

DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)

MEETING MINUTES

Friday, September 1, 2023

ATTENDEES:	ABSENT:	
Askar, Majd	Hicks, Marie	
Bolanos, Victor	Michael Collins	
Cano, Chris	Danny Villanueva	
Covarrubias, Araceli		
Esqueda, Monica		
Gonzalez, Evelyn		
Kazsuk, Tracy		
Moore, Frankie		
Scott-Coe, Jo		
Taube, Rhonda		
Tu, Beiwei		

I. The Meeting was called to order by Beiwei Tu at 10:03 a.m.

II. CONSENT CALENDAR

- a. DSSC June 6, 2023 meeting minutes approved. Motion made by Chris Cano, seconded by Evelyn Gonzalez.

III. DISCUSSION/ACTION ITEMS

- a. Police active shooter/critical incident response – Less Lethal weapons options
 - i. Chief Cano discussed that when the April event occurred at RCC, he hadn't yet had a chance to evaluate the police equipment available. At that time, he discovered that RCCD didn't have a lot of equipment that law enforcement should have. An example of this would be the pepper ball system.

The pepper ball system is best to utilize against violent subjects. It's similar to a paintball gun but has the powder form of a pepper spray in it. It helps to incapacitate the suspect. Because of how it is dispersed, it can be used in a small area. This could have been utilized in past events at RCC. It can be used up to 150 away. This equipment is more effective in de-escalation. It can prevent the use of force and officer-involved shootings.

Currently, our officers are equipped with pepper sprays and tasers. Pepper spray can only be used up to 15 feet. Tasers can be easily defeated by bulky clothing and can only be used up to 25 feet away. Officers also have bean bag guns, but those can only be used at 25 to 50 feet away and only cause pain. We used the bean bag gun 4 times on a suspect at RCC, and he was still able to get up and flee.

- 1. Majd Askar wanted to know if this system is currently used at other colleges.
 - a. Chief Cano stated that it is used at other colleges, but we want to be trendsetters, not following what everyone else is doing. We want to be ahead of time. The taser is a horrible tool that we should try to move away from. We want to be at the forefront. We want people to ask what RCC is doing. We want to be the premiere among colleges.

these and how many we would have. She also wanted to know if anyone had been trained to use this system.

- a. Chief Cano stated that it is currently going through the shared governance process. They would like to start with one pepper ball gun per college and another one in each Sergeant's vehicle at each location.

No one has gone through training for this at this time since it is still going through the shared governance process.

3. Majd Askar asked if it is safe.
 - a. Chief Cano said it is very safe. All non-lethal weapons can be used during a de-escalation process. It would be the discretion of the officer for the use of force and which tools to use. There isn't a ladder of which level of force to use first in which order.
 4. Jo Scott-Coe asked if the pepper balls would explode and how far the pepper would deploy. Is it going to affect other people?
 - a. Chief Cano explained that the area of pepper is about 10-20 feet, and it is not as effective with wind. It would easily fill a vehicle since it is such a small and confined space. In his 27 years of career in law enforcement, he has probably only used a taser about 3 times, and the tasers have to be surgically removed. He has used a pepper ball gun more times than he can count; it just causes some redness on the skin. We wouldn't use it if there were other people close by.
 5. Majd Askar mentioned that 1 per campus didn't seem like that many. Is that just to start?
 - a. Chief Cano explained that budget is an issue. Ultimately, we would like to have one for each officer.
 - b. Majd Askar: Why aren't we looking at that now?
 - c. Chief Cano: After the April event, I found out we didn't have them and realized it was something we wanted to implement. We want to take people down without using lethal force as much as possible.
 - d. Majd Askar: You may want to get a grant for funding.
 6. Beiwei Tu: We need to make a recommendation first that our police department start using the Pepper ball system. Motion made by Evelyn Gonzalez, second made by Victor Bolanos.
- b. Security/privacy film for windows and glass panels
 - i. Chief Cano explained that the RCC hired a consultant for a security audit, and the consultant recommended film/window tint. Although the intent of his recommendation is to improve safety and security, it has unintended consequences. If there is a hostage situation in a classroom, law enforcement can't see the situation inside. This would inhibit the sniper from neutralizing the suspect from a distance. I don't think the colleges should go forward with this recommendation.
 1. Majd Askar mentioned that it was also brought up that this adds liability for accusations of things like sexual harassment. People should be able to see what is happening in an office just in case they need help.
 2. Beiwei Tu said that it is recommended by the United Educators to have a removable blind available for active shooter, but not the window film. How does this committee feel about this recommendation? Especially staff and faculty.
 - a. Evelyn Gonzalez: Can we assess what rooms would actually need it?
 - b. Beiwei Tu: The Police Department can assess the areas that may need a temporary block/shade. We need to ask a security expert in order to get the right recommendations.

