



# HEALTH AND SAFETY COMMITTEE

Dec. 10, 2018 | 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 12:35 p.m. Each person present introduced himself/ herself. Quorum met.
- 2. Review of the agenda**  
The agenda for the meeting was approved, motion to approved by Meghan and second motion made by Terry.
- 3. Review of the minutes**  
The minutes from the meeting held on November 5, 2018 were approved, motion to approve made by Meghan and second by Angela.
- 4. Campus Safety reports**  
Sean Prather reported the campus safety stats for the months of November 2018. The stats were typical for the campus nothing reported that was unusual. There were thirteen reports total for the month and seven were informational reports. Informational reports are not criminal reports but information or activity that the campus safety department feels should be documented. Another common incidence that occurs on campus is vandalism. The way vandalism is handled on campus is that it is documented by the campus safety officers and then reported to the M&O department. Once reported to M&O department the vandalism is removed.
- 5. Health Center Reports**  
Monthly stats were provided Patricia. She informed the committee that the student health center has been busy with walk in appointments especially when the air quality was poor as they distributed facemasks. Flu shot are counted in the health center stats with the medical appointments, but triage is not. Patricia explained how the 51/50 process is handled on campus. She explained that first the health center contacts campus safety and then campus safety contacts Livermore Police Department. The Livermore Police department makes the determination to commit if the person is a danger to themselves or others. Sean interjected that Livermore Police department protocol for a medical response is to have two officers present. He also mentioned it is not uncommon to have a supervisor on scene as well with the officers. This semester there have been three cases of temporary involuntary psychiatric commitment documents. Sebastian commented that often the MFT as first responders may hear the threat and start the 5150 process as well.

### Health center announcements/ events

- Dec. 13 free HIV/ Hep C testing
- 210 flu shorts were given out to students for free and 5 to faculty at a cost
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Health Center Stats

BHS:69

Medical: 248

Walk-In: 208

Triage:5

## 6. New Business

### A. Fire drill debriefing

Sean informed the committee that comments and concerns were documents by the President's office after the last fire drill and the Great Shake Out event, in total there were five pages of information collected. Sean discussed the common reoccurring issues that were reported:

1. Building monitors
2. Enforcement of evacuation
3. Length of the drill
4. Mobility issues
5. Evacuation drills
6. Clear directions for staff and faculty to follow in emergency situations
7. How to handle personal property in an evacuation

#### Building monitors

There were several concerns about building monitors, if we have any, building monitor duties, training and back up roles. Sean addressed this by saying we do not have a defined role for building monitors.

Meghan asked how the college would assign a building monitor to a faculty member as they move and are in several different buildings.

Jim stated that at the next meeting he would have something in writing that will provide a more detailed outline as to what a building monitor's roles should be. It will be a draft and there will be ongoing discussions.

Terry brought up the fact that we are designated disaster workers in the event of a natural disaster. Jim defined natural disaster workers to the committee.

David said that he believed a building monitor was someone who signed up in advanced and was provided special instructions and supplies to use in a natural disaster situation.

Sean mentioned that the college had building monitors several years ago. It was voluntary and mostly classified personnel. He said moving forward he recognizes a need for the building monitors but their roles and duties need to be defined at district level.

Meghan suggested more continuous training be provided with resources like an online video library.

#### Enforcement of evacuation

There were reports of several students not willing to evacuate when asked. In this event, Sean stated to advise the student to evacuate and the reasoning but if the student fails to leave proceed with the evacuation and report it when you reach a safe location. Do not lock the doors in a fire drill or evacuation unless directed to. Direct your students to take their belonging with them.

Jim will be creating documentation in writing to help with this.

### Length of the drill

This particular drill was two drills done simultaneously, the earthquake drill and the fire drill and this may have caused some confusion, as many people reported not being able to distinguish when one event ended and the other started. Every semester the college practices at least one fire drill, the length of the drill procedures are discussed with the President of the college to ensure the least amount of disturbance for class instruction time.

### Mobility issues

On this campus, there are five two-story buildings, which present a mobility concerns in the event of an evacuation where the elevators are not functioning. We need to be able to assist our students with mobility issues. The question was asked if someone should stay with the student with mobility issues. At this point, we do not have a policy on what to do so notify the campus safety so they can notify the police.

### 2. Dead birds on Campus

In the event that a dead bird is found on campus, do not touch it. Call the Campus safety department. The campus safety department will inform the M&O department and or the Livermore animal control department.

### 7. Good of the Order

A question was asked if the campus safety stats are published on line and they are under the campus safety page of the Las Positas College website.

Sebastian asked a question in reference to a specific incident being documented and the question was answered by Michael that it may be listed as an informal report.

A suggestion was made that extra copy of the emergency procedure flip chart should be provided to staff and faculty members so they can study it and place it in a location they feel is more conducive to them in addition to the one that is by the exit doors in the classrooms.

Another committee member suggested adding the flip chart information onto the quick links portion of the Las Positas College website.

Megan informed the committee that she felt confident during the last emergency event on campus because of the training provided in the town hall meetings.

The SHC is promoting STD awareness. The county is currently offering free STD testing to women only for gonorrhea and chlamydia.

Chill and Chat group therapy sessions are still taking place in addition to the therapy dogs.

### 8. Adjournment

Meeting adjourned at 2pm, motion made by Diane Brady, seconded by Meghan

### 9. Next Regular Meeting

Feb. 11, 2019 in room 1687 12:30-2:00pm

