getting hot agar out of the microwave, staff member burned themselves below the knees. \*B. Bell will have the Instructional Lab Supervisor document a hazmat training program, and required recordkeeping for training.

- 9/24/13 – Student – Student was sitting at their desk when they became short of breath and felt tightness in their chest. Medics were called to the scene, but student refused treatment.
- 9/26/13 – Student – Student was walking into the H Building and was not paying attention to where they were walking. Student collided with the center divider and sustained a cut above their right eye. Student went to Health Services and received treatment. Student returned to class.
- 9/26/13 – Student – During a defensive tactics class, the student was taken to the ground and was kicked in the head. Medics were called to the scene and transported the student to Sharp for further evaluation.
- 9/30/13 – Recruit/Other – During a defensive tactics class, a recruit started to feel dizzy and have shortness of breath. Medics arrived at the scene but recruit declined transportation. Recruit returned to class.
- 10/3/13 – Student – While playing in the Child Development Center playground, the student misjudged the height of the slide and hit head. CDC Staff applied ice and student returned to class.
- 10/4/13 – Staff – While cleaning the Child Development Center playground slide area, staff member hit head while raking out debris from under the slide. Staff member went to Sharp where they were evaluated.

### 3.) Review updated

- Emergency Preparedness Plan – D. Gutowski is updating the Emergency Preparedness Plan, to include revisions on who is responsible in certain areas in case of an emergency.
- Campus Safety Environment –
  - The water main covers in the Hourglass Fields have been uncovered for irrigation systems. B. Bell will ask D. Lindsey why they are left uncovered.
  - An unlabeled bottle of cleaner was left in the Child Development Center, possibly by a custodial staff. This poses a danger to the small children.
  - A hole near the women's restroom at the comfort station in Hourglass Park was left uncovered. A piece of plywood was left to cover it, but was not covering the hole.
  - The road in front of the Child Development Center is narrow. Will the road be widened? Children tend to dart out of the door. There are specifications as to how many feet, between the doorway and street there should be. CDC to research the code, and let B. Bell know. If street is too near, will look at possible solutions.

#### 4.) New Business

- Injury and Illness Prevention Program (IIPP) – IIPP was emailed out last month and needs to be reviewed. Please take a look at the IIPP and this will be discussed at the November meeting. There are some revisions, and comments/reviews will need to be forwarded to the Facilities Committee and then to the College Executive Committee for acceptance.
- 2013-2014 Safety Committee Goals – The Safety Committee Goals will be discussed at the next meeting in November. We will provide statements to all the goals, and rank in priority, to tie them to the Strategic Plan.
- Bike Thefts/CCTV in Public Areas – B. Bell received two reports of bike thefts around the H and M Buildings. Administration has asked B. Bell to look into Closed Circuit TV for security purposes. Discussed were cost, maintenance and infrastructure. We would need to develop a plan; cost could be at the low end, using web cams. D. Madero states it would be a good idea and is already in place for places that use cash on the campus. If the CCTVs were out in the parking lot, it could cover vehicles and bikes. K. Hill brought up the idea of having a mobile unit, which could be used for various sites around campus. B. Bell and D. Madero will meet to discuss options.
- Power Shut Down Debrief and Response – B. Bell received a request to debrief the campus regarding the Power Shut Down. An email was sent campus wide, with questions on how the campus could improve on procedures and policies of a shut down. Of the campus wide email, 13 faculty and 19 staff members replied. **Please see attachment for Q&A.** B. Bell would like to purchase new radios, an inexpensive type, and disperse for the use of communicating with other Administrative and key personnel on campus. The radios we currently have are for only CERT activities. D. Madero states there are radios at SDCCD Dispatch that are not being used, and could be repurposed and dispersed. D. Madero will check with Dispatch to see if Miramar can have them. Another topic was evacuation of the disabled using the Evac Chairs. SDCCD DSP&S office stated that during a power outage, the Evac Chairs should not be used to evacuate the disabled. These could actually do more harm than good. The Evac Chairs are designed to be used during a disaster or emergency. The proper authorities should be called to assist. Another point was the fact of who can actually close down the campus. B. Bell states that only the Chancellor may close a campus. It was felt that the time from event to closure was too expansive. When a power outage happens, it will usually take 2 to 3 hours to discover why it has happened. The result is to manage the expectation that people will not know for a couple of hours. Also brought up, was that there was not enough people to direct traffic or adequate signage. For signage, College Police have found big signs for campus closure. They will place them in a convenient place for the next outage. Also, Administration and Deans should help with the closure of buildings, and perhaps help in directing traffic.
- AED Maintenance – D. Madera and F. McCorkell made a map of all the AED sites on campus. The map shows the AED placement around campus. There should be of widespread of AEDs around campus.

- Website Emergency Message System (WEMS) – K. Hill presented the Website Emergency Message System Recommendations and Procedures. K. Hill would like the Safety Committee to review and comment on the recommendations and procedures for the next Safety Meeting in November.
- Minger Foundation Website – M. Walsh presented a website [www.mingerfoundation.org](http://www.mingerfoundation.org) to the Safety Committee. It is Fire Prevention Week, and he spoke about prevention and safety. The website's founder is a mother whose son had passed away in a fire. Most people, who die in fires at home, did not have a properly working smoke alarm, and most of those individuals were between 18 and 35 years of age. M. Walsh would like to target our students, who are between the ages of 18 to 35 years of age, with poster about installing smoke alarms. Most of the student populations live in housing without proper smoke alarms, or none at all. He suggested that posters be hung up in classrooms, to advise students. B. Bell would like to Public Relations Officer to post this onto our website and link a short video regarding fire prevention. Health Services will do an on hands demonstration of how to test and ensure your smoke alarm is in proper working condition. Fire Prevention is the first week of October.

**5.)** Next Meeting: Wednesday, November 13, 2013, 1 pm in Room L-108.

Meeting adjourned at 206 pm.