



# **Santa Ana College**

## **Facilities Meeting**

**NOVEMBER 18, 2014**



SAC Facilities Committee  
November 18, 2014  
1:30p.m. – 3:00p.m.  
SAC Foundation Board Room, S-215

---

**THE FACILITIES COMMITTEE** is the participatory governance committee responsible for identifying and prioritizing capital projects including scheduled maintenance projects. It serves as an information and exchange body on facilities projects that are in construction or that are being planned.

*Santa Ana College Participatory Governance Structure Handbook (May 8, 2013)*

---

### Agenda

1. Welcome and Introductions
2. Public Comments
3. Approval of Minutes – October 21, 2014 ACTION
4. Project Updates- Carri Matsumoto/ Darryl Taylor/ Matt Schoeneman INFORMATION
  - Bond Projects Update
  - SAC Active Project Update
  - Scheduled Maintenance Projects
5. Standing Reports (5mins.) INFORMATION
  - HEPSS Task Force – Don Mahany
  - Facilities Report – Mark Wheeler
  - Environmental Task Force
6. Old Business INFORMATION
  - Status of the Bill Brush plaque ACTION
  - Car Charging Stations
7. New Business INFORMATION
  - Emergency Guide
  - Student Emergency Notification
8. Other

Next meeting: February 17, 2014

---

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.*

---



**SAC FACILITIES MEETING**  
**MINUTES –OCTOBER 21, 2014**  
**1:30P.M. – 3:00P.M.**

Draft for Approval

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

| Administrators               |                                 | Academic Senate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    | CSEA                                                                                                                                                                  |              |
|------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Michael Collins, Co-chair    | Eve Kikawa                      | Maria Aguilar Beltran                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Susan Sherod       | Mike Ediss(a)                                                                                                                                                         | vacant       |
| Sherry DeRosa                | *Rhonda Langston(a)             | Elliott Jones, Co-chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Valinda Tivenan(a) | Sarah Salas                                                                                                                                                           | Maria Taylor |
| Bart Hoffman(a)              | Loy Nashua(a)                   | Dietrich Kanzler                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | John Zarske        | District Liaison                                                                                                                                                      |              |
| Jim Kennedy(a)               | Mark Wheeler                    | George Moore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    | Carri Matsumoto                                                                                                                                                       |              |
| Guests                       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    | Campus Safety & Security                                                                                                                                              |              |
| Matt Shoenamen               | Ron Coopman                     | Ron Jones                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    | Ray Stowell(a)                                                                                                                                                        |              |
|                              | *Gilbert Cossio for R. Langston |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    | ASG Representative                                                                                                                                                    |              |
|                              |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    | Kyle Murphy(a)                                                                                                                                                        |              |
|                              |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                                                                                                                                                                       |              |
| 1. WELCOME AND INTRODUCTIONS |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                                                                                                                                                                       |              |
|                              |                                 | Self Introductions were made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    | Meeting called to order – 1:32p.m.<br>Adjourned at 2:54p.m.                                                                                                           |              |
| 2. PUBLIC COMMENTS           |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                                                                                                                                                                       |              |
|                              |                                 | A concern was brought forward regarding limited space in the library. Why is Johnson Center before the Library in the Phasing plan? <ul style="list-style-type: none"><li>• One of the reasons was that Johnson Center was a higher priority due to the seismic issue with the bookstore.</li><li>• Library is not funded through Measure Q.</li><li>• It is on the list after the Health Science building.</li><li>• The Library status is listed as top priority in the Master Plan.<ul style="list-style-type: none"><li>o The status of the Library has not changed from the 2005 or 2011 version of the Master Plan.</li></ul></li><li>• The options for the Library as outlined in the 2014 Master Plan are either renovation or tear down.</li></ul> |                    |                                                                                                                                                                       |              |
| 3. MINUTES                   |                                 | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    | ACTIONS/ FOLLOW UPS                                                                                                                                                   |              |
|                              |                                 | The September 16, 2014 meeting minutes were presented for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    | ACTION<br>Motion was moved by M. Taylor to approve the June 26, 2014 Facilities committee minutes as presented.<br>2 <sup>nd</sup> – E. Kikawa<br>The motion carried. |              |

| 4. PROJECT UPDATES | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ACTIONS/ FOLLOW UPS |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                    | <p>Carri Matsumoto provided the membership with an overview of the Measure Q projects as well as Active Projects (see attached). Additional comments as noted.</p> <p><b>Dunlap Hall</b></p> <ul style="list-style-type: none"> <li>• The project has been delayed associated with the work.</li> <li>• Remediation of the footing piles has been an issue and it had to go back to DSA for review. <ul style="list-style-type: none"> <li>o Expecting to hear back shortly.</li> </ul> </li> <li>• Work is being started in anticipation of the approval.</li> <li>• Too early to tell if the project will remain behind schedule or catch up.</li> <li>• Working on the guardrail replacement.</li> <li>• It was noted that there is a huge weight reduction between the old guardrails and the new replacements.</li> </ul> <p>A definition of pile caps was provided for the membership.</p> <p><b>Central Plant and Infrastructure</b><br/> Bldgs. A &amp; C have been DSA approved.<br/> In the process of submitting a couple more buildings to DSA.<br/> Waiting to hear back on other submittals.</p> <p>A video clip was demonstrated to the members that shows construction in a chronological order, whereabouts of construction crews and location of construction areas.</p> <ul style="list-style-type: none"> <li>• This tool will improve communication to the campus community.</li> <li>• It will be provided on the web once it is ready.</li> </ul> <p>Working with Hensel Phelps, Architects and design teams on the sequencing of work.</p> <ul style="list-style-type: none"> <li>• There are roughly 40 phases.</li> <li>• The video clip will offer a 3-week look ahead.</li> <li>• The video has the capacity to be update to “real time.”</li> </ul> <p>Members were reminded if work gets delayed the sequencing will remain the same.</p> <p>Members were also advised that microplans have been developed for fencing, pedestrian path of travel, temporary walkways, vehicle routing, truck routing, signage and limited areas of access.<br/> The area where the site utility work will done will be very challenging. The current utilities must be kept live until they are replaced with the new.</p> <p>All work, phasing, etc. will be coordinated with the college calendars.</p> |                     |

