



## DISTRICT SAFETY AND HEALTH COMMITTEE (DSHC)

Emergency Management Focus

### MINUTES

Thursday, January 17, 2019  
EH&S Training Room at 1808 Elliott Avenue  
10:30 am – 12:00 pm

**Present:** Robert Brownlee, Dawn Carter, Joseph Corcoran, Leslie Crane, Jason Escher, Robin McHale, Susan Muskar, Scott Lorbeer, Monica Ohkubo (proxy for Rich Lehrer), Heather Adams (Proxy for Tim Bell)

**Absent:** Hank Lankford, Josh Adams, Cindy Chong, Leonard Diggs, Shawn Hartshorn, Jill Mead, Susan Quinn, Richard Lehrer, Gary Watts, Tallulah Kuula, Kate Jolley

**Also Attending:** Toni Chase, Hector Delgado, George Gutierrez

**Quorum:** Greater than 50% of membership represented in person or by proxy. (Current = 9)

#### I. CALL TO ORDER

*i. PROXIES*

- 1. Heather Adams for Tim Bell.*
- 2. Monica Ohkubo for Rich Lehrer*

#### II. HOUSEKEEPING

- i. Heather Adams will continue to proxy for Tim Bell with the DSHC for the 2019 year.*

#### III. APPROVAL OF PAST MINUTES:

- i. **November 15, 2018 minutes approved.** Carter moved to approve, Crane seconded.*

#### IV. OPEN COMMENTS – *No open comments.*

#### V. OLD BUSINESS

*i. FACILITIES UPDATE*

- [McHale] – There will be more closures on Elliott Ave. for the storm drain project. Trucks will be coming in, resulting in the closure of Burbank Circle. The trucks are bringing in steel for the construction project. Over the break Burdo received a non-slip floor treatment. The work was completed in one day.*

## VII. NEW BUSINESS

- *No new business from Environmental Health and Safety.*
- **Southwest Center:** [Hector] – *There is a concern with the problematic flooding with storm drains in the parking lot and other areas. There are also lighting issues. There was a previous student injury due to a pathway hazard. There is also a concern if the flooding continues to occur, when should we consider cancelling classes? If this is more facilities-related, can Facilities take a look at the flooding situation and perhaps close flooded areas in order to avoid cancel classes and avoid student and staff hazards. The committee discussed that this must be brought to the property owner Wright School District. Hector will contact the Wright School District with this issue. Robin – Will also bring these concerns to Kate Jolley who oversees the District's lease agreement for the SWC property with the Wright School District if further work is required.*

**[McHale] – EH&S conducts after-action reviews for all emergency incidents and training programs to define what went well and what areas need improving or follow-up support actions:**

- **SRJC Blackout:** [McHale] – *The SR Campus blackout event at 6:15pm on January 16<sup>th</sup> was reviewed for the committee. The campus blackout required closing the Santa Rosa campus for the evening and prompted EOC Level One activation with the closure and evacuation of the campus. The EOC was activated as required to manage needed evacuation and oversee power restoration. The evacuation process was well conducted and fast but staff were stretched. The following was discussed:*
  - *The night was very dark night. The general lack of lighting in the area caused concerns such as trip-hazards and traffic concerns mixing with pedestrians. We discussed the need for added emergency/backup lighting since campus was completely dark.*
  - *SRJC DP was busy. They were dispatched to help with a large event evacuation and traffic control to close Haehl and evacuate all students, staff and visitors who had come to see the Harlem Globetrotters.*
  - *KAD Dean and coaching staff assisted with evacuating event at Haehl.*
  - *FacOps/Custodial/EH&S Department staff dealt with other campus area concerns and building evacuations including Analy fire alarm management triggered by the blackout. It was noted that staffing was generally challenged and more staff should be diverted in future for traffic control where it was observed that streetlights were also out on Mendocino Avenue and Elliott Avenue. Street light outages caused greater traffic hazards for pedestrians on Elliott which needed more attention.*
  - *Some additional area lighting at or near crosswalks was suggested but this may still be out during a power outage so staffing is needed to control traffic if possible.*
  - *The elevator in Maggini Hall was not working during the blackout and a student with a disability was trapped on the third floor. We opted to contact City Fire for support in evacuating this individual. Better use of trained B/ASCs could assist and manage these concerns in future. This program is being give a lot of attention now by EH&S..*
  - *EH&S provided assistance to FacOps to work with PG&E to restore power.*
  - *The messaging was generally well received as was the work to evacuate the campus.*
  - *Power was restored by 3:00am on the 17<sup>th</sup>.*
  - *No incidences of injuries were reported.*

