



Imperial Valley College
Environmental Health & Safety Committee
Tuesday, September 20, 2011
Administration Board Room
3:30pm



Chairman Nakamura called the meeting to order at 3:34 pm

Committee Members in Presence:

Hugo Aguilar, Student Representative
Ted Ceasar
Bill Gay
Travis Gregory
Oscar Hernandez
Sergio Lopez

Rosanna Lugo
Tim Nakamura, Chair
Judy Santistevan
Miriam Trejo
Rick Webster

Recognition of visitors:

Britney Couvertier, Student

M/S/C (Lopez/Hernandez) to approve the agenda as submitted for September 20, 2011

M/S/C (Gay/Lopez) to approve the minutes from May 11, 2011 as submitted

Public Comment

Britney Couvertier presented an idea to the committee of the idea of having an intercom in the event of an emergency. She stated that she saw that students were unaware of what was going on the day of the blackout and would like to have students be aware of instances. She went on to state that she had previously attended a school in Wisconsin and where an intercom system was utilized in the event of emergencies using codes (i.e. code blue: shooter on campus).

Chairman Nakamura informed Couvertier that a PA system is going to be discussed at the meeting today.

Dean Lopez went on to inform that there are intercoms installed in the classrooms.

Chairman Nakamura stated that the day of the power outage, there was a lack of communication due to the lack of the power on campus, the Camps Safety Officers did not have access to their radios due to the repeater being affected during the power outage.

Information

A. Mass Notification system

Chairman Nakamura stated that he had brought a few vendors to the board one include "Loud Mouth Communications" which has the capability to connect to a radio.

Nakamura went on to state that there needs to be a back up on the radio system. He stated that the Campus Safety & Parking Control Office utilized the battery operated two-way radios from the Student Affairs Office.

Rick Webster informed the committee that there is a way to utilize the radios by taking them off the repeater and it is just a matter of training people on using the radios. He also added that there does need to be some sort of back-up system for the repeater.

Chairman Nakamura reported to the committee that he and Gordon Bailey tested the intercom system in the classrooms though out the summer and found that some of the classrooms were missing phones and some of the intercoms were not functioning properly.

Chairman Nakamura informed the committee that there are three primary forms of mass notification during times of emergencies:

- Alert-U
- Social Media
- Word of mouth

Nakamura sated that during the power outage, the Alert-U system could not be utilized due to the lack of power. He also informed the committee that in times of emergencies, he is looking into contacting radio stations for ways of mass notification. He added that the only way that information was disseminated the day of the power outage was through word of mouth.

Rick Webster asked if the IID or the County is going to have debriefing in regards to the power outage. He stated that the day of the power outage, he went to the IID to see what the situation was and the IID was closed and there wasn't an information booth set up. He would like to have someone from Imperial Valley College attend the debriefing meeting if one is going to take place. Bill Gay stated that he would find out if there was going to be a debriefing.

Gay stated that there is a need for an 800 mhz radio on campus to have some sort of communication on campus. Lopez informed the committee that there were two 800 mhz radios on campus before when he was the evening administrator. One was kept with the evening administrator and the other was kept in the President's Office.

Nakamura stated that he believes it is a good idea and would like to see if the radios were still on campus or to obtain 800 mhz radios on campus. Gay stated that in the event that the radios are no longer available on campus, there should be a request put in for radios.

Gregory stated that it should be placed on the agenda for a vote and have the committee recommend it to College Council. Webster volunteered to research for the 800 mhz radio and Lopez will present it to the College Council.

Rosanna Lugo recommended that in the event of an emergency, if communication is cut off through the phones, that the administrator that send out the Alert-U notice, should

attach their cell phone number as a contact number for the college. Lugo also stated that during the power outage, there was a miscommunication with SDSU and IVC the day of the power outage. SDSU had cancelled classes but IVC had not and there are IVC classes being held on SDSU.

Webster informed the committee that the old analog phones are going to be done away with and once they are taken off campus, they will not be available for use. Lopez added that the college should have a back up plan for the phones in the event of another black out.

Nakamura inquired about a back up generator for the campus and Webster stated that the only back up generator that is on campus is the water plant and there is a small generator that lights up the exit lights in the gym and all other lights are battery operated.

Nakamura stated that a mass notification system should be reinvestigated and when the system was going to be implemented, funding was pulled.

Nakamura questioned as mass notification with the extended camps and how communication would be relayed to those students attending the classes.

Nakamura suggested tabling this discussion until the next meeting. He did state that he is in favor of the "loudmouth" system and can move it from one campus to the other.

Gregory asked if there were any bond money utilized on intercoms on campus. Nakamura stated that there are some towers on campus that are extremely loud. Rick added that there will be more towers coming up.

Nakamura is currently working with Architect Jimmy Sanders with a map on campus for the blue emergency phones being set up.

Gregory suggest having a CSO work the emergency blue phone and have more put in stationary sections. Rick added that there is one in the 2700 building. Nakamura asked how they were powered and Webster informed him that they are on battery operated.

Nakamura stated that he will present more information for the committee at the next meeting

B. Cameras on Campus

Nakamura stated that he and Jimmy Sanders were currently working on installing new cameras on campus. Nakamura stated that there are certain "hot spots" on campus and are looking into getting cameras installed in those areas. Nakamura stated that they are

looking into getting 12-20 cameras over a 5 year period. He went on to state that there will be a need for someone to monitor the cameras throughout the day.