| PROJECT UPDATES (cont.) | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTIONS/ FOLLOW UPS |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                         | <p>The importance of communication was emphasized.</p> <ul style="list-style-type: none"> <li>• Effective communication efforts are being explored. <ul style="list-style-type: none"> <li>• Phasing plan and map</li> <li>• 3 week look ahead</li> <li>• On-line video clip</li> <li>• Active signing</li> <li>• QR codes</li> <li>• Possibility of an onsite Communications Coordinator for the campus.</li> </ul> </li> </ul> <p>Continue to develop and offer a variety of tools to improve communication efforts.</p> <p><b>Johnson Student Center</b><br/> Members were advised that the project has a rigorous timeline to confirm programming and move into development.</p> <p>A project process overview was developed in an effort to outline the how the team will collaborate with the different user groups and clearly identify when they will have input into the project. This process allows Opportunities are identified in red in each phase when the user group discussion will take place.<br/> This process provides a better understanding and expectations of everyone's role.</p> <p>The inclusion of user groups on any level of construction was suggestion.</p> <p>A summer demo (August 2016) is conducive due to the amount of work and noise. Less intrusive during the summer to the campus.</p> <p>Members were updated that an August 2015 demo of Johnson is being considered.<br/> This timeline is aggressive.<br/> Would be contingent on the completion of Dunlap Hall and the time it would take to move back to Dunlap, prepare the village for Johnson inhabitants.<br/> It was noted that Johnson demoed earlier will help with the construction schedule.</p> <p><b>STEM Building</b><br/> The cost of the project was noted. Members were informed that the cost consists of hard and soft costs. The building is being cost projected out at approximately \$600.00 per sq ft. which is very consistent within the range for STEM buildings.</p> <p><b>Health Sciences Building</b></p> <ul style="list-style-type: none"> <li>• Members were advised that there are not enough monies in Measure Q for this project.</li> </ul> |                     |

| PROJECT UPDATES (cont.)                                                       | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ACTIONS/ FOLLOW UPS                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                               | <ul style="list-style-type: none"> <li>• Project is approximately 19-20mil shy.</li> <li>• State Capital Facilities bond necessary to move forward unless another option can be secured.</li> <li>• The STEM and Health Science buildings will be programmed concurrently.</li> <li>• Due to the fact that two buildings will be programmed together, programming efforts will be more robust.</li> </ul> <p><b>Parking Lot at 17<sup>th</sup> and Bristol St.</b><br/>The lot may continue to be used for construction parking with the upcoming projects in an effort to minimize the parking impact on campus.</p> <p>A brief update was provided on the Active Projects Scheduled Maintenance</p> <ul style="list-style-type: none"> <li>• Door Hardware upgrade is moving forward.</li> <li>• Building H Painting, Window replacement is out to bid.</li> <li>• Roof repairs for C, N, L, P&amp;R – working hard to complete before the rains.</li> <li>• CEC- Parking Lot Slurry and Re-stripping – the city will be doing some work related to the parking lots at CEC. The district will allow the city to repair, re-surface and possibly redesign the lot.</li> </ul> <p>A list of 2015 Scheduled Maintenance &amp; other projects were provided to the membership.</p> <ul style="list-style-type: none"> <li>• There is 100% state funding. No match required.</li> <li>• Work is beginning on budgets, scopes of work and schedules.</li> <li>• Members were reminded that completion of these projects will be based on the highest priorities and how far the monies will go.</li> </ul> <p>An inquiry was made regarding securing the windows in Phillips Hall to avoid future break-ins.</p> |                                                                                                                                                                                                                              |
| <b>5. Standing Reports</b>                                                    | <b>DISCUSSION/COMMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>ACTIONS/ FOLLOW UPS</b>                                                                                                                                                                                                   |
| <b>HEPSS (Health, Emergency Preparedness, Safety and Security Task Force)</b> | <p>A HEPSS report was provided for the members. (Please see attachment.)Additional comments as noted.</p> <p><b>Great American Shakeout</b><br/>The drill went well<br/>Instructors and students are getting use to making the evacuation.<br/>The emphasis was on Drop, Cover and Hold for an <b>EARTHQUAKE</b> and immediately evacuate for a <b>FIRE</b>.<br/>For future drills, the Berbee announcement will precede the fire alarm.</p> <p>It was noted that the building captains did an excellent job in their communication efforts, clearing the buildings and reporting those sheltered in place.</p> <p>The need for building captain training for some areas was noted.</p> <p>It was clarified that all employees of the district are consider disaster</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>FOLLOW UP</b><br/>Ray Stowell will follow up and provide training for the areas noted.</p> <p><b>FOLLOW UP</b><br/>The Student Emergency Notifications document (10/3/2014) will be uploaded to the HEPSS website.</p> |