- People keep asking for this from Facilities.
- d. Beiwei Tu: What would the process be for requesting that PD look at an area for temporary shade?
 - e. Chief Cano: We need to develop a process. Right now, anyone can call PD, and we will do an inspection. We will work on a more official protocol and will work with Monica and Beiwei. We need to have a way to document the findings and outcomes. We had an issue with ECE and didn't have a way to document it. We will come up with something for this purpose.
3. Beiwei Tu: Is it the consensus that we should move away from the privacy film as a universal approach?
 - a. Majd Askar: Yes. Once a determination is made, District Facilities need to be notified. Right now, it's at the college level. It needs to go through PD and not Facilities.
 - b. Beiwei Tu: All security issues should go through the Police Department.
 4. Frankie Moore: We had an issue recently. I am in a stand-alone building. My window has mini blinds, but the sliding doors for the building don't have any kind of cover or shade on them. They might need tinting on them because they are always open (unlocked).
 - a. Beiwei Tu: The best way to assess is to have an assessment done by PD.
Can I get a motion to not universally tint the windows on campuses across the district? Chris Can motioned, Majd Askar seconds.
 5. Majd Askar: There are other options if blinds can't be used, correct?
 - a. Beiwei Tu: Yes.
- c. Emergency Response Improvement Plan
 - i. Emergency Response Poster (information item)
 1. Monica Esqueda explained that during the April event, everyone had different interpretations of lockdown/shelter in place. Risk Management has created a new poster that has been placed in all classrooms and public areas at all campuses. The language on the poster is included in the RAVE alert emails. They are a good reminder because sometimes people go blank during an emergency. Let us know if there is a place where you don't see the poster but need one. We also took down all the old posters to avoid confusion.
 - ii. Emergency Reference Guide
 1. Monica Esqueda explained that the emergency reference guide is still a work in progress. We keep adding new scenarios. Some may not be common in California in the past, but now becoming more common. There are different versions. For example, the Manager version has the leadership phone number in it.
 2. The emergency reference guide basically provides more details that are not included in the poster in addition to other less common emergencies. Also reviews things like lock blocks, first aid kit/AED locations, and Stryker Chair locations.
 - a. Beiwei Tu: We would like a recommendation from this group to proceed to publish and make it available to employees.
 - b. Majd Askar: Has this been discussed with the College Safety Coordinators?
 - c. Monica Esqueda: Yes. We've been working on this together for the last few months.
 - d. Victor Bolanos: Will this be available on-site if approved?
 - e. Monica Esqueda: Yes. It will be on the website and can be downloaded and printed. As other emergencies come up, we will add to it to the emergency reference guide.
 - f. Majd Askar: How will the version with the phone list be distributed?

sent to Managers.

3. Beiwei Tu: Can I get a motion? Motion made by Rhonda Taube, seconded by Majd Askar.
- iii. Department Emergency Action Plan
 1. Monica discussed the need for putting together Emergency Plans that are site-specific. Each facility needs a mini plan, and we have created a checklist. This way, we have everything in one place. This allows the manager to know who is the safety Rep, who is the Building Captain, where is the closest AED, etc. It allows them to know everything a manager would want to know. Do we have the ability to lock the door in the event of an emergency? Thinking of little things that can help during an emergency. Do we have a lockdown location identified? Do we need a shade/curtain? How do I get a hold of people if we haphazardly evacuate (i.e., active shooter)?

