

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT SAFETY & SECURITY SUB-COMMITTEE (DSSC)
MEETING MINUTES
Friday, December 6, 2024**

ATTENDEES:	ATTENDEES:	ABSENT:
Collins, Michael	Arguelles, Rudy	Taube, Rhonda
Mark DiMaggio	Kazsuk, Tracy	DiMemmo, Kristie
Hicks, Marie	Caringella, Graciela	MVC Student Body President
Esqueda, Monica	Gonzalez, Evelyn	NC Student Body President
Tu, Beiwei	Martin-Thornton, Renee	RCC Student Body President
Brandi Avila	Greg Ferrer	
Kevin Wurtz	Bolanos, Victor	
Askar, Majd	Heim, Stefanie	
Moore, Frankie	Thomas Cruz-Soto	
Covarrubias, Araceli		

Approval of Previous Minutes

The meeting began with the approval of the November 1st meeting minutes. Marie Hicks made the motion to approve, which Frankie Moore seconded. The minutes were approved unanimously, and no changes or corrections were requested.

Safety Inspection Program Enhancement

Monica Esqueda presented a comprehensive overview of the enhanced safety inspection program, which features a newly standardized inspection checklist implemented through Microsoft Teams. The digital format allows for efficient mobile inspections using iPads or other devices. The checklist has been specifically designed to accommodate different types of spaces, with customized questions for various locations including offices, classrooms, and laboratories.

For science laboratories, the checklist includes detailed safety elements such as eye wash stations, fume hoods, and laboratory-specific hazards. Technical labs and shops have their own specialized criteria focusing on equipment and operational safety. Classroom and office inspections concentrate on general safety concerns including fire hazards, electrical safety, and proper storage practices.

The new system enables tracking of recurring issues and allows for district-wide trend analysis. Safety representatives from each location contributed to the development of the checklist items, ensuring relevance and practicality for their specific areas. The implementation aims not only to correct immediate safety hazards but also to elevate the overall safety culture and hazard awareness throughout the district.

Emergency Preparedness Enhancement

Interim Communication Protocol

A detailed discussion was held regarding the new emergency communication protocol. The protocol establishes specific timelines for emergency communications: initial Rave alerts must be sent within 15 minutes of incident verification, with follow-up alerts as needed (particularly within 15-20 minutes for active shooter situations). The protocol requires brief email communications within 30 minutes and comprehensive email updates within one hour of the incident.

Significant discussion centered on the differentiation between law enforcement and facility-related incidents. Several committee members, including Dr. Collins and VP Majd, expressed concerns about the facility-related incident protocols. After thorough deliberation, the committee decided to postpone approval of the protocol pending further scenario testing. The chair will schedule additional meetings specifically to review and test facility-related scenarios.

Emergency Operations Plan

The committee reviewed the new streamlined Emergency Operations Plan, which focuses on actionable items rather than theoretical frameworks. The plan introduces four distinct emergency levels: Management Watch for monitoring potential situations, Minor Emergency for department-level responses, Moderate Emergency for incidents with potential injuries or operational impacts, and Major Emergency for situations involving massive casualties or district-wide impact.

The plan encompasses several key components including a comprehensive hazard overview, emergency management structure, detailed communication procedures, training requirements, after-action reporting protocols, and ADA compliance considerations. A separate, more detailed EOC handbook is being developed specifically for the leadership team to guide emergency response operations.

Police Department Update

Chief DiMaggio reported on current staffing initiatives, including recruiting two new police officers, one reserve police officer, and two sergeants to replace recent retirements. The department recently participated in holiday gift distribution at the Child Educational Center, with support from Dollar Tree, providing complimentary gifts for the children. The Chief also highlighted ongoing mental health awareness training conducted in collaboration with county personnel.

Department Emergency Action Plan Implementation

Monica Esqueda provided an update on the district-wide implementation of Department Emergency Action Plans, noting that the initiative is nearly complete, with only one plan pending. Each plan comprehensively documents manager and backup contact information, safety representative assignments, building and floor captain details, emergency equipment locations,

and specific lockdown and evacuation procedures. The plans also include an inventory of special employee skills such as CPR certification, language capabilities, and other emergency-relevant qualifications.

Norco College was recognized for being the first to complete all departmental plans, followed closely by Moreno Valley College. Each department received detailed safety packets including campus-specific evacuation maps, emergency reference guides, and related safety documentation.

Campus Updates

Norco College

Dr. Collins reported on a successful fall evacuation drill and the continuation of monthly management team safety training. An upcoming Stryker chair training session is scheduled for December 11. The college received positive feedback regarding police presence and communication effectiveness.

Moreno Valley College

VP Majd detailed the implementation of improved evacuation signage based on previous drill feedback. The campus has established regular after-action reporting for all incidents, including a recent hazmat spill involving an RTA bus. Ongoing safety training programs continue to be a priority for the campus.

Future Meeting Schedule

The next Safety Committee meeting is scheduled for March 7, 2025.

The meeting was adjourned at 11:30 AM.