| Standing Reports (cont.)        | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTIONS/ FOLLOW UPS |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                                 | <p>service worker in times of emergency.</p> <ul style="list-style-type: none"> <li>• An instructor is first to care for their students then meet the needs of the college.</li> </ul> <p>A discussion ensued regarding what faculty should do with Middle College H.S. in cases of emergencies.</p> <ul style="list-style-type: none"> <li>• The SAUSD code requirement will be verified for this issue with Principal Apps and a protocol will be built based on that information.</li> <li>• This item will be worked through the HEPSS task force and reported back once the protocol has been established.</li> </ul> <p>The importance of instructors showing the EMERGENCY PREPAREDNESS VIDEO FOR STUDENTS @ <a href="https://intranet.rscdd.edu/Safety-Risk-Management/Pages/emergency-procedures-and-practices.aspx">https://intranet.rscdd.edu/Safety-Risk-Management/Pages/emergency-procedures-and-practices.aspx</a> at the beginning of each semester</p> <p>Blackboard Connect is the new platform for our emergency notification on campus. It is up and running.</p> <ul style="list-style-type: none"> <li>• AlertU is no longer being used.</li> <li>• Important to update your email and cell phone on Web Advisor</li> <li>• Training is in process.</li> </ul> <p>Members were reminded that in the case of a medical emergency and to avoid lag time call 911 to facilitate getting emergency medics on campus asap.</p> |                     |
| <b>Facilities Report</b>        | <p>The SAC Facilities Report was presented by Mark Wheeler (see attached). Additional comments as noted.</p> <p>The city of Santa Ana has been identified as the hot bed for West Nile Virus in the nation.</p> <ul style="list-style-type: none"> <li>• Efforts are being made on campus to identify and remedy standing water areas.</li> <li>• Vector Control has walked the SAC main campus and CEC.</li> </ul> <p>It was noted that the step between H&amp;W is being worked on.</p> <p>Dr. Collins noted the Accreditation team commended the college for providing a safe and inviting environment conducive to learning and learning outcomes. This commendation was one of the four noted. Dr. Collins thanked Mark Wheeler, Ron Jones and the entire M&amp;O team for their outstanding work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
| <b>Environmental Task Force</b> | <p>Susan Sherod shared that the Engineering department is rolling out a new AS degree and highlighted some of the opportunities that could hold for the College.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |

| Standing Reports (cont.) | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ACTIONS/ FOLLOW UPS |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                          | <p>A brief overview on Breathing Windows, Intellivent which are some innovation solutions that could be considered in upcoming projects was also provided to the membership. (See Attached)</p> <p>An invitation was extended to attend the Trade Advisory meeting for Engineering on Nov. 6. Anyone interested contact Susan Sherod.</p> <p>It was also noted that the Sustainability Plan is in its final draft.</p> <p>The committee is working on establishing sustainable goals and how they will be measured.</p> <p>It was noted that the building codes are aggressive when it comes to sustainability.</p> <p>Chancellor is committed to the Sustainability Plan and Sustainability for the district.</p>                                                                                                                               |                     |
| 6. Old Business          | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ACTIONS/ FOLLOW UPS |
|                          | <p><b>Parking Permit Machines</b></p> <p>The procurement of three permit machines is underway. The machines will be placed at the following locations:</p> <ul style="list-style-type: none"> <li>• Front of the gym</li> <li>• Lot #13 north of the soccer field</li> <li>• Back of Lot#7 towards CDC on the southwest corner</li> </ul> <p>It was noted that in Lot #11, the district will oversee the machine and its replacement.</p> <p>It was noted that parking is charged 24/7 and overnight parking is not allowed.</p>                                                                                                                                                                                                                                                                                                                 |                     |
| 7. New Business          | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ACTIONS/ FOLLOW UPS |
|                          | <p><b>Electric Car Charging Station Update</b></p> <ul style="list-style-type: none"> <li>• There are two stations in Lot #11 that are operational.</li> <li>• An analysis has been completed of the average of what is being charged in the area. <ul style="list-style-type: none"> <li>o A plan is being developed with that information that will be presented to Cabinet.</li> </ul> </li> <li>• Once the plan is approve the information can be inputted online.</li> <li>• Average .43 per kilowatt hour which includes the service fee from the vendor ChargePoint.</li> <li>• On average the stations are used for four hours.</li> <li>• After four hours some rates are \$5.00 per hour.</li> <li>• Four additional stations are underneath the trailers, once the trailers are removed, the college will have 6 in total.</li> </ul> |                     |

| New Business(cont.) | DISCUSSION/COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                         | ACTIONS/ FOLLOW UPS                                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                     | <b>Hydration Station</b> <ul style="list-style-type: none"> <li>• Considering a pilot</li> <li>• A system that allows water bottles to filled with filtered water.</li> <li>• Carri working to see where they would they would fit best.</li> <li>• Options of placement are being considered.</li> <li>• Look to see if it could be incorporated into our Central Plant.</li> <li>• Looking to see what works best for our students and campus.</li> </ul> |                                                                                      |
| <b>8. Other</b>     | <b>DISCUSSION/COMMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>ACTIONS/ FOLLOW UPS</b>                                                           |
|                     | There was an inquiry regarding the status of the Bill Brush plaque and the plans for its relocation.                                                                                                                                                                                                                                                                                                                                                        | <b>FOLLOW UP</b><br>This issue will be researched and brought back to the committee. |

SUBMITTED BY Geni Lusk 11/6/2014



**Santa Ana College**  
**Facilities Update – November 18, 2014**



**PHASES OF A PROJECT**

|                 |                             |                               |                                   |                       |                            |                     |                  |                  |
|-----------------|-----------------------------|-------------------------------|-----------------------------------|-----------------------|----------------------------|---------------------|------------------|------------------|
| <b>PLANNING</b> | <b>SCHEMATIC<br/>DESIGN</b> | <b>DESIGN<br/>DEVELOPMENT</b> | <b>CONSTRUCTION<br/>DOCUMENTS</b> | <b>DSA<br/>REVIEW</b> | <b>BID &amp;<br/>AWARD</b> | <b>CONSTRUCTION</b> | <b>OCCUPANCY</b> | <b>CLOSE OUT</b> |
|-----------------|-----------------------------|-------------------------------|-----------------------------------|-----------------------|----------------------------|---------------------|------------------|------------------|

