



**EL CAMINO COMMUNITY COLLEGE 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 been 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**

### **November 21<sup>st</sup> 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

- A. Campus Wide Active Shooter Drill (Update)
  - a. Chief Trevis; I received an email from the president office that there is a concern in the surrounding community that is there no time to notify everyone in the community. There is a suggestion that we postpone the upcoming December 5 Active Shooter Drill. There are sever ways to notify the surrounding community. I spoke to Carry Web on Friday on notifying the community through Canvas, Marketing and different outlooks for our students. When it comes to community Marketing, make flyers. The cadets go out to the community and put out the flyer on door and porches. We do not put flyers on the neighbor's mailboxes. The idea was to fire blanks that make loud noises, and we want to notify the surrounding neighbors. It seems that there is not enough time to notify them. I want to share with committee members to see if you have recommendations for when we should have our drill. The President wants one it the Spring Semester. This drill is kind of a practices drill for preparation for Spring Semester.

- b. Dr.Serr: my question I guess when marcom says they have efficient messaging for everybody
- c. Chief Trevis: thank you Dr.Serr here come the challenge and I get we agree talk about have the drill November 18<sup>th</sup> when it got around then it became it was not great. Then on December 8<sup>th</sup> the change happened because we are going to have elementary children on camps. December 5<sup>th</sup>. And it seemed alright and then we discovered that it would not be good for the bookstore staff. We recommend these dates but there are things always happening on campus. I'm asking that we consider a couple of dates with some that we can fall back on if the dates don't work.
- d. Amy: Just want to clarify our department can write communication the preparation that but our department need directions from Leo. I just want to make it clear our department isn't writing the agenda or instructions so that we can prepare the flyers and the signage. For that date, I feel like a Friday would be good because there are less people and if we isolate it in the bookstore building where there are no staff, it would be best not to have as many students as possible.
- e. Dwight: March and April we do not have any work order it seen that they would be good days. Since it seems there are no events going on.
- f. Grace: There is always going to be conflict. The point of this drill is to prepare us. These things are happening everywhere, and we have to prepare our students and staff. Yes, we spread the word through Nixle or the City's the Neighborhood Watch programs so they're not afraid. We should pick the date most convenient for this committee. Second, Dwight, you say there no one has booked the east dining room. Will these rooms be blocked for those days.
- g. Dwight: Spring Break is April 8<sup>th</sup>. There will be no students, if we block off the Alondra room or the East? We can block it off
- h. Grace: Would it defeat the purpose of this exercise? With an empty campus? It would be just staff and management, is that the purpose of the drill?
- i. Dwight: The point is to get the response down. We don't have anything scheduled in March, or April, but spring break is a point of reference. There will be less students and staff so just be mindful of those times.
- j. Trevis: Valerie said in the chat we should include faculty and staff just like in the Great Shakeout. Greed, the point of this drill is to prepare them. I got to do a better job of getting the word out. There's never going to be a good time if it's involving students. Let's get the word out, and let's just do this thing. Some active armed aggressor is not going to worry about the timing.
- k. Linus Yeh: Hello, thank you. Right now, I'm driving. I agree with your point that we should involve students. I think we should involve any day of the week when students are on campus.
- l. Amy: I have a question what does it look like we're involving students if they're not really in the bookstore?
- m. Trevis: In a real scenario inside the Bookstore, is where we are going to practices because there are students in the Bookstore. In a real scenario Officers would respond immediately and send out a Nixle message to our campus community and shelter in place and remind them of the Run, Hide and Flight. This would affect everyone on campus. We would lock down and shelter in place until everyone gets the all clear. That's what it would look like if we did December 8<sup>th</sup>. It would be an exercise for the staff to lock their doors safely. The I idea is perpetration.
- n. Dwight: If we want students involved let us do it on a Wednesday or a Thursday, middle of the week.
- o. Trevis: Okay. Any other thoughts? Do I hear from everybody March or April Tuesday, Wednesday, or Thursday and any time? What do you think? Morning or afternoon?
- p. Valerie: Let us do it like the Earthquake Drill. If it was Thursday on a 19<sup>th</sup>, Let say Wednesday April 17 like at 10:17 AM