The days of phone trees are over. No one has time to call 30-50 people to make sure they are OK. There are so many tools available now. Instant messaging, Teams chat, and group texts. We aren't going to tell anyone how to do it, but each manager can decide what's best for their group. They can then go over it every year to make sure it's updated, and all the people's information is correct.

This is similar to the Building and Floor Captain rosters to see if everyone is accounted for. You can use it to find out critical incident skills; it's amazing what our employees know or used to do before coming to the District. This also encourages some of our employees to attend some of our trainings.

- a. Jo Scott-Coe: From a divisional standpoint like Languages and Humanities, it is a massive department with a lot of faculty that are there at all different times of the day. It will be pretty complicated to have something like this.
- b. Monica Esqueda: A lot of this information has already been put together by the Building and Floor Captains. It will take some work to make it work for everyone. It will be a large project the first time, but keeping it up will be easier. Managers can partner with the Building and Floor Captains to work on it.
- c. Beiwei Tu: If the division is too big, we may need to break it down into departments or smaller groups to make it manageable.
 - i. Araceli Covarrubias: (via chat) Have we thought about Fentanyl overdose training?
 - ii. Beiwei Tu: We are required to have a naloxone program, and Student Health Services are working on it.
- d. Majd Askar: How will this be deployed? Sending out to managers then sending it back to Risk? Managers are going to find it overwhelming and won't want to do it.
- e. Monica Esqueda: The Safety Reps already know about it and will work with the managers, and we will be offering training for each location on this document specifically.
- f. Beiwei Tu: The plan is to use the Safety Reps as a tool with this project. They know more about each site than we do.
 - i. Majd Askar: Is this similar to the site walk we did but slightly different?
 - ii. Monica Esqueda: We aren't going to get that specific. This is a small safety plan for small individual departments.
- g. Jo Scott-Coe: The word department is confusing. I know it's regional but it has an academic connotation.

- deans.
 - ii. Jo Scott-Coe: Not sure if that's going to work. Trying to make site specific, not learning are specific.
 - iii. Monica Esqueda: We may need 2 forms to make sure we correct terminology for faculty.
 - h. Beiwei Tu: Motion to proceed with the document? Motion made by Rhonda Taube, seconded by Evelyn Gonzalez.
- iv. Critical Communication Protocol
1. Monica Esqueda explained that emergencies fall into 2 categories; Police and not managed by Police. When it is a law enforcement event the Chief or designee will make the decision of sending out the first RAVE notification. He will call someone in PD or Risk Management to actually send the message. Risk Management opens a virtual EOC depending on where the incident is. As it unfolds, the Chief has only one place to go to give information and communications is already there to send out notifications. All important players are on to ensure all decisions can be made quickly.
The same for Facilities type emergencies but the President makes the decisions instead of the Chief to send RAVE notifications and open virtual EOC. When I talk about RAVE training, there are a lot of people trained to send out notifications if needed, it includes Administrators at all sites. Instructions on how to evacuate a virtual EOC have been created. There is a specific RAVE notification for virtual EOC.
 - a. Rhonda Taube: This has been so much work. This is excellent. Thank you so much! We have a lot of turnover and we need to build a system that these are regular trainings.
 - b. Monica Esqueda: We do refresher training every six months and for all new employees on the list.
 - c. Araceli Covarrubias: I am very excited about this. It can be very confusing. The April event was very confusing. Being very clear and specific about the incident and where it is would be very helpful.
 - d. Monica Esqueda: The first template for an emergency is going to be generic because we just have to get notification out and we can't have a ton of templates in the system.
 - e. Beiwei Tu: we have it set up now so employees get all alerts for all emergencies in RAVE. Students get them for their site and any other site they opt in for. Active shooter notifications go to everyone, regardless of the location.
 - f. Jo Scott-Coe: This is amazing and wonderful. Do we do RAVE alerts in English and Spanish?
 - g. Monica Esqueda: Part of updating information is choosing English or Spanish as the option for your notifications.
 - h. Victor Bolanos: When I receive a RAVE notification my phone says it is spam.
 - i. Monica Esqueda: You need to program the number into your phone and it won't do it anymore.
 - j. Victor Bolanos: We may want to send a reminder for students to change their phone numbers in RAVE or with the college so they get the notifications.
 - k. Monica Esqueda: The text messages are short but the email that gets sent includes links to documents on how to update your information. We do send out reminders.
 - l. Beiwei Tu: Can I get a motion to proceed with these protocols? Motion made by Majd Askar, seconded by Victor Bolanos.
- v. Semi-Annual Facility Status Certification
1. Monica: We need to make sure that facilities are working the way they should. Does the door lock? Are the lights working? We have created a semi-annual emergency preparedness inspection, testing, and