**Projects in Planning & Design**

| <b>Project</b> | <b>Status Description</b>                                                                                                                                                                                                                                                                                                                  | <b>Current Activities</b>                                                                                                                                                                                                                                                                                                                          | <b>Upcoming Activities</b>                                                                                                                                                    | <b>Target Milestone Dates<br/>(Subject to Change)</b>                                                                                                                                                                                                                |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chavez Hall    | Measure E project in planning phase. Work to exterior walls, parapet and interior finishes.                                                                                                                                                                                                                                                | Selection of Architectural firm underway.                                                                                                                                                                                                                                                                                                          | Board approval of Architect. Define scope of work.                                                                                                                            | Architect selection by January 2015.                                                                                                                                                                                                                                 |
| Central Plant  | Measure Q project in design phase. Replacement of underground site utilities, new central plant building, and mechanical upgrades and connection to central plant for 8 buildings. This project is currently under design and is a multi-phased project.<br>Phase 1 Infrastructure<br>Phase 2 Central Plant<br>Phase 3 Mechanical Upgrades | Site surveying completed. Concluding construction documents. Project team is continuing site investigations and reviewing design, construction logistics and the sequencing of work. Reviewing utility shutdown schedules. Reviewing cost estimates. Commissioning agent board approved. Ongoing negotiations for construction services agreement. | Building A approved by DSA September 9, 2014. Building C approved by DSA October 8, 2014.<br><br>SCE reviewing Central Plant drawings.<br><br>Ongoing DSA back check reviews. | <u>Target DSA Submittals</u><br>Phase 1 Infrastructure: July 2014<br>Phase 2 Central Plant: Oct 2014<br>Phase 3 Mechanical upgrades to 8 buildings: June - Nov 2014<br><br><u>Target Construction Start</u><br>June 2015<br><br><u>Target Occupancy</u><br>Fall 2017 |

| Project                | Status Description                                                                  | Current Activities                                                                                                                  | Upcoming Activities                                                                                      | Target Milestone Dates<br>(Subject to Change)                                                                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Johnson Student Center | Measure Q project in planning phase. This will be a new construction project.       | Architect commenced programming meeting with user groups.<br><br>Coordination meeting with Central Plant held on November 10, 2014. | Architect to prepare draft program documents for review.<br><br>Pre-construction firm selection ongoing. | <u>Target Start for Design Phase:</u><br>December 2014<br><br><u>Target DSA Submittal</u><br>February 2016<br><br><u>Temporary Relocation</u><br>July 2016<br><br><u>Target Demolition</u><br>Summer 2016<br><br><u>Target Construction Start</u><br>Summer 2017<br><br><u>Target Occupancy</u><br>Winter 2019              |
| STEM Building          | Measure Q project in planning phase. This is a new building addition to the campus. | Design kick-off meeting with campus scheduled for November 14, 2014.                                                                | Pre-construction firm selection ongoing.<br><br>Programming meetings to commence mid-November, 2014      | <u>Target Start for Program Phase:</u><br>December 2014<br><br><u>Target DSA Submittal</u><br>February 2016<br><br><u>Temporary Relocation (if needed)</u><br>July 2016<br><br><u>Target Demolition</u><br>Summer 2016<br><br><u>Target Construction Start</u><br>Spring 2017<br><br><u>Target Occupancy</u><br>Summer 2019 |

| Project                                                         | Status Description                                                                                                                                            | Current Activities                                                                                                   | Upcoming Activities                                                             | Target Milestone Dates<br>(Subject to Change)                                                                                                        |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bristol and 17 <sup>th</sup> Street Parking Lot                 | Measure Q project in the design phase. This is a new surface parking lot addition. This site will be utilized as interim parking to construction contractors. | Currently in design.                                                                                                 | DSA Submittal                                                                   | <u>Target DSA Submittal</u><br>Spring 2015<br><br><u>Target Construction Start</u><br>TBD – Contractor Parking<br><br><u>Target Occupancy</u><br>TBD |
| CEC Parking Lot Slurry and Re-striping                          | Capital Outlay                                                                                                                                                | Bid documents being prepared. Anticipated for bidding November 12, 2014. Advertisements on November 18, and 25, 2014 | Pending bids. Jobwalk planned for December 2, 2014. Bids due December 16, 2014. | <u>Target Construction Start</u><br>February 2015<br><br><u>Target Completion</u><br>February 2015                                                   |
| Parking Lots 1-5 Slurry and Re-striping                         | Capital Outlay                                                                                                                                                | Bid documents being prepared. Anticipated for bidding November 14, 2014.                                             | Pending bids. Jobwalk planned for November 24, 2014. Bids due December 9, 2014. | <u>Target Construction Start</u><br>February 2015<br><br><u>Target Completion</u><br>February 2015                                                   |
| Building H - Painting, window replacement and screen demolition | Capital Outlay                                                                                                                                                | Building H to include painting, window replacement and screen demolition.                                            | Develop bid documents. On hold until Summer 2015.                               | <u>Target Construction Start</u><br>Summer 2015<br><u>Target Completion</u><br>Summer 2015                                                           |
| Building R Exterior Painting                                    | 2015 Scheduled Maintenance                                                                                                                                    | Project on hold until completion of Planetarium due to restricted access.                                            | Develop bid documents.                                                          | <u>Target Construction Start</u><br>TBD<br><br><u>Target Completion</u><br>TBD                                                                       |

