

**SHARED GOVERNANCE COUNCIL  
SAFETY COMMITTEE REPORT  
SUBCOMMITTEE CHARGES 09-10 AND 10-11  
FEBRUARY 23, 2011**

**CHARGE #1: Develop, implement and effectively communicate the emergency evacuation plan for the Pittsburg campus and Brentwood Center**

Was the charge completed? If so, when?

The charge has not been completed. This is an ongoing process. What the committee has accomplished these two years is:

**Safety Training (Held or Scheduled)**

Evacuation Chair Training: Spring 2010

AED/CPR Training: Fall 2010.

Emergency Preparedness: Fall 2010

Safety Monitor Training: Spring 2011

**Safety Training (To be Scheduled)**

AED/CPR Training for the PE/Athletics staff – Teddy Terstegge

Fire Extinguisher Training for Custodial/Buildings and Grounds Staff – Teddy Terstegge

**Emergency Preparation Planning**

The emergency preparedness plan has been established and will be presented at the Safety Monitor Training sessions in March and with the entire college community subsequent to the training. A test evacuation drill will be conducted in April 2011 both during the day and evening at the Pittsburg campus. Lastly emergency evacuation maps are being developed and posted throughout the campus.

What are the benefits to LMC of completing the charge?

Once the emergency evacuation plan is completed for both the Pittsburg and Brentwood campuses, the college will be better prepared for various emergency situations.

What data was collected to complete this charge?

The committee relied on the expertise of Teddy Terstegge, Emergency Services Coordinator, and Bruce Cutler who had previously developed an emergency evacuation plan.

What is the suggested replacement charge for this committee?

The committee recommends extending this charge until it is completed, which will be no sooner than the end of academic year 12-13. This is a complex charge that requires extensive work.

If not completed, what are the barriers/needs to complete? Estimated time/date of completion?

See responses above.

## **CHARGE #2: Develop operational procedures for an effective Safety Committee**

### Was the charge completed? If so, when?

This charge has been completed and the procedures operationalized by the end of Fall 2010. The Safety Committee has established a policy statement that addresses committee goals, activities, membership, expectations, and meeting guidelines.

### What are the benefits to LMC of completing the charge?

This charge has helped clarify how the committee can more effectively operate and provide services to the college.

### What data was collected to complete this charge?

The sub-committee assigned this task reviewed operational procedures for other colleges to formulate one for LMC.

### What is the suggested replacement charge for this committee?

The committee should periodically evaluate the procedures; however no formal future charge is needed.

### If not completed, what are the barriers/needs to complete? Estimated time/date of completion?

NA

## **CHARGE #3: Develop H1N1 Plan that could be a comprehensive plan for any health epidemic**

### Was the charge completed? If so, when?

This charge has been completed by the end of Fall 2010.

### What are the benefits to LMC of completing the charge?

The Pandemic Influenza Emergency Operations Plan will be used as a guide should there be a threat of or actual pandemic. Aspects of this plan were implemented during academic year 09-10 when there was a threat of an H1N1 outbreak. At that time, we provided information to the college community to prevent the spread of H1N1; held one H1N1 vaccination session; provided hand sanitizers in various locations on campus; and began tracking student and employee absences due to H1N1.

### What data was collected to complete this charge?

There were various sources of information used in developing the operations plan. In addition, staff participated in a webinar provided by the State Chancellor's Office.

### What is the suggested replacement charge for this committee?

NA

### If not completed, what are the barriers/needs to complete? Estimated time/date of completion?

NA

#### **CHARGE #4: Assess and improve evening safety on campus**

Was the charge completed? If so, when?

This charge has been completed by the end of January 2011.

What are the benefits to LMC of completing the charge?

The plan includes:

- (1) Evening duty managers are charged with surveying the campus each evening, Monday through Thursday, to determine if any lights are out, or any unsafe conditions are identified. The manager then contacts the Buildings and Grounds Manager to make appropriate corrections.
- (2) The Custodial staff surveys the campus each evening, Monday through Friday, to determine if any lights are out, or any unsafe conditions are identified. They then contact the Buildings and Grounds Manager to make appropriate corrections.
- (3) The Safety Committee will conduct a walk through the campus during the evening hours once a semester to identify any unsafe conditions and contact the Buildings and Grounds Manager to make appropriate corrections.

