

DISTRICT

Workplace Safety and Risk Management

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Statement of Purpose

The Campus and Workplace Safety and Security Consultation Committee is proposed to be an administrative advisory committee that:

- promotes safety, security awareness, and emergency preparedness across campus
- advises on policy development and implementation
- advises on campus safety/security practices
- assists with emergency/incident planning and training

The primary role of the committee is to review and evaluate the effectiveness of current safety and security plans and practices and make recommendations for improvement. The committee provides a forum to discuss events affecting campus safety and security and assist with campus-wide dissemination of information/communication relating to emergency/incident training and response plans. The committee also assists in assessment of vulnerabilities, hazards and risks related to the safety and security of individuals and the physical campus.

Campus and Workplace Safety and Consultation Committee

October 24th, 2023, meeting minutes

- El Camino Campus and Workplace Safety and Security Consultation Committee
- Campus Safety and Security Consultation Committee Membership
- Objective, scope, and purpose

Agenda Items

Leo; holding the note for approval for the next meeting, since it is a small group today.

A. Campus Wide Active Shooter Drill (update)

- a. Lopez: Dec 8, 2023, will not be the drill, still working on the dates.

B. Great Shake-Out Basic Debrief

- a. Leo: over all we did good. The only issue was the lock doors. The time went by fast.
- b. Baumunk: big issue was instructor not wanting to exit the classroom.
- c. Leo: next drill short the period.

C. Water In front of PD

- a. Leo: There is a plan in place with Facilities for getting it resolved.

D. Sink Holes

- a. Leo: nothing to do with our campus, it is a L.A. County problem. They need to send someone out to see if it can be fixed.

E. BTC Parol

- a. Leo: Voted last week for cameras. In the process for obtaining a quote from a vendor for the cameras. The plan is to put together a quote and present it to the College Council by mid-November.

F. Campus Locker

- a. Leo: Lockers at the Bookstore, discussed previously to have them cleared out due to people not enrolled and the unhoused using them and we do not know what is left in there. Last discussed, Julie would post signs for them to be cleared out by the end of the semester and PD would clear move the items.
- b. Julie: Staff are out of town after the. 15th, so it is the first week of January, the 6th. I want to do it on a Saturday so there are not a lot of people around and I would like a police presence while I do it, and if there could be a Facilities person to move it. I do not know where to store this stuff, I do not want to put it in the Bookstore. Some of this stuff has been left behind for years so I do not even know what we are going to find in there.
- c. Ruben: Chief Trevis said we can have the items in safe keeping for "x" amount of time. The one thing I recommend is when we do open the lockers, that we video record this so we have evidence. When people claim they are missing anything, even and if it does require a lot of space.
- d. Julie: I will dig it out. I would prefer Facilities and PD there so we can have some back up
- e. Leo: Am I hearing that we can record
- f. Julie: 6th of January at 10 o'clock
- g. Grace: We have to use Universal precautions. We don't know what is in there. Not enough to wear gloves You can find sharps in there such as knives. You might need more than yourself and your staff members. I would ask for extra help and a trash bin. We cannot keep everything, and we should throw away the junk.
- h. Julie: It is all things.
- i. Ruben: We can trash perishable items.
- j. Dwight: I will submit a Work Order for January 6th
- k. Leo: There was someone who mentioned last meeting about getting rid of the lockers altogether. We can ask this again later. This is something I would like to discuss so we do not get into this situation again in the Spring or next Fall.

G. Lot L Clean Up

- a. Leo: Lot L needed some care. I cannot say enough about the amazing job that Facilities has done to change Lot L. Kudos and 100 percent to Facilities Staff and Dwight for cleaning it up. It looks amazing. Dwight, please share this with your staff. Very good work, especially with the Chancellor coming.
- b. DWIGHT: Chancellor is coming Nov 7; you'll have another chance to thank them.

Working Groups

1. Covid

- a. Susan: Public health website. The number of deaths on the y-axis is literally 1-5. We will continue to administer the antigen test for free which is usually \$10. COVID vaccines are no longer offered because they are changed to private insurance.

2. PUBLIC RELATIONS

- a. No updates.