| <b>Project</b>                          | <b>Status Description</b>  | <b>Current Activities</b>                                                              | <b>Upcoming Activities</b> | <b>Target Milestone Dates<br/>(Subject to Change)</b>                          |
|-----------------------------------------|----------------------------|----------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------|
| Pool Discharge Rerouting                | 2015 Scheduled Maintenance | Civil Engineering firm has been hired. Plans underway and bid schedule in development. | Pending bid.               | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Chavez Hall Roof Repairs                | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Buildings J, R, T Plumbing Fixtures     | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Buildings L, R, W Balance HVAC Systems  | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Chavez Hall Window Repairs              | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Building R Penthouse Floor              | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD     |
| Building T Exterior Paint and Handrails | 2015 Scheduled Maintenance | Budget has been established.                                                           | Scope under development.   | <u>Target Construction Start</u><br>TBD<br><br><u>Target Completion</u><br>TBD |

| Project                                 | Status Description                                        | Current Activities                                                                           | Upcoming Activities          | Target Milestone Dates<br>(Subject to Change)                                                  |
|-----------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------|
| Building B, E, L<br>Exterior Painting   | 2015 Scheduled<br>Maintenance                             | Budget has been<br>established.                                                              | Scope under development.     | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD                     |
| Building U<br>Replace<br>Skylights      | 2015 Scheduled<br>Maintenance                             | Bids are solicited. Quotes<br>have been received and are<br>under review by the<br>District. | Contract for work.           | <u>Target Construction Start</u><br>December 2014<br><u>Target Completion</u><br>December 2014 |
| Sheriff Training<br>Center              | RDA Funds<br>Perimeter Block wall                         | RFP for architectural firm<br>was released.                                                  | Board approval of architect. | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD                     |
| Sheriff Regional<br>Training<br>Academy | Prop 39 – Year 3<br>Interior and Exterior LED<br>Lighting | In scope development to<br>determine if eligible for<br>Prop 39 funding.                     |                              | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD                     |
| Digital Media<br>Center                 | Prop 39 – Year 3<br>Interior and Exterior LED<br>Lighting | In scope development to<br>determine if eligible for<br>Prop 39 funding.                     |                              | <u>Target Construction Start</u><br>TBD<br><u>Target Completion</u><br>TBD                     |

### Projects in Construction

|                                                                         |           |                                                                                              |                                      |                                                                                               |
|-------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------|
| 17 <sup>th</sup> Street &<br>Bristol Street<br>Sidewalk<br>Improvements | Measure E | Demolition of sidewalk<br>along parking lot #1.<br>Construction started<br>October 29, 2014. | Anticipated completed February 2015. | <u>Target Construction Start</u><br>October 2014<br><u>Target Completion</u><br>February 2015 |
| Parking Lot #11                                                         | Measure E | Punch list for corrective<br>work is ongoing.                                                | Project close-out.                   | <u>Target Construction Start</u><br>March 2014<br><u>Target Completion</u><br>February 2015   |

| Project                            | Status Description                                                                                                   | Current Activities                                                                                                     | Upcoming Activities                                          | Target Milestone Dates<br>(Subject to Change)                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Planetarium                        | Measure E                                                                                                            | Roofing is currently in progress. Drywall activities are in progress. Paint colors were provided to Construction Team. | FF&E installation scheduled for January 27, 2015.            | <u>Target Construction Start</u><br>March 2014<br><u>Target Completion</u><br>February 2015<br><u>Target Occupancy</u><br>March 2015 |
| Dunlap Hall Renovation             | Measure Q – Renovate and replace aging guard rails, provide new elevator and stair tower. Remodel existing restrooms | Pile repairs have been completed and work on pile cap has begun. First set of pile cap rebar was installed.            | Final pile cap concrete pour scheduled for November 25, 2014 | <u>Target Construction Start</u><br>April 2014<br><u>Target Completion</u><br>August 2015                                            |
| Building L Roof Repairs            | 2015 Scheduled Maintenance                                                                                           | Contractor commenced repairs on October 27, 2014. Materials were delivered October 27, 2014                            | Work commenced on Building L and is underway                 | <u>Target Construction Start</u><br>October 2014<br><br><u>Target Completion</u><br>January 2015                                     |
| Buildings C, N, P & R Roof Repairs | 2014 Scheduled Maintenance                                                                                           | Materials were delivered October 27, 2014.                                                                             | Work has commenced on Building P and Building N.             | <u>Target Construction Start</u><br>October 2014<br><br><u>Target Completion</u><br>January 2015                                     |

### Projects in Close-Out

|                                    |                       |                                                                                                   |                                                                                                                                               |                                                                                               |
|------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Building H – Roof Repairs          | Scheduled Maintenance |                                                                                                   | Project has been completed.                                                                                                                   | <u>Target Construction Start</u><br>July 2014<br><br><u>Target Completion</u><br>August 2014  |
| SAC Year 1 LED Lighting Conversion | Prop 39               | Post audit completed with NAM. Expected rebate for interior lighting may be larger than expected. | Sun Industries completed all punch list items except for 2 exterior lights at Dunlap Hall. All final close-out documents have been submitted. | <u>Target Construction Start</u><br>May 2014<br><br><u>Target Completion</u><br>December 2014 |



---

## **Parking Lot #11 Expansion, Road Improvements, Retention Basin**

**RSCCD Project Manager:** Darryl Taylor

**Architect:** W+W Architects

**Construction Manager:** Linik Corp.

**Contractor:** McCarthy Building Companies, Inc.

**Contract Start:** 3/3/14

**Contract Completion:** 9/30/14

---

**Scope:** One of three projects within the Campus Improvements Package 4 Project. This project includes replacing the old soccer field with a new parking lot that will include a new accessible ADA parking and an electric car charging station. Enhancement of storm drainage system to provide a retention system that will divert storm runoff back into the natural aquifer.

