

# Safety and Security Committee Minutes: 2016-1003

## Safety and Security Committee Meeting Notes October 3, 2016

### **INVITEES:**

Pang, Harry; Elliott, John; Guthmiller, Karen; Spletter, Michael; Covington, Jovita; Velez, Gilberto; Evans, Steve; Jaime, Mark; Buckner, Oris; Lightfoot, Carolyn; Karen Seratt

### **ABSENT:**

Sandoval, Tom; Smedley, Susan; Christie, Daniel; Gallagher, Leslie; Bennett, Scott; Oehler, Troy; McClure, Christopher

### **STEVE EVANS REPORT**

Follow-up: Fire Marshall Designations for each building have been made. Instructions and more information will be forth coming and will go hand in hand with the lockdown procedures. Steve to discuss with cabinet for students to begin wearing IDs.

### **CAROLYN LIGHTFOOT REPORT**

Dr. Lightfoot reviewing our E2 Campus application. Once logged in, instead of individuals having to select several boxes within the application the emergency situations will pre-checked and separated by scenario. Landlines will also be upgraded to be able to locate which phone location within the campus that 911 is being dialed.

### **ITEMS OF ACTION/QUESTIONS**

#### **1. Tobacco-Free Campus / Review First Draft Below.**

##### **Why is LEE College tobacco-free?**

Lee College seeks to provide a clean, healthy environment for the entire community. A tobacco-free campus will:

- Protect people from unwanted and involuntary exposure to tobacco and passive smoke
- Establish a supportive atmosphere for those trying to quit using tobacco and create a culture of wellness for student, faculty, staff and visitors.
- Create a cleaner and healthier living, learning and working environment to support our sustainable green initiatives.

##### **What are the boundaries of the college for the purposes of defining our property?**

The boundaries include any property owned, operated, leased, occupied, or controlled by Lee College. For purposes of the Tobacco-free Campus policy, this includes property in the state of Texas including but not limited to all buildings and structures, sidewalks, parking lots, walkways, attached parking structures and college owned vehicles.

##### **How will the policy be enforced?**

We are an institution of higher education therefore education is key to implementing this policy. We make people aware of the tobacco-free environment through electronic messaging, signage, notices in event programs and marketing. An explanation of the tobacco-free campus policy is communicated to prospective and enrolling students and new employees. Additionally, we ask event planners

to include about the policy in materials distributed to all outside groups that use college facilities.

The expectation is that persons will voluntarily comply with the policy. It is the responsibility of everyone on campus to politely inform others of the policy and ask that they put out their cigarette and/or stop using tobacco products on campus.

### **Will the use of e-cigarettes be permitted?**

Lee College tobacco-free policy prohibits all forms of tobacco and any nicotine delivery device.

What are the prohibited items and activities under the tobacco-free policy?

All forms of smoking, tobacco use, and unregulated nicotine products, including but not limited to:

- cigarettes, cigars (commercially or self-rolled)
- pipes, hookahs, water pipes
- electronic cigarettes
- vape pens
- Bidis, Kreteks
- smokeless tobacco (e.g., snuff, snus, chew)

Tobacco use including smoking, chewing, dipping, or any other use of tobacco products.

Smoking refers to inhaling, exhaling, burning, or carrying of any lighted or heated tobacco product, as well as non-tobacco smoking substances and smoking instruments.

### **Where does the policy apply?**

The policy includes the college main campus and all other buildings or facilities owned, operated, leased, occupied, or controlled by Lee College in the state of Texas.

- Main Campus
- McNair
- Liberty

### **Does the Tobacco-free Campus policy apply at college sanctioned events or sporting activities occurring off campus property?**

The Tobacco-free Campus policy applies only to college owned, operated, leased, occupied, or controlled property. Events or activities scheduled elsewhere are bound by the policies or rules of the event coordinator or property manager.

### **Does the policy apply to visitors to campus?**

Yes. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using college facilities are required to abide by the Tobacco-free Campus policy. Organizers of such events are responsible for communicating the policy to attendees.

### **Is the college requiring that people quit using tobacco products?**

No. However, we are encouraging current tobacco users to explore this option.

The college is committed to supporting all students and employees who wish to stop using tobacco products with cessation resources. Students, faculty, and staff choosing to continue using tobacco products may do so, but only on their own time and in areas not owned, operated, leased, occupied, or controlled by Lee College.

### **What resources are available to help those who want to quit using tobacco products?**

Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through campus counselors.

**Are there designated smoking or tobacco use areas?**

No. Designated smoking or tobacco use locations are not available. As part of our transition plan to become a tobacco free campus, temporary use locations were in place for one year.

**What if people don't abide by the policy?**

For visitors, we believe reminders about the tobacco-free campus will be important and the college will provide messaging on college affiliated materials, websites, vendor contracts and for special events. For students and employees, we expect cooperation with a policy that directly supports our ongoing research endeavors and other college initiatives. The college will evaluate reports of repeated concerns and implement actions for resolution using existing methods of enforcement for college policy violations.

*Example Script #1:*

*Situation: You see a person using tobacco products on Lee College property.*

*Response: "Hello. I want to make you aware that we are a tobacco-free campus. Tobacco products are prohibited on our grounds. We would appreciate if you would not use tobacco products while visiting our campus. Thank you for your cooperation."*

*Example Script #2:*

*Question: "Where am I allowed to smoke?"*

*Response: "If you need to smoke or use tobacco products you will need to leave the campus."*

*Example Script #3:*

*For registration, pre-admission, and office staff who are speaking to students and families prior to a Lee College campus visit: "I'd like to let you know in advance that our campus is a Tobacco-Free environment. Tobacco cessation resources are available for enrolled students and staff and faculty."*

2. **Fire Alarm Testing**• McNair Center needs to also have a fire alarm schedule.
  - Do we need Liberty to have a fire alarm schedule?
  - We need a refresher instruction for the fire extinguisher
3. **Lockdown Procedures Draft Review**
4. **Nurse Evacuation Plan**
  - Nurses are to go out the Texas Avenue side of the building to lot 13.
5. **Safety Video Now Available for Checkout and Use**

Comments and Suggestions:

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