



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 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

January 23, 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)
 1. Chief Trevis: The new attentive drill date is April 12; it is a Friday at 9:15am the last day of Spring Break. One of the issues that came up was that we, the Campus Police have a communication plan to let the campus community know and surrounding neighborhood know what is planned during the drill. Especially our residential neighbors on the Redondo Beach side and Manhattan Beach side and El Camino Village.

2. Sergeant Lopez has notified folk at the Bookstore Building, Cashier Office, Copy Center, El Cappuccino, Basic Needs Center, Fiscal, Pacific Dining, and Risk Management.
3. 25 Live for notifications to notify people of the event and options for non-participation.
4. They can go to the East Dining Room or the Pencil and Paper Room in Student Services, it will be available all day. We did meet with the Subcommittee that has to do with this exercise and I shared the date and time. It is recommended to proceed with the time and date for this drill April 12th at 9:15am.
5. Today as we speak there is a Professional Development Day, in Zoom we will notify them too. Detective Robertson will be talking about this drill. Today is also Cabinet Day. This plan will be presented to Cabinet for final approval of this communications plan. We will be talking about this with College Counsel on February 21st, Counsel of Deans on February 1st, Academy Senate on February 20th, the President meeting in February, and Student Service Counsel on February 13th.
6. Next month we will be wrapping in our notifications with our surrounding Law Enforcement Agencies, LA county Fire, EMT's so they are aware, and they can participate.
7. Then in March we are going to partner with Student Services, so they can provide some counseling. We are notifying our Veteran Center for those veterans that may need someone to talk to. We do not want our veterans to or anyone to develop PTSD when they hear some of the BANG.
8. Bullets without bullets, they just make a loud noise, there will not be any projectile or anything like that, just loud noises. In April we are going to be finalizing everything for the training, making sure everything is square way. April 12th will have a drill; it will take place at the bookstore in the office area and the back area. It will not go to the second floor; it will just be the first floor. This drill will prepare us for the as we get into Fall Semester.
9. Chief Trevis: anybody that wants to participate in this, I welcome your participation. Send me an email. I'd like to be a participant in this or an observer, you're welcome to be an observer as well.
10. Linus: Thank you. I'm actually very interested in that. What would a participant or an observer do?
11. Chief Trevis: a participant? You might be asked, hey, would you want to be one of the actors in the bookstore? You know you could play a role in the bookstore. That role could include that you're acting as a victim that you got, you know, heard, or something like that this scenario. I'm not really hurt. I'm just saying some scenario, other scenario, or maybe you didn't get it or heard all in the scenario. But you were a witness. So, part of this exercise is that, hey? You would come forth. You'd have an opportunity to come forth to one of our officers and say, Hey, I saw the bad guy. He went out that way, and he's wearing this color clothes, this color clothes that kind of thing that would be a participant. As an observer. Maybe you just want to watch. Maybe you wanted to stand outside and just watch and see how this thing unfolds.
12. Linus: Alright. Thank you. Could you put your email in the chat if you want to?

13. Leo: Thank you, Linus. Thank you, Chief. Other comments before we move on to the next agenda. Item.

B. Sink holes (Surrounding ECCD)

1. Leo: this was something that I took on as a responsibility. Some folks have mentioned it to me in passing. This sits with the county as mentioned before, this is not specifically on our property. These are right outside on the surrounding streets. So, we're talking about Manhattan Beach and Redondo. I reached out to the county. To their public works, I submitted a request to look at what was likely two and a half months ago. I emailed and called via phone, I have not received a response. I will continue to contact the county to get a response from them. But ultimately, and unfortunately, this isn't something that sits with ECC. We're just trying to be proactive, knowing that students, staff, and faculty are driving on these streets, we do not want anybody to get hurt and their cars to get damaged. But unfortunately, again, this has nothing specifically to do with anything on our campus related items to facilities, staff comments or questions on that one.

C. BTC Patrol

1. Leo: BTC patrol safety, this has evolved into cameras background on this. We've received complaints from surrounding neighbors, businesses, and we've done our best to work with Edison. . There's been some recommendation or type of barriers such as cactus. This turned into more of a monitor situation with cameras.

2. In October we had a meeting, and the recommendation was to look into cameras for the area the back. ECC Police Department would specifically monitor those cameras on campus, and it would be monitoring those cameras in real time, and then, if needed, dispatching either one of the ECC Police Department Officers or one of the local PD officers as needed. Does that sound just about right, Chief Travis, from what you know to be true.