***Construction Alerts:***

- West portion of Campus Road will be closed to allow placement of slurry seal to new AC paving. Effective 11/14/14 - 11/16/14.  
*Issued on November 7, 2014 to SAC Campus.*

**Current and Upcoming Activities:**

- Slurry seal and striping of Campus Road
- Punchlist Corrections~approximately 85% complete

## **Planetarium Upgrade & Restroom Addition**

**RSCCD Project Manager:** Darryl Taylor

**Architect:** W+W Architects

**Construction Manager:** Linik Corp.

**Contractor:** McCarthy Building Companies, Inc.

**Contract Start:** 3/3/14

**Contract Completion:** January 31, 2015

**Scope:** One of three projects within the Campus Improvements Package 4 Project. This project includes renovating the existing Tessmann Planetarium, enhancing the building exterior and constructing a new restroom annex.

**Construction Alerts:**

- None

**Status:** Recent construction activities are listed below:

- Install electrical penetrations
- Frame covered walkway columns
- Hang sheathing at covered walkway & columns
- Install HVAC ductwork

**Current and Upcoming Activities:**

- Ceramic tile install at restrooms
- Insulate around HVAC ductwork
- Install waterproofing
- Install metal lath for plaster
- Scratch & Brown exterior for plaster
- Set & trim light fixtures at restroom building
- Install electrical devices at restroom building



*Restroom tile installation in progress.*



*Covered walkway waterproofing and metal lath install ongoing.*

## Dunlap Hall Addition & Alterations

**RSCCD Project Manager:** Darryl Taylor

**Architect:** HMC Architects, Inc.

**Construction Manager:** Linik Corp.

**Contractor:** DPR Construction

**Contract Start:** 4/2/14

**Contract Completion:** 6/3/15

**Scope:** The Dunlap Hall Addition & Alterations project will replace the existing aging guard rails around the pedestrian walk ways on all levels of Dunlap Hall, remove the existing elevator and install two new elevators, renovate the restrooms, and provide a new monumental stairway on the south facing end of the new elevators.

**Construction Alerts:**

None

**Status:** Recent construction activities are listed below:

- CIDH pile remediation
- Infill concrete decks at old elevator shaft

**Upcoming and Current Activities:**

- Repair edge of deck concrete and infill
- Underground rough-in, inspection and backfill
- MEP rough-ins
- Pile cap rebar install
- Form and pour concrete pile caps



*Pile cap rebar being placed at new elevators and stairway addition.*



*Underground plumbing activities ongoing at ground floor restrooms.*



HEPSS Task Force  
Health, Emergency Preparedness, Safety and Security  
**HEPSS**  
**November 6, 2014**

0.

---

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.*

---

| MEMBERSHIP         |                    |                        |                             |                       |
|--------------------|--------------------|------------------------|-----------------------------|-----------------------|
| Rebecca Barnard    | <b>Mark Turner</b> | <b>Michael Collins</b> | Gary Dominguez              | <b>Michael Colver</b> |
| <b>Sarah Salas</b> | <b>Andy Gonis</b>  | Nilo Lipiz             | <b>Donald Mahany, Chair</b> |                       |
| <b>Don Maus</b>    | Alistair Winter    | Mark Wheeler           | <b>Ray Stowell</b>          |                       |

|                             |                                                                                                                                                                                                                                                                                | <b>Meeting Called to Order 1:00</b> |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|                             |                                                                                                                                                                                                                                                                                |                                     |
| <b>OLD BUSINESS</b>         | <b>DISCUSSION/COMMENTS</b>                                                                                                                                                                                                                                                     | <b>ACTIONS/OUTCOME/FOLLOW UPS</b>   |
| <b>FEMA / CERT Training</b> | <p>Don Mahany and Gary Dominguez could provide the FEMA sponsored training.</p> <ul style="list-style-type: none"><li>o The experience of the maintenance workers allows us to move along much quicker than a normal class. This class might be completed in 8 hours</li></ul> | Work in progress;                   |

|                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <p><b><u>New Business</u></b></p> <p><u>Welcome of Lt Mike Colver</u><br/><u>Medical Emergencies in the classroom</u></p> | <p>Mike Colver was introduced to the committee<br/>Discussion took place about getting the word out to instructors concerning Medical Emergencies in the classroom. We had an incident where a student had a problem and the right course of action may <u>not</u> have happened. Five committees will be visited by members of the HEPSS committee to explain two documents to ensure faculty knows what to do in the event of an emergency.</p> <p>Document number 1) The Student Emergency Notification report will remain the same.</p> <p>. 2) Faculty &amp; Safety Guide to the following committees:</p> <ul style="list-style-type: none"> <li>• College Counsel November 12<sup>th</sup> Collins</li> <li>• Facilities Nov 18<sup>th</sup> Mahany</li> <li>• Management Counsel Nov 19<sup>th</sup> Mahany / Colver /Collins</li> <li>• Academic Senate Nov 25<sup>th</sup> Maus / Mahany</li> <li>• Dean's Nov (TBA)</li> </ul> | <p>Mahany<br/>Dr Collins</p> <p>Collins/ Winter/Maus/Mahany</p> |
| <p><u>Great American Shake -Out</u></p>                                                                                   | <p>Academic Senate would like the dates of all earthquake drills to be placed on the Master Calendar.<br/>October 16<sup>th</sup> and Feb 26<sup>th</sup>?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Mahany</p>                                                   |

Mike Colver was introduced to the committee

Discussion took place about getting the word out to instructors concerning Medical Emergencies in the classroom. We had an incident where a student had a problem and the right course of action may not have happened. Five committees will be visited by members of the HEPSS committee to explain two documents to ensure faculty knows what to do in the event of an emergency.