- q. Trevis: Let us say Wednesday April 17<sup>th</sup> at 10:17 AM and we just do it. Regardless of what we have planned, we just do it regardless of it is a holiday.
- r. Valerie: We used to get that when Rocky was here, we had to have the earthquake drill because it is California wide. We must have it.
- s. Trevis: Tentative date: Wed. April 17<sup>th</sup> at 10:17 AM. That is the recommendation folks.
- B. Non-Student Homeless Showering in the Locker Room
  - a. Dr. Serr: I have been keeping a log on any issue in the shower. We have not had many issues. We have a handful of people come in and use the showers. They stay for a long-extended time. There have not been any complaints lately. We posted the hours and locked the rooms when students were not there. It is an issue, but do we need to spend a lot of money to screen them, I do not think so.
- C. Waterfront of PD
  - a. Dwight: It has been repaired.
- D. Sink Holes
  - a. Trevis: This is a city issue and I have no updates. Dwight?
  - b. Dwight: I am not sure if it has been fixed, but I will ask Fernando.
- E. BTC
  - a. Trevis: What we have done is notify Hawthorne PD and they respond to those issues as they go on. Sgt Lopez and I went up there and there is still a lot of homeless trash. There is an easement between the power walls. We went up there, did not see any homeless folks but the area is littered with clothes. Edison says it is not their responsibility to clean up. They just need that easement to get up. We have used the company surfer to clean it up.
  - b. Dwight: No, we have not had any. The minute we go there and clean it up, it will be our problem consistently. I know Leo is looking for other options. It is on Leo's plate we last discussed.
  - c. Trevis: I still take the position and say it again, so it gets document to put a cactus or a thorny plant to get them out of there. Edison says they want that easement I do not want to get into an argument with them, but I have seen their guys with ladders because it is easy to get up. They use the pegs to get up. You put these cactuses up, they do not need water, other thorny plants can keep them out. You cannot put a gate in there, but emergency personnel need to get up there.
- F. Campus Lockers:
  - a. Trevis: Julie is not here so let us table its next week.

#### Working groups

#### COVID 19

1. Susan: we are at downward trends and at a low level. Hospital committees are not impacted. The district decided to permanently close the covid testing center. There will continue to be a registered nurse there until the last day, Nov 29. Nurses have been using the over-the-counter antigen test. The Covid testing center is closing but we are still reporting positives on the free line. Tests will continue to be free and available. If your students need tests during winter break, they will be in Room 231 at the student services building. If you need tests, they will be available there.
2. Trevis: Are you in the new building?
3. Susan: No, we just need some keys, but the last 5 percent is going to kill us.
4. Susan: there will be spots available there for students if they need to be picked up by their parents instead of their parents finding parking.
5. Dwight: The idea is to also have handicap parking there also has temporary 30-minute parking. It would be a great place to park if they are coming to enroll.
6. Susan: I was involved in the two health services spots, and I know they are there. Faculty can park in student lots, correct – yes. I got a message for November 29<sup>th</sup> for the last day I am working with MarCom to get the word out there.

## Police Relations

1. October 12th, we had lunch with the student, the topic was Homeless it was a good hour. We had about 60 students. We had a good turnout. We have another lunch next is in the Spring. It turned out pretty good.

## Questions:

Linus yeh: I want to ask a question about parking spots for unhouse students.

Trevis: Let tablet for our agenda next meeting.

Linus: When is our next meet?

Trevis: Evelyn do you know when the next meet?

Evelyn: Not sure, I will have to check with Leo. Is anyone willing to meet in the second week of December? We can do it December 12 if everyone to that.

Trevis: If Leo is not here I do not mind running it.

Evelyn: I will put it down for December 12.