Gregory stated that there is the capability to program cameras to sweep certain hours and have somebody go back and check for incidents. He added that there currently is not a policy on the use of cameras on campus and is concerned that there is current concern over surveillance footage on employees. He would like to draft some sort of acknowledgement that there is confidentiality and the purpose and use of the cameras.

Nakamura stated that he did draw up a policy on the cameras and can email it to the committee and have it forwarded to the Policy and Procedures Committee. He added that he does not have an area for signature.

Gregory stated that he would like to limit the accessibility of who has access to the surveillance footage.

Lopez suggested that with the implementation of the additional cameras, there should be high resolution cameras set at the entrances of the College to identify vehicles that enter the College.

Nakamura stated that that is something that can be added with the plans with Sanders. Gregory volunteered to assist Nakamura with that issue.

C. Lighting on Campus

Nakamura stated that there are issues with lighting on campus. Vice President John Lau had asked Nakamura to check on campus lighting at night. Nakamura will be working on obtaining additional lighting on campus for evening students. Webster added that lighting will be improved with the building renovations.

D. Drug Use on Camus (Spice)

Nakamura informed the committee of a new drug fad on campus that has been a rise of a legal narcotic known as Spice. Spice appears to give the same effect of the use of marijuana but does not come up on drug tests. Nakamura added that the only clause that the students are not allowed to utilize Spice on campus is through the tobacco free policy. He did state that it is legal but is currently being confiscated due to the smoking policy. Webster, Lopez, and Nakamura informed the committee that there is a rise of students using apples as pipes on campus for smoking spice and marijuana on campus. Nakamura added that there is also a rise of bath salts within the community.

E. Increase of Students with Behavioral Issues on Campus

Nakamura informed the committee that he and Lopez are meeting weekly in regards to students on campus with behavioral issues. Nakamura informed the committee that there is an increase in students causing disruptions on campus. Nakamura stated that there

isn't any type of reason behind the rise but has been in contact with County Mental Health in hopes of obtaining some assistance in educating the students on campus of such behavioral issues. Nakamura added that all CSO's on campus have been trained with crisis intervention if the situation does arise. Nakamura suggested that instructors should be on the lookout for behavioral triggers with their students (i.e. creative writing courses or comments mentioned in class, comments on social media networks, etc.).

Lopez added that there will be a presentation for given for the faculty and a form will be available on the website to a team for student with concerns.

Cesar added that there will be a monitoring done and assessment to see what actions should be taken with the students. He added that facebook was an item of concern when something is said on the website.

Gay added that he does monitor the page quite well but questioned if it was an infringement of freedom of speech or if there is excessive swearing, the college does take the comment down.

Nakamura stated that a file should be kept on what the students say on the college's Facebook before the comment is taken down. He added that comments cannot be taken lightly and should be monitored.

Lugo added that the College does allow students to vent on certain issues but is watched for any trigger behaviors.

F. Campus PD

Nakamura announced to the committee that he will be taking a leave of absence from beginning Thursday, September 22, 2011 until the end of December. He will be enrolled in a Reserve Level I course and will be obtaining his P.O.S.T certificate. Upon returning, Nakamura will begin to work on having a Campus Police Department. Nakamura added that he has been in talks with the Imperial County Sheriff and has their support on the matter.

New Business

A. New Chair/Interim Chair

At this time, Chairman Nakamura stated that he would need to have an interim chair during his leave of absence he has asked Parking Control Officer Gina Madrid as the interim

M/S/C (Gay/Webster) to have Gina Madrid, Parking Control Officer as the interim chair for Environmental Health & Safety Committee for the duration of Nakamura's absence.

B. Setting of Meeting Times

There was a consensus within the committee that time that the committee met at was reasonable for the members and set dates and times would be emailed to the members.

Announcements

Bill Gay presented an idea for a Crisis Communication Response Team. Handouts were given to the committee members outlining details of the teams (please see attached)

Gay went on to state that the teams would be set up based upon what the incident is and what is required for the specific incident. Gay added that the idea was presented to Management Council earlier in the day.

Nakamura stated that it is something that is worthwhile and hopes that people that are trained are on campus in the event that an incident does occur. He asked Gay to present an overview of what type of training would be needed for the teams.

Gay added that he does have some people in mind for certain teams. Nakamura would like Gay to have a presentation made at the next meeting.

Lugo added that there does need to be some sort of definition of what defines an emergency and suggested that the college follow what the county has in line.

Nakamura stated some sort of policy would need to be set.

Nakamura suggested discussing this at the next meeting.

Adjournment

The meeting was adjourned at 4:43pm

The next meeting for the Environmental Health & Safety Committee is scheduled for Tuesday, October 18, 2011 at 3:30pm in the Administration Board Room.

Crisis Communications Response Team

1. Group of trained volunteers who would be available to implement communications in crisis situations.
2. Team members would report to Director of Media and Community Relations when IVC's Crisis Command Center is Activated
3. No more than 4 or 5 people
4. There would be training involved
5. Representative Skill sets needed
 - Adept at Social Media
 - English and Spanish Capability
 - Be able to assist in media queries
 - Be able to articulate appropriate information to the campus and to the public
 - Familiarity with the campus and the community
 - Ability to post to the IVC Website