



MOR SAFETY TASK FORCE

February 14, 2018, 3 p.m.

RC CC1 208 | MCCC AM-114B | OCCC 7

NOTES

In Attendance: Donna Berry, Sgt. Jackson, Liz Defore, Adelfa Lorenzano, Kelly Winter, Kent Kinney, Lisa McAndrews, Darren Cousineau, April Barajas, Diana Rodriguez, Samaria Cardenas, Jennifer Graber-Peters, Darin Soukup, Leticia Canales, Kenia Gonzalez, Chief Jose Flores, Sergeant Patrick Jackson, Renee Craig-Marius, George Takata, Antoinette Aizon, Kendelynn Mendoza, Dr. David Santesteban

Absent: Christine Miktarian

Guest/s: Elizabeth Tucker, April Barajas

- I. Welcome & Introductions Donna thanked everyone for making the effort and attending today’s MOR Safety Task Force meeting. Dr. Caldwell was not able to attend. Donna relayed Dr. Caldwell’s sincere appreciation for everyone’s attendance as well.
- II. Task Force Overview Introductions around the table were made. Donna emphasized the importance in bringing input to the task force. She also urged everyone to share what we are doing with their constituents to help guide us. This is a taskforce that will have a beginning and an end, reporting back to our Health & Safety Committee.
- III. MOR Safety Task Force Charge Statement Donna asked everyone to look over the charge statement. Renee Craig-Marius suggested adding in “evaluate.” Donna agreed advising that we are always seeking continuous quality improvement (change incorporated 2/20/18 sc).
- IV. Current Resources We have occurrences at various levels of threat at various times. The incident that occurred on January 23rd spurred the creation of this task force.

Discussion of the incident that occurred on January 23rd ensued. Communication and advisement of the lockdown did not go as it should have. We are not trying to point fingers at anyone; we want to use what we have learned to improve and move forward. The Chief shared that on January 23rd, we had one solo dispatcher working. The female victim was speaking with Reedley PD who conveyed the incident to our dispatch. Our dispatcher was trying to locate the victim, working with our officers and then attempted to lock the campus down. Our dispatcher placed phone calls at the Residence Hall, administration building; she did not activate the VOIP live broadcast system. We have three methods in communicating: live broadcasts, canned messages and the 1st2Know text messaging system. Had the system gone right, we still may not have reached everyone, but we would have reached the majority. The suspect in that call was apprehended within 30 minutes. It was not until after that we found out that the appropriate method of communication was not rendered. We knew that most, if not all, people had become aware, thus the all-clear message that went out via the 1st2know. Chief Flores discussed the details of the incident.

Charge for MOR Safety Task Force

- Assess facilities, security and our emergency preparedness
- Identify areas that need improvement
- Evaluate
- Remediate



Donna moved to the letter sent to everyone by Dr. Caldwell via email on January 29th. The letter includes a host of resources that we already have. Donna went over all of the progress made to date:

- SCCCD Emergency Procedure posters.
 - We should have one placed in every building room and office.
- Police staffing increase after advocating through the HR staffing plan
 - All three colleges made the same recommendation.
 - RC & MC have dedicated day and swing shift officers.
 - Our officers work 24 hours per day.
 - At Oakhurst, we try to go out as often as we can.
 - Sgt. Jackson oversees Reedley College; he has made a presence at Oakhurst.
 - Additionally, we have mutual aid agreements for Reedley, Madera and Oakhurst with local police and sheriff departments.
- Panic button feature installed on every phone, in every classroom and most, if not all offices and shared spaces.
- The knowledge that EVERYONE has the authority to call 911 if there is a life-threatening emergency.
- Knowledge of the VOIP programmed phones
 - They are not to be moved without notification to our switchboard operator and/or computer services.
 - Each is programmed to their location
 - At Reedley, if there is a need to move a phone, contact Rosa Rios. She can help facilitate this.
- Lockset change-outs occurred over 95% of the doors.
 - Previously, the majority of the doors needed to be locked from the exterior. This is no longer the case. We still have a few doors that need to be modified. In the Student Services building, we have doors that need to be opened by way of screwdriver. At CDC we have keypad access doors that are overridden even though we were locked down.
- Situational awareness training sessions
 - We offer training at Madera and Reedley every flex day.
 - Quite recently, we have been offering situational awareness training upon request in employees' preferred locations.
 - The more training and practice that everyone has, the better we all are.
- Blue Exterior Emergency Phones
 - We have exterior blue emergency phones across the campuses. We have found, however, that they may possibly need to be serviced.