system, the lock and key system (hard and electronic). Can hard locks be locked from the inside? Can buildings with electronic locks be locked down from inside the building? We will check panic buttons, check and fix lighting, and check lockdown locations.

- a. Jo Scott-Coe: Where are the panic buttons? I haven't seen any.
- b. Monica Esqueda: They are all over. At RCC there are some at Kane, Health Services, ECE, Life Sciences and other areas. Calling 911 if you can is actually a better option than using a panic button, it's quicker.
- c. Beiwei Tu: The RAVE app is available too. Just as good as a personal panic button.
- d. Majd Askar: Are we keeping these on a regular system?
- e. Beiwei Tu: We have a reminder work order to check these automatically every 6 months.
Can I get a motion to proceed with Facility Status Certification? Motion made by Majd Askar, seconded by Chris Cano.

vi. Lockdown Drill

1. Beiwei Tu: Another item we need to put this committee's hands on is an emergency exercise (lockdown event). We want to send out a notification and have the Building and Floor Captains walk around to check areas. We will set up a virtual EOC and take all steps to make sure our protocols are good and see what needs to be done/fixed. Do we want to have a hands-on exercise to begin with? Do we see a necessity?

Many people from this committee support this idea.

Do we want to start with faculty and students or start small and scale up?

- a. Majd Askar: We should start small and scale up.
- b. Jo Scott-Coe: I agree.
- c. Beiwei Tu: Don't want to wait too long. Small can mean different things. Do we want to do this on Fridays? Between semesters?
- d. Chief Cano: My position is the more the merrier, but given the pushback I say we do it when faculty and staff are not here.
- e. Beiwei Tu: Some campuses have stuff planned for the Great Shakeout. Not sure what RCC is doing because they are so large and have so many classes.
- f. Jo Scott-Coe: We are so large it can be difficult. We do need to practice for an emergency. I know it's very complicated. Midterms are not a good time but I'm not really sure what to say. FLEX might be good. We may want to make available trainings soon that are related to an event and tie it in to get interest.
- g. Majd Askar: We did the Shakeout last year with an evacuation and got a lot of feedback that we were able to work with. We are doing an evacuation again this year. We also want to do a shelter in place event. Not sure when that is.
- h. Beiwei Tu: I think that is scheduled for November since you are already doing the evacuation in October.

vii. BOT presentation on 9/1

1. Beiwei Tu quickly reviewed the slide presentation that Risk Management will be presenting at the Board Meeting on 9/1/2023 reviewing all the topics just discussed at this meeting regarding Emergency Management.

D. Training Update

- i. Monica Esqueda: Kudos to MVC for giving FLEX credit for the Emergency Management training, Stop the Bleed, and Hybrid CPR classes. Hoping to get some response from RCC and Norco. Upcoming we have 3 different Emergency Management trainings, same training done in July and during

3 hours in person with most of the class done online beforehand. This is easier for most employees to attend.

1. Araceli Covarrubias: Will this flyer be distributed?
2. Monica Esqueda: It will be emailed District wide and available on the website.
3. Jo Scott-Coe: For sites like mine where FLEX is pending, can we opt in to trainings at other sites?
4. Monica Esqueda: You can take classes at other sites but if FLEX is not approved at your site, you will not get FLEX credit for it.
Stop the Bleed is available at each location. We will also be offering CERT in Nov/Dec. IIPP will be in September. CalOSHA training is assigned through Target Solutions. Faculty only has active shooter training through Target Solutions, other trainings are not negotiated.

IV. Meeting adjourned: 12:02 p.m.