Document number 1) The Student Emergency Notification report will remain the same.

. 2) Faculty & Safety Guide to the following committees:

- College Counsel November 12<sup>th</sup> Collins
- Facilities Nov 18<sup>th</sup> Mahany
- Management Counsel Nov 19<sup>th</sup> Mahany / Colver / Collins
- Academic Senate Nov 25<sup>th</sup> Maus / Mahany
- Dean's Nov (TBA)

Academic Senate would like the dates of all earthquake drills to be placed on the Master Calendar.  
October 16<sup>th</sup> and Feb 26<sup>th</sup>?

Mahany

| STANDING REPORTS          | DISCUSSION/COMMENTS                                                            | ACTIONS/OUTCOME/FOLLOW UPS      |
|---------------------------|--------------------------------------------------------------------------------|---------------------------------|
| SAC – Ray Stowell         | <ul style="list-style-type: none"> <li>Significant Incident report.</li> </ul> | Ray Stowell                     |
| Risk Management- Don Maus | <ul style="list-style-type: none"> <li>Injury Report provided.</li> </ul>      | Don Maus                        |
| Next Meeting              | Thursday December 4 <sup>th</sup> , 2014                                       | Agenda Items for March Meeting: |

# Faculty & Staff Emergency Guide

11-14-14

**Call 9-1-1 for Fire/Paramedic or Police**

**Call 3-3-3 from a campus phone or 714-564-6330 (24hrs) for Campus Safety**

## EARTHQUAKE

Stay calm. Do not panic or run outside.

### Drop, Cover, and Hold

Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

After the shaking stops, check yourself and others for injuries, and evaluate the need to evacuate. If asked to evacuate go to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.

Do not re-enter buildings until authorized to do so by emergency personnel.

Expect aftershocks.

## FIRE

Alert others, activate the nearest fire alarm, and **GET OUT**.

### Call 9-1-1

Move everyone away from the area of fire. Close, but do not lock doors as you move in order to slow down spread of fire.

DO NOT use elevators for evacuation.

Crawl or stay near the floor while evacuating a smoke-filled building.

DO NOT OPEN ANY DOOR THAT FEELS HOT.

Assist the evacuation of any injured or disabled persons. Do not reenter the building until authorized to do so by emergency personnel.

Report ALL fires to Campus Safety, even if you were able to extinguish the fire before any damage occurred.

## MEDICAL

### Call for Help!

If someone is unconscious, having difficulty breathing or you suspect they may be having a heart attack/stroke, or they have another medical emergency **CALL 9-1-1 immediately**.

You should also **call Campus Safety at 3-3-3** from a campus phone so they are aware of the situation and can meet arriving first responders.

For other on-campus medical-aid related issues **call Campus Safety at 3-3-3 from a campus phone**.

Report the nature of the medical problem, the location of the victim, and your name. The dispatcher will call paramedics or Campus Safety officers to respond where applicable.

Safety officers are trained in CPR and basic first aid.

## SUSPICIOUS ACTIVITY

### If you SEE something, SAY something!

#### SUSPICIOUS PERSON:

Do not physically confront the person. Do not block the person's access to an exit. Call Campus Safety and provide as much information as possible about the person and his/her location.

Do not let anyone into a locked building/office.

#### UNATTENDED PACKAGE OR BAG:

Do not touch or disturb the object. Notify Campus Safety.

## ACTIVE SHOOTER

### Run, Hide, or Fight!

If outdoors, **RUN** away from gunshots and find a place of safety.

If you are in a classroom or office, assess the closeness of the shots. **Run away from the shots if safe**.

If not safe to run, **HIDE**.

Remain in location and secure all doors. Throw furniture in front of door(s) to form a barricade if possible. Turn off the lights and **silence your phones**. Stay quiet and stay put until police officers give further instructions.

As a last resort, **Fight!**

You may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival.

## HAZARDOUS MATERIAL RELEASE

If this is an emergency or if anyone is in danger

### CALL 9-1-1.

If possible and it is safe to do so, stop the spill, warn others, isolate the area, and minimize exposure.

Follow the instructions of emergency personnel.

Notify emergency personnel if you have been exposed or if you have information about the release.

Attempt to clean the spill only if you feel safe, the spill is small, you are familiar with the properties of the chemical, you have had proper training, and you have the proper Personal Protective Equipment (PPE) such as gloves and goggles.



# Santa Ana College

## Student Emergency Notifications

### Emergency 911 or 333

### STUDENT

The following is a list of emergency preparedness guidelines that should be communicated to your class at or near the beginning of the semester. The intent of this list is to prepare the class to deal with emergency situations that could occur while class is in session. You can also play this short video:

<http://www.sac.edu/StudentServices/Security/Pages/emergency-procedures-and-practices.aspx>

---

Point out the exits to the building.

Inform the class that there is a copy of the EMERGENCY PRODEDURES GUIDE for their reference posted in the front of the classroom. (If your classroom does not have a copy of the EMERGENCY PROCEDURES guide please notify your division secretary).

Tell the class that in case of an emergency they should call 9-1-1 from their cell phone or any campus phone. This will call outside services such as Fire, Police, or Paramedics. If they need to call Campus Safety, they can call 3-3-3 from any CAMPUS phone. If they need to call Campus Safety from their cell phone, they should call 714-564-6330. Suggest to the class that they program the number in their cell phone.

#### **Fire Alarm:**

1. If the fire alarm sounds, the class should evacuate as quickly as possible. Stay calm and leave in an orderly fashion.
2. Take personal belongings such as keys, purses, and wallets with you. You will not be allowed back into the building until it is deemed safe.
3. Do not take the elevator when evacuating.
4. Meet outside at the designated area (as indicated on the map on the back).
5. Those who are capable should assist others in this room to safety.
6. Call 911 anytime you see smoke or fire. Do not rely on someone else to call.

