



El Camino College

Program Review

Risk Management

Planning of Goals - Risk Management

Integration and training

Goal Description

Integrate risk management policies and procedures w/purchasing to ensure compliance related to college insurance and contracts.

* Goal Status

In Progress/Funded

* Goal Cycle(s)

July 2023 - June 2027

Actions/resources needed to meet goal

Active

Y

Actions/resources needed to meet goal

Stakeholders will engage in training to understand Certificates of Insurance requirements as it relates to contracts.

* Performance indicator/accomplishment

Annual training completed.

Emergency Preparedness

Goal Description

Improve emergency preparedness for all campus stakeholders.

* Goal Status

In Progress/Funded

* Goal Cycle(s)

July 2023 - June 2027

Actions/resources needed to meet goal

Active

Y

Action

Action

Actions/resources needed to meet goal

Campus stakeholders will engage in annual emergency preparedness drills.

* Performance indicator/accomplishment

Completion of two emergency preparedness drill for all ECC campuses.

Planning of Outcomes - Risk Management

Training

Outcome Description

Stakeholders will engage in training to understand appropriate purchasing and risk management procedures.

*** Outcome Status**

In Progress/Funded

*** Outcome Cycle(s)**

July 2021 - June 2025

Actions needed to achieve outcome

Annual training at monthly HR managers meeting.

Performance indicator/accomplishment

One annual training per year completed.

Target

80% of managers and supervisors will have completed the training.

Emergency Preparedness

Outcome Description

Campus stakeholders will engage in two annual emergency preparedness drills.

*** Outcome Status**

In Progress/Funded

*** Outcome Cycle(s)**

July 2021 - June 2025

Actions needed to achieve outcome

Two emergency preparedness drills will take place for ECC.

Performance indicator/accomplishment

Completion of two emergency preparedness drills.

Target

All ECC campuses will engage in at least one full evacuation drill per year and a smaller evacuation drill on campus for up to 4 buildings will occur once per year.

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Two offices located on the second floor of the Bookstore.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Increased office space to accommodate additional staff in order to remain in compliance.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Three desktop computers and two three laptops.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Additional office furniture and another two laptops for staff.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director of Workplace Safety and Risk Management, Workers Compensation Technician, and an ADA Compliance Officer. There are currently two TNC's that are part-time.

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

Need of at least one administrative assistant to meet the goals of the Workplace Safety and Risk Management Department.