3. Chief Trevis: Yes, you're correct.

4. Leo: I met up with a member of the PD. Then with Dean Jose Anaya, over at the BTC. In late November, early December, we did a walkthrough the entire campus upstairs outside the second floor. Received the quote yesterday for the cameras. I am waiting for the second quote for the installation of the cameras and to determine if it's something that can be done with the wiring cabling that is required to go through some of the brick walls. For our next meeting in February, I should have both quotes.

D. Campus Lockers

1. Leo: I don't think Julie is here? Chief, do you want to take this one.

2. Chief Trevis: Staff went out there two Saturdays ago, the bookstore staff, along with my staff, video recorded everything we didn't want. We need to notify the campus community. So, we will be working with Marketing and Communications and letting everyone know about the area.

3. Leo: this is a future conversation. We don't have to have it specifically here now, but I would like to table that and bring it back as an agenda item. Do we really need these lockers? I'd like Julie to be here because she's the one who supervises overseas lockers as a director of the bookstore.

4. Leo: Thank you, Chief. So, I'm going to add it to the next agenda. As a recommendation to remove these lockers from campus, the recommendation

might be, remove the lockers. We will bring it to our next meeting for removal of the lockers.

E. Non-Students Unhouse Shower

1. Dr. Serr: We have a group of a few individuals, and they use the showers on a regular basis. There haven't been a lot of issues. There are just complaints from people that you know unhoused individuals are using the showers in the locker room. There has not been any crime and we do have a group of people that use the showers and the lockers.
2. Leo: Thank you, Russell. I'm going to keep it as a standing item on here.

F. Unhoused sleeping in cars on campus

1. Leo, I believe this one's going to be tabled Linus. Is that correct?
2. Linus, yes, think it probably be better for next time.
3. Okay, tabling that for next time.

G. Fire hose/extinguisher (library)

1. Leo: We were doing a safety walk around campus. We came across 2 specific pieces. G, and then H.
2. Firehose extinguisher in the library - There's no key on that log cabinet, and then there's a small glass, but there's nowhere to break that glass. Key required to open. They popped it open, and there's a fire extinguisher in there all up to date. Need someone to put the key back or take that fire extinguisher out and place it next to it, because you can't tell there's a fire extinguisher in there.
3. The second part of the same agenda item is a fire exit sign right next to it in the area with the fire extinguisher, but it is not illuminated.
4. Dwight; Thank you, Leo, I appreciate it. So, do put in a work order for me.
5. Leo: We came across an external outlet that's on the north side of the second floor of the Bookstore. If we can get that external outlet cover disconnected.
6. Chief Trevis: Yeah, there's been many unhoused folks. As far as I know, some of them are not registered, they're not students at all that are up there, and they are charging their cell phones is what they're doing.
7. Rob: People charging their phone is not breaking the law. They could use them in any number of places on campus around the buildings.

H. Safety poster (draft)

1. Leo: We have taken this fire, hazardous materials, medical emergency earthquake, suspicious objects, and active shooter, power outage and suspicious persons and we've input it. If you can go back to the draft of what we're going to ask Amy and her team put into what High Line has created as far as the template. Have this implemented in classrooms sometime, either in late February or in March. I'd like to have this up and running for folks. Go into the classroom and an office space, a shared space that they can literally just put this on.

2. Leo, I think I heard 9, 911, or 911 on Campus Chief. I believe it's 911 to dial from a campus phone. Is that correct? Yes, you could dial 911. But if you have a Cisco phone.
 - a. Chief Trevis: In case of emergency or dial 911 or something, it's right on the screen. There are some buttons there that you can press, and it'll automatically dial to our station.
 - b. Leo: This is just really an initial. I wanted to at least share this with the committee, and then we will bring it back by the next meeting in February.

Working Groups

COVID 19 Subcommittee (update)

- a. Susan: COVID-19 peaked in terms of reported positives over the holiday break. Reminder: Student Health Services is closed during the winter. COVID-19 tests are available on in the library, bookstore, and also the Dean of Student Support Services Office.

Police Relations and Campus Safety Committee (update)

- a. Charlene; No updates currently. We are planning for our Spring Campus Engagement. We will probably start meeting by the end of this month.