#### **Earthquake Response:**

1. In the event of an earth quake you should **DROP, COVER & HOLD**. Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with it until the shaking stops.
2. Once the shaking stops, we will evaluate the need to evacuate.
3. If we do evacuate, do not take the elevator.
4. Meet in the designated area as shown on the back.
5. Take your belongings with you, as we may be dismissed from the assembly area and not be allowed back into the building.
6. Those who are capable should assist others in this room to safety.

#### **Dangerous Person inside the Classroom:**

1. Call 911 on your cell phone or campus security anytime you feel threatened.
2. If you feel threatened, you may leave the room at any time.
3. You do not need your instructor's permission to leave the room if you feel threatened. You can call 911 at any time.

November 15, 2014

## Active Shooter

1. **Run** Get Out if you can. In general, the more distance you can put between yourself and the shooter the better.
  2. **Hide.** If you cannot get out of the area but are somewhat distant from the shooting consider hiding out and **locking down** your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.
  3. **Fight.** A last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss with others in the room what you will do if the shooter enters the room.
- Watch this short video "Run, Hide, Fight"

<http://www.sac.edu/StudentServices/Security/Pages/default.aspx>

## Students with Disabilities:

1. If you need assistance during an evacuation, please notify your instructor.
2. In an emergency evacuation, students with mobility disabilities will be directed to a location of safety to shelter in place, such as the top of a stairwell.
3. Safety personnel will be notified of your location, and you will be given top priority.
4. You will be safely removed from the building as soon as the elevators are secured by safety personnel.

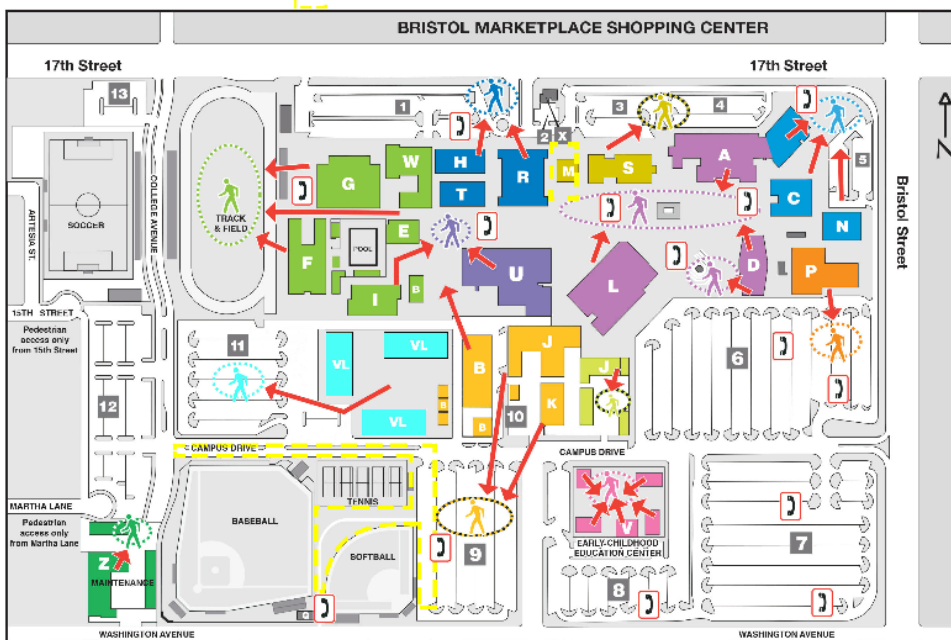
**Emergency Text Messages:** Blackboard Connect is the Emergency Mass Communication platform that is used for emergency messages and timely warnings. Students and faculty are automatically enrolled in to this program unless they opt out. In the event of an emergency you will be notified on your cell phone / home phone and / or email. It also updates all our social media platforms. It is extremely important that your contact information is up to date. If you changed phone numbers you must update your web advisor account.



**SANTA ANA  
COLLEGE**

## EVACUATION AREA MAP

= Area Of Construction



### Evacuation Locations by Building

| Building Location | Evacuation Location                |
|-------------------|------------------------------------|
| E, F, G, W        | Track and Field area               |
| H, R, T           | Parking lot 1                      |
| M, S              | Parking lot 3                      |
| A, D, L           | Quad by the fountain               |
| C, N              | Corner of Bristol/17 <sup>th</sup> |
| P                 | Parking lot 6                      |
| Village           | Parking lot 11                     |
| B, I, U           | Quad by memorial statue            |
| J, K              | Parking lot 9                      |
| Z                 | Martha Lane                        |
| V                 | ECE courtyard                      |



**SANTA ANA**  
**COLLEGE**

**FACILITIES UPDATE**  
**11/18/2014**

- Received 199 work orders the month of October, 153 completed and 38 still open for completion.
- Installed irrigation system, trimmed existing trees and installed shrubs at the Academy.
- Replaced 130 tons of beach sand and landing mats for student obstacle course area.
- Repaired alarm system issues at academy by replacing out dated motion sensors.
- Repaired water leaks in Russell Hall.
- Repaired water leak adjacent to W building.
- Gym floor scheduled to be re-finished starting on December 8<sup>th</sup>.
- In the process of making the necessary repairs to the roofs on C, N, R, L and P buildings.
- Repaired front entrance off Bristol street.
- Started sidewalk replacement project on 17<sup>th</sup> street.
- Continuing maintenance of new field and received dedicated mower for field. Also working on a plan for field use during athletics season
- High jump mat shack destroyed due to the high winds.
- As per OCFA requirement installed additional sprinklers in Phillips hall.