Antoinette sought a police non-emergency line: (559) 244-6140.

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ACTION: Testing of emergency notification system needs to be scheduled during a time that will reach more people. 11 a.m. on Tuesdays was a suggestion previously received. The Chief advised that they will be moving forward with multiple emergency notification times and days.

MOR Safety Task Force will be piloting the model that will most likely go out district wide.

We have already created a spreadsheet that includes a majority of the items that we will need to work on.

V. Gaps Identified

1st2Know – you need to opt-in to it. We found that as a result of a server upgrade, some names dropped off. On a semester basis, we should be checking our Web Advisor to ensure that we are still in the system. Darren Cousineau shared that we have encountered trouble with T-Mobile subscribers.

Renee Craig-Marius – how would students, who are arriving on campus, be made aware? The text notification system would help communication to all. Internally, we have the VOIP phone messages.

The Chief advised that they are looking into all currently popular social media platforms: Twitter, SnapChat and Facebook. These platforms will still be opt-in. Adelfa asked if there was a way to, while enrolling them, ensure that they follow our social media as a requirement. Adelfa will also push the 1st2Know system to her students.

Jenny Graber-Peters shared of a notification system that Biola had put out via Twitter.

April Barajas asked if there was a way to stop people from coming onto the campus.

All access lockdowns – Jenny Graber-Peters asked if there was a way to electronically lock down by the press of a button. Donna shared that there is a possibility to add access, however, due to the cost, we are first going to try to add access to buildings such as FEM, Student Services, etc.

Chief Flores mentioned a vendor who has approached him. The product marketed is a marquee that would display content developed by the school and advertisements by the vendor. Donna recalled the SkoolLive system that we had attempted to move forward with several years ago. It had a display that also had shotspotter technology built-in.

Adelfa advised that RMCHS takes advantage of Situational Awareness Training for student leaders at the beginning of the semester.

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Portable 6 needs a phone (Computer Services Help Request was submitted/sc).

We have not gone to the extent of requiring/mandating emergency preparedness training.

Antoinette advised that she had conducted a drill with her students. She shared with them a 5 minute active threat video.

Darren will look into adding an IIPP module for all new staff and faculty.

The Chief mentioned that he is working with IT to create one webpage/site that will house information on emergency preparedness.

David Santesteban – they conducted drills on a consistent basis at his previous work location.

Lisa McAndrews advised that they [during the aforementioned incident] locked down at the Residence hall and had everyone move towards their rooms. Lisa shared concern over prolonged lockdowns. How do they communicate with the students who are in their rooms? Should we add-in a phone? Would intercoms work better?

Jennifer Graber-Peters inquired about training. Training is offered in a variety of manners, offered to various groups, on an as needed basis.

Antoinette asked if there can potentially be an incentive for training.

Everyone is urged to review the gaps identified and provide additional items, if any additional safety gaps are found.

The following link for suggestions from committee for inclusion into spreadsheet was created: <http://bit.ly/MORSafety>

VI. Other Campus Safety Reviews

Multiple *smaller scale* drills, instead of campus-wide, would be easier to accomplish with the push to reach college-wide.

Darren and Chief Flores advised that ASCIP would pay for the drills performed by an independent contractor.

In law enforcement, there are perishable skills that need to be recertified. When we have a campus that rotates every two years, we have a need to capture the population that will be here for a while; at least once every two years.

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Table-tops are okay to start off with, but active drills are better engrained. Dr. Santesteban shared that he has experienced mock drills. They would communicate with areas where the drill would take place before-hand.

Sgt. Jackson suggested having Psych Services available to help with those who cannot cope with even the training.

Donna also referred to the faculty handbook, advising that the book has a wealth of information. The faculty handbook also has scenarios and

VII. Closing Statements

Donna urged everyone to read the gaps identified sheet. If there are any items that need to be added on, please do so via the following link:

<http://bit.ly/MORSafety>

Donna thanked everyone for realizing the importance of this task force and making the time to be present.

George shared insight obtained from UC Merced's website:

www.emergency.ucmerced.edu, urging everyone to look at what they have on their website.

Samaria will send the campus certification booklet to all MOR Safety Task Force members.

The next 2 hour meeting will be scheduled within two weeks.

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