What data was collected to complete this charge?

We contacted another college in the District to obtain their procedures and capitalized on existing resources on campus.

What is the suggested replacement charge for this committee?

NA

If not completed, what are the barriers/needs to complete? Estimated time/date of completion?

NA

#### **GENERAL QUESTIONS**

Has the committee done a self-evaluation?

The Safety Committee has not performed a self-evaluation. The committee will schedule one at the end of the 10-11 academic year in order to make any identified operational improvements for the 11-12 academic year.

Does the current committee structure function efficiently?

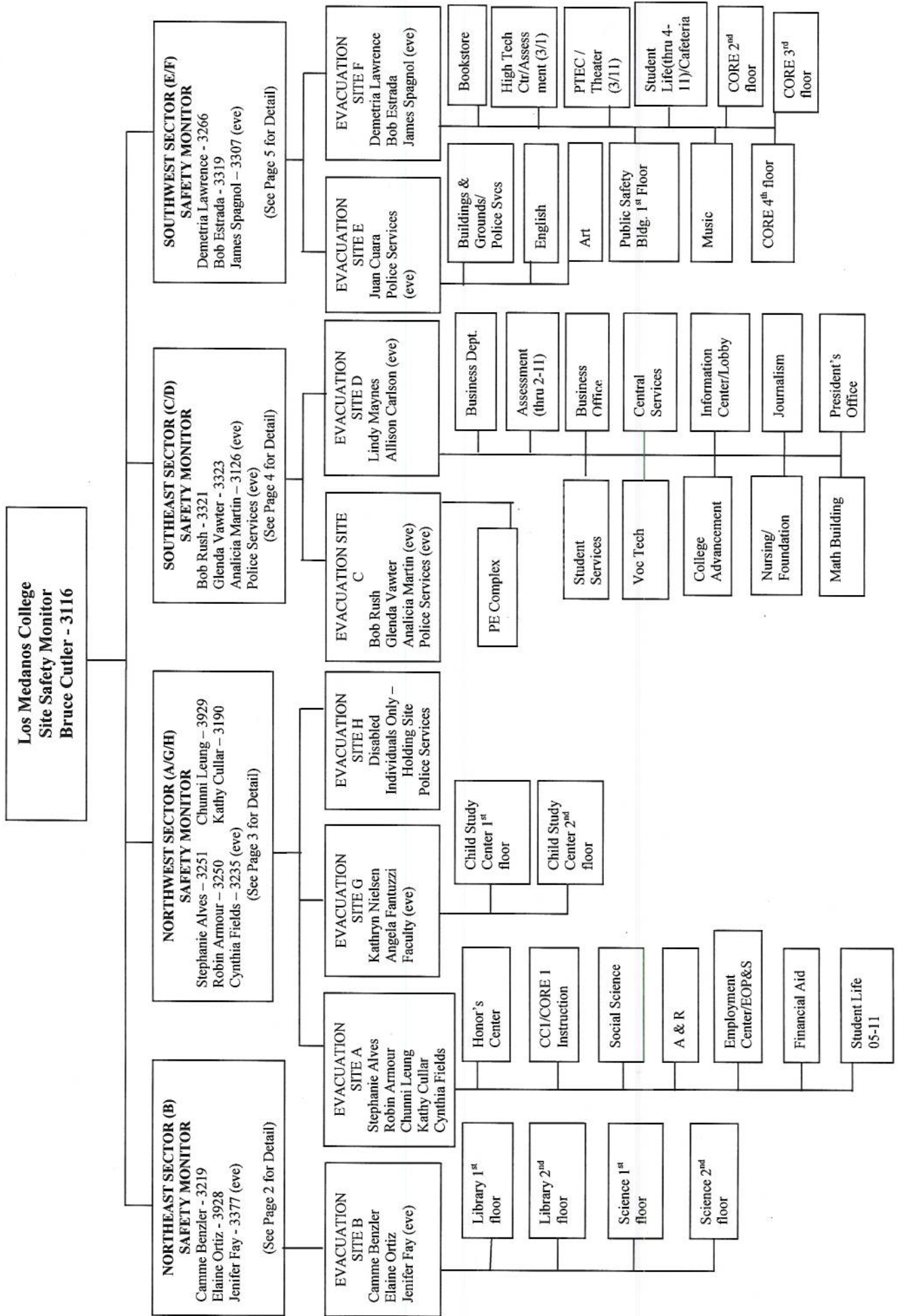
The committee structured itself through the use of sub-committees to address each of the SGC charges, which was very effective. The committee will rely on that structure for future charges.