- **December 3, 2018 Emergency Alert Test and Drill:** [McHale/Carter] – Dawn presented a PowerPoint regarding the Feedback for the Emergency Alert. The objectives of the test and drill were to:
  - Test pre-recorded VOIP phone messages rather than live messages.
  - Conduct annual “Great Shakeout.” Activity. Great Shakeout participation does not have to be done in October and December was a better date for the District. In future we want to test in October when possible.
  - Determine if all District emails received alerts. Summary of survey feedback:
    - 53 people responded.
    - VOIP alerts received at all campus locations
    - VOIP Alert: 28% of survey responders were on campus.
    - 20% heard the alert (The alert can be louder if needed).
    - 84% thought the length of the message was adequate.
    - Was the alert received over district email? Only 57%.
    - How many signed up for Regroup? 52%.
    - How many received text messages? 55%.
    - Many people could not hear the first part of the message.
    - Lounibos could use more VOIP phones.
  - Recommendations/Key Takeaways for VIOP Alert:
    - Increase the volume on VOIP phones.
    - A delay in message for full message to be heard in addition,
    - Provide an alert sound prior to spoken voice.
    - Provide additional VOIP phones to Lounibos.
  - Recommendations/Key Takeaways (Regroup):
    - Determined approx. half District emails received alert. IT did troubleshooting and reported correcting the issues with improved data uploading procedures to Regroup.
    - Determined need to encourage District staff to sign up for text alerts on personal cell phones.
    - Follow-up test will be done each semester to check Regroup District email and text alert messages.
    - Encourage staff to provide cell phone information in Escape.
  - Over 350 personnel have signed up to date on Escape since Opt-in email was sent out by HR and EH&S earlier in the week.
  - If students are actively training off-campus while SRJC campus is closed due to blackout or other reason, student alert systems via emails and phone needs to be in place. Students will remain automatically opted-in to District emergency alert systems.
  - In future, to avoid community confusion, will not use platform names but rather define District messaging only as email or text alerts identified as “SRJC Alerts”.

## VII. REPORTS

- i. EMERGENCY MANAGEMENT (see TRAININGS)
- ii. FACILITY INSPECTIONS (INTERNAL AND EXTERNAL)
  - EH&S is considering additional safety audits and inspections using District insurance carrier Keenan and other possible outside resources.

iii. *INCIDENT REPORTS, ACCIDENT/EXPOSURE INVESTIGATIONS (Nov & Dec 2018 Reports)*

- *[McHale] – We are now live with Maxient on the SRJC website (specifically on the EHS Department website). An incident report form can be filled out online. We are phasing out paper documents; however, they will not completely go away immediately though this is our ultimate goal. There will still be copies in every First Aid Kit within each department. Some work is still needed to improve the search function to find incident reports on the website.*
- *The committee reviewed the November 2018 and December 2018 incident report summaries. No additional follow-up for incidents in November and December required.*

iv. *SAFETY REPORTS – No safety reports.*

v. *ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT*

1. *GENERAL UPDATE – Time limited- No report.*

2. *HAZARDOUS MATERIALS/HAZARDOUS WASTE*

- *[Escher] – We are working on chemical inventories. I am also putting together palettes of universal waste, light tubes and batteries.*

3. *TRAININGS*

- *[McHale] – There will be a HazCom training program for SDS, which is used for tracking hazardous materials. EHS is also currently scheduling offerings for aerial lift, forklift trainings and confined space entry trainings..*
- *[Carter] – Dawn reviewed the established 2018/2019 Emergency Management training schedule. There are several emergency management trainings coming up:*
  - a. SEMS/NIMS/ICS Orientation Training: PSTC, Shone, SW will happen in February; SR will have two sessions on February 14<sup>th</sup> and then another training on April 5<sup>th</sup>.*
  - b. BSC/ASC Training: Pet and SR on February 22<sup>nd</sup> and April 19<sup>th</sup>.*
  - c. ICP Training: PSTC on February 20<sup>th</sup>; Shone on February 21<sup>st</sup>; and SW on February 21<sup>st</sup>.*
  - d. DOC Training: Pet on February 7<sup>th</sup> and April 10<sup>th</sup>.*
  - e. EOC All Section Orientation: For the District EOC on February 6<sup>th</sup> and April 11<sup>th</sup>.*
  - f. EOC Individual Section Workshops for SR on April 12<sup>th</sup>.*
  - g. EOC/DOC/ICP Functional Exercises: May 10<sup>th</sup>.*
  - h. Board of Trustees ICS 402 Training: SR on February 5<sup>th</sup>.*

**VIII. ANNOUNCEMENTS – No Announcements**

**IX. NEXT AGENDA**

**X. ADJOURNMENT – 11:55 AM.**