



### 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 (non voting)

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

### Members Present

#### Faculty

Terry Johnson  
Sebastian Wong  
Megan Swanson-Garoupa  
Marina Lira

#### Classified Professionals

Michael Sugi  
Frankie Danner  
Gary Wilkes  
Amanda Ingold  
Gary Wilkes

#### Student representation

Simardeep Pajetta

#### Administrators

Angie Lopez  
Diane Brady  
Jim Yoke

#### M&O Representative

#### Other(s) present

# HEALTH AND SAFETY COMMITTEE

Oct. 8, 2018 | 12:30 p.m. to 2:00 p.m. | Room 1687

### Meeting Minutes

1. Call to order-Sean Prather opened the meeting at 12:35 p.m. Each person present introduced himself/ herself.
2. Review of the agenda  
The agenda for October 8, 2018 was approved, motion made by Megan and second by Terry.
3. Review of the minutes  
The minutes from the meeting held on Sept. 10, 2018 were approved, motion made by Tricia and second by Megan.
4. Campus Safety reports
  1. Evacuation maps- The evacuation maps posted around on campus are expected to meet minimum guidelines. Some of the current maps have too much or too little detail or information. The evacuation maps need to show current location, where the stairs are located, where the evacuation area is located. The main purpose the evacuation maps serve is to show where you are, how to get out, and to let emergency workers know where things are located in that building/ classroom/ office etc. The evacuation maps will be located at the entrances and exit points in a building, classroom, and offices. The designated assembly points will be different areas as assigned in an attempt to move away from having the assembly areas be in a parking lot.
    - Moving forward to have one set standardize evacuation map on our campus
    - Include the AED locations on the map
    - Include the fire extinguishers and pull stations
    - Include a directional compass
    - Remove room identifiers such as English lab etc.
  2. Accreditation/ best practice securing classrooms- Sean wanted to address a question that was presented to him by John Ruys in reference to locking doors that are on timers to lock and unlock on a schedule. The classrooms are programmed according to the room schedule usage reports. It is customary for the room to be programmed to open 15 minutes prior to the start of the instruction time and close 15 minutes after. If a class ends early what is the protocol to have the door locked? The current protocol is to call the Campus Safety and request for the room/ door to be locked. No reason needs to be provided to the Campus Safety department. Campus Safety department is only concerned with securing the classrooms to ensure safety and to protect district property.
  3. Reporting procedures for building safety issues-A concern about some buildings not having adequate lighting. What is the process for reporting such issues? A work order is the process for getting an item repaired but if the request is for installing an item this would be something that has to be approved by the Dean.
  4. Campus Safety Statistics- September is typically our busiest month

During the fall semester. The average reports would be around 40 reports for the month of September. There were 12 reports for the month of September 2018.

Informational reports	7
Medical reports	3
Medical workers comp.	1
Vandalism 594 PC	1

**5. Health Center Reports**

Tricia provided a handout with the statistics for the student health center for the months of June-Sept 2018.

	BHS	Medical Visits	Triage
June 2018	10	46	1
July 2018	21	73	1
August 2018	17	216	4
Sept. 2018	57	523	7

The health center has given out about 72 flu shots to date and has about 90 remaining.

**6. New Business**

The parking lots were dark during the power outage because there is no emergency lighting set up. There are a few areas on campus that are on generator back up such as IT but not the parking lots. This may be addressed in the new security masterplan or with the cellular upgrades.

**7. Good of the Order**

- An issue with oversize rocks being in the parking lot causing damage to vehicles.
- The committee is looking for a representative to fill the M&O representative vacant spot on the committee. Sean recommended that he be shown where the rocks are to determine if they need to be moved.
- There is no cellphone reception in building 1600 and during the power outage, they did not get the text message or hear the overhead messages.
- A committee member mentioned that there is a traffic hazard between parking lot B into C lot because there is no stop sign.
- A question was asked if Campus Safety will have the manpower to respond to request to lock doors and Sean responded that Campus Safety will respond and all calls are prioritized.
- It was suggested a form be created to address the request or proposal for work needed to be completed that does not fall under the work order systems.
- Sean and VP Brady met with the sign company to discuss making recommended changes to the emergency evacuation maps. The next step is present this to executive facilities committee to gain support as well as feedback.
- The flip charts will be presented during the upcoming flex day. This will be a question and answer session, more of a one on one type of meeting and not a formal presentation.

**8. Adjournment**

Meeting adjourned at 2:00pm motion to adjourn Diane, second by Megan.

**9. Next Meeting**

November 5, 2018 room 2411A

December 10, 2018

January – no meeting

February 11, 2019

March 11, 2019