



# HEALTH AND SAFETY COMMITTEE

March 11, 2019 | 12:30 p.m. to 2:00 p.m. | Room 1687

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive learning- centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### Charge of the Committee

- ❖ Studies, reviews, and recommends regulations and procedures relating to the physical safety (to include environmental and physical hazards) of staff and students.

### Meeting Name

Chair: Supervisor of Campus Safety,  
Sean Prather

Director of Student Health Center: Tricia  
Gonsman, MSN FNP-C

### Members Present

Faculty  
Terry Johnson  
Sebastian Wong  
Meghan Swanson-Garoupa  
Marina Lira  
David Everett

### Classified Professionals

Frankie Danner  
Gary Wilkes

Student representation  
N/A

### Administrators

Angie Lopez  
Diane Brady  
Jim Yoke

M&O Representative

Other(s) present

### 1. Call to order

Sean Prather opened the meeting at 12:35p.m.  
Quorum met at 12:47pm.

### 2. Review of the agenda – tabled until 12:47pm

Motion to approve agenda made by Megan, second by Diane.  
Motion carried.

### 3. Review of the minutes – tabled until 12:47pm

Motion to approve February meeting minutes made by Megan, second by Mike.  
Motion carried

### 4. Campus Safety reports

#### 4.1 Campus Safety Statistics (see page 3 of minutes)

Sean reported on statistics for the months of Jan. and Feb (combined).  
Major concerns: Sexual battery that was substantiated, police are handling student currently not attending; theft (459) of computers from labs, IT currently looking into locking mechanism for desk top computers.

#### 4.2 Emergency Action plan

Jim Yoke presented group with a revised Emergency Action Plan draft #3. Focused on page 10 and page 11.  
There was discussion on Evacuation Area Head Count Form (page 10) and the ability to use it effectively. OSHA mandates a that a form such as this be used during an evacuation to account for staff. Recommended to add the word "staff" to the title.  
Discussion on Evacuation Drill Evaluation Form (page 11) which would be completed by staff. Recommended to add the words "of employees" to question 8 and add a question related to effectiveness of Everbridge notification (text, phone, and email). Recommended to use GoogleDocs or some other type of electronic means to capture data.  
Briefly discussed pages 8 & 9 which will require specific procedures; need to be sure they can be put into practice. Sean and Jim will be working on these.  
Send any thoughts or ideas to Jim within the next couple of weeks.

#### 4.3 Emergency Operations Plan

Jim reported that he is continuing to work on this.  
Standard Operating Procedures are the "how to" and will come last.  
Shelter Agreements will be prepared to go to the Board by June;  
American Red Cross has done walk-through on campus.  
Communication Development continues with EBRCSA (East Bay Regional Communication System Authority) which will allow LPC, Chabot, and the District to talk to each other during an emergency; use of satellite phones is being explored; continued use of Everbridge (challenge is to

ensure all staff are registered; Amateur radio (ham) is an active viable station which may happen far into the future.

**5. Health Center Report**

5A. Statistics

Medical: 128

BHS: 76

Walk-in: 82

Triage: 9

**6. New Business**

Within the next six weeks there will be an unannounced evacuation (fire) drill.

Security Master Plan is slowly moving forward; consultant, Kevin Woods is being hired by District.

Old Business (added to agenda)

Staging areas will be located on maps

Outdoor theater area

Quad Area

2400/Staff Offices grass area

Lower soccer field

Contract with vendor has been signed for signage

**7. Good of the Order**

No comments

**8. Adjournment**

Motion to adjourn meeting made by Megan, second by Diane.

Motion carried.

**9. Next regular meeting**

April 8, 2019

Report Type	Total:ReportType	Incident Type	Total	Total Percentage
Case Report	27	CLPCCD POLICIES AND PROCEDURES : STUDENT CODE OF CONDUCT	1	4
Case Report		OTHER	1	4
Case Report		OTHER : FIRE - OTHER	1	4
Case Report		OTHER : INFORMATIONAL	4	15
Case Report		OTHER : MEDICAL	8	30
Case Report		OTHER : MEDICAL - WORKERS COMP.	3	11
Case Report		PENAL CODE	1	4
Case Report		PENAL CODE : 243.4 - SEXUAL BATTERY	1	4
Case Report		PENAL CODE : 415.5(A)(2) - DISTURBING THE PEACE	3	11
Case Report		PENAL CODE : 459 - BURGLARY	1	4
Case Report		PENAL CODE : 487 - GRAND THEFT	1	4
Case Report		VEHICLE CODE : 20002 - DAMAGE TO PROPERTY	1	4
Case Report		WELFARE & INSTITUTIONS CODE : 5150 - INVOLUNTARY DETENTION	1	4