



**Imperial Valley College
Environmental Health & Safety Committee
Tuesday, November 22, 2011
Administration Board Room
3:30pm**



Chairman Tim Nakamura called the meeting to order at 3:38 pm

Committee Members in Presence:

Daniel Bermudez, Student Representative
Kathleen Dorantes
Oscar Hernandez
Rosanna Lugo

Tim Nakamura, Chair
Miriam Trejo
Steve Holt

Recognition of visitors:

NONE

M/S/C (Holt/Hernandez) to approve the agenda as submitted for November 22, 2011

M/S/C (Hernandez/Lugo) to approve the minutes from October 18, 2011 as submitted

Public Comment

NONE

Information

A. Mass Notification Update

Chairman Nakamura informed the committee that the past couple of months they have been working on a mass notification system where the phones are being utilized as an intercom.

He informed the committee that there have been various checks done on the telephones in the classrooms and found that there were flaws in the system: phones unplugged, volume turned down, or phones missing.

He is currently looking into another software that would integrate with all other systems currently utilized on campus. Some of the methods that the software would be utilized are:

Simplex is being contacted for a similar program as seimens and are in negotiations for a contract for their services. Informational Technology has stated that they will be working on updating their system with the Talk-a-phones around the campus.

There is a mass notification system in place and Chairman Nakamura would like to add layers to it. It is up and running but is still in works in adding to it.

The college is negotiating with Simplex because the company will work with the construction of the building and install notifications as the construction is being done.

Gregory inquired about the mass notification system integration and Nakamura stated that there is not a certain amount of layers that a college has to have but would like to have as many ways to notify the students as possible. He added that the college is in compliance with the mass notification system that is required for the college. He added that there is not an added cost to the layers that will be added to the notification system.

B. MOUs with local radio and TV stations for mass notification

Chairman Nakamura was inquiring in regards to an memo of understanding between local radio and TV stations for mass notifications for the college. He would like to set this up as a free of charge service for the college to be utilized only in the event of an emergency. He is currently working on MOU in hopes of adding this as a layer for the mass notification system.

He went on to add that he would like to have additional MOUs with local hardware stores in the event of a natural disaster. The stores would take and inventory of what supplies were utilized and the finance department would pay them back.

C. Threat from students and repercussions

Chairman Nakamura stated that lately there have been some issues with students threatening other students and doesn't seem to think that the students threatening other students do not think of the repercussions regardless of their part in the college.

There appears to be some sort of spike where a certain group of students seems to be acting up. Chairman Nakamura thinks that things really need to take notice and should be educated on repercussions of situations. He suggested having an orientation in letting students know of the rules and regulations of the campus.

D. No class registration without Alert U registration

Chairman Nakamura wanted to see if there was a way to not allow a student register for students without registering for the Alert U system.

Gregory stated that there may be some Ed Code regulations with registration.

Lugo informed the committee that they may be able to link the Alert U system with the student portal or add the student email address to the Alert U system. She also added that the system is not connected with the banner system.

Gregory suggested contacting Gloria Carmona in regards to the registration and Alert U.

Lugo suggested meeting with IT and Carmona for the integration of the Student Portal and Alert U.

E. CERT training for spring

Chairman Nakamura stated that the college should be holding a CERT training program on campus pretty soon. The college will be receiving a grant for the funding for these classes.

F. Date for campus evacuation drill

Chairman Nakamura would like to set a date for the drill without disrupting any classes. The drill should not take more than twenty minutes and would like to bring this to a minimum of disruption.

Dorantes suggested holding the drill approximately fifteen minutes prior the end of the class period in the third or fourth week into the semester.

Chairman Nakamura stated that he is in talks with the San Diego City College Chief of Police in assistance with a drill. There are different drills that he is currently looking into. He does not have an idea as to what type of drill is going to be held but there will be a drill in the spring semester.

Dorantes inquired in regards to a lock down and locking the doors the older buildings. Nakamura had brought an idea to the table for the lock down. He is currently working on another plan for locking doors in the event of a lockdown on campus.

G. “Zombie” preparedness

Chairman Nakamura stated that the Department of Homeland Security has developed a “Zombie” preparedness plan. He stated that Zombies are defined as the “walking dead.” A kit has been developed as to what to do in the event of a zombie attack. The kit can be utilized for the any event that occurs on campus.

Nakamura is in hopes of obtain materials for the kits and notifying the campus community of the zombie preparedness kit.

H. Crisis Communication Response Team

Gay was not in attendance to give an update on the CCRT. The item will be added to the agenda for the next meeting.

I. Power Outage- IID Debriefing

Gay was not in attendance to give an update on the debriefing. An update will be given at the next meeting.

Unfinished Business

A. Approval of the expenditure for an 800 mhz radio for the College Campus.

Nakamura stated that the item is tabled for the next meeting until more information is brought in regards to obtaining a radio that was on campus.

New Business

Nakamura stated that there is a company that contacted the Campus Safety Department that there is a software that can track the MSDS sheets as opposed to having a binder of paper printouts in an office. The cost of the software is approximately \$2700 per year. He asked the committee if this is something that should eventually be brought up.

Hernandez suggested an obtaining a cloud and filing the MSDS sheets electronically.

Lugo suggested having IT build a folder and having reprographics scan the sheets and storing them online.

Announcements

Chairman Nakamura informed the committee that he met with Dean Cuellar and Instructor Decker in regards to the piano practice rooms being utilized for other reasons. A sign has been posted that the rooms are to be utilized for piano class practice only. Rules and regulations will be posted in the room in regards to the room usage and the rooms are being locked at 5:00pm every day. Campus Safety Officers are making regular rounds making sure that the rules are being abided.

Adjournment

The meeting was adjourned at 4:26pm

The next meeting for the Environmental Health & Safety Committee is scheduled for Tuesday, January 31, 2012 at 3:30pm in the Administration Board Room.