What other results/recommendations does the committee have?

The committee recommends that it focus the balance of academic year 10-11 and all of academic year 11-12 to complete the emergency preparedness plan for the Pittsburg and Brentwood campuses. This two-year period has been a learning experience for the committee as it has re-established itself as a functioning committee on campus.

# LMC – SAFETY MONITOR ORGANIZATION CHART 2010

File: Safety Monitor Organizational Chart 10-11



# Los Medanos College

## Safety Committee Policy Statement

### **Purpose**

The purpose of the Los Medanos College Safety Committee shall be to facilitate the development and implementation of health, safety and emergency preparedness functions within the College.

### **Goals**

The goals of the Los Medanos College committee shall be to:

- support and assist in the development and implementation of Los Medanos College programs to educate and promote workplace health and safety;
- prepare for the effective management of emergencies;
- support the continuity of essential Los Medanos College functions and services in the event of an emergency or disaster;
- support the safety and security of Los Medanos College facilities and property; and
- support the protection of the environment upon and immediately adjacent to Los Medanos College facilities and property.

### **Activities**

The activities of the Los Medanos College committee shall focus on the following issues and functions as they relate to health, safety and emergency preparedness and management:

#### **Health and Safety**

- Commitment to workplace health and safety
- Provide health and safety training
- Provide hazard assessment and control
- Coordinate accident and incident investigations

#### **Emergency Response**

- Alert and warning
- Care and shelter
- Communications
- Continuity of operations
- Critical infrastructure
- Emergency public information
- Resource management
- Transportation
- Volunteer management

### **Membership**

The Los Medanos College committee should include:

- College Vice President
- Business Director

- Representatives from the police services department (such as the District Emergency Services Coordinator)
- Representative from the facilities and operations
- Representatives from faculty, classified staff and management
- Marketing/PIO
- Disabled Student Programs and Services

If a committee member is unable to attend a meeting she/he will designate a substitute from the respective department to attend. It will be the responsibility of the regular member to obtain an update from the substitute as to what was covered during the meeting.

### **Expectations**

The following expectations are outlined for committee members:

- attendance and active participation at meetings;
- active participation on committee objectives and tasks;
- continued improvement in members' area of expertise as well as knowledge of issues important to the committee's overall objectives;
- update members on current issues as they relate to committee's objectives; and
- participate in other emergency preparedness/safety committees and/organizations.

### **Meetings**

A regular meeting schedule for the year will be developed every July 1<sup>st</sup>. The schedule will include meeting dates, times and locations.

Special meetings may be called as necessary to conduct specific health, safety and emergency preparedness related business.

### **Subcommittees**

The Los Medanos College Safety Committee will be considered a standing subcommittee of the Los Medanos College Shared Governance Committee.

The Los Medanos College committee may occasionally establish additional task forces or subcommittees to study a special issue or conduct special projects. These subcommittees shall serve only for the time necessary to study and report on such issues or to complete the assigned project. Additional committee representation may be sought for participation to provide additional expertise or resources needed for successful completion.

### **Summary**

The Los Medanos College Health, Safety and Emergency Preparedness Committee will provide guidance on matters pertaining to the overall health, safety and emergency preparedness of the College.

/ Preparedness Committee Policy Stmt 10-11

# PANDEMIC INFLUENZA EMERGENCY OPERATIONS PLAN

Los Medanos College

*October 2010*