Mission Statement: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Highlighted in RED for President Lee’s Action

I. Approval of Agenda

II. Public Comment

III. Unfinished Business
   A. Evacuation and emergency preparedness schedule for academic year 2014/2015
      Request approval for evacuation ‘in-place’ drills third week in February
   B. Review contact information forms, ADA forms, and legally required forms at lab sites
   C. AFT request for office space verification
      In-progress with subcommittee for campus/building walk thru’s—mostly during January 2015
   D. Parking assignments:
      1. CDC lot – Dean stalls to structure
         Request directive to Bill Englert to move Dean parking stalls from CDC lot 9 to parking structure staff parking area; Dean have agreed and this action will free up DROP-OFF/PICK-UP ONLY stalls for daily CDC use. These stalls are not to be 20 minute or limited time stalls, but to aid and assist for parking lot safety.
      2. Carpool or efficiency definition
         Definition to be posted on WEC website
      3. Students in staff lots
         Request additional efforts with students parking in staff parking areas
      4. Staff to south parking lot; adjacent to PE bldg.
         No need
   E. Emergency phones in Science bldg
      Request follow from CPM or CORE on status
   F. Sheriff personnel (cadet) assigned to LRC / Library; 8 hours per day
      Immediate approval for permanent cadet to be assigned to the LRC under the supervision of Library Chair Jonathon Lee
   G. New CORE committee

IV. New Business
   A. Key card building access for night and weekend Dean & Chair Assignments
      Please forward approval for building access on key / swipe cards for Dean and Chair positions that are responsible for weekend and night activities. Key access to offices is not requested; only for perimeter building access.
B. Technology building: TV studio area assignment—evaluate for future usage
   WEC has been requested to evaluate the office usage in the Tech building; to include the unassigned the
   areas in the TV studio area and other areas of the building for other considerations.
C. Availability for additional classrooms in unoccupied buildings
   WEC has been requested to evaluate the unoccupied and occupied buildings for future use as overflow
   classrooms as classroom demands are increasing.
D. Lot 1 estimates for resurfacing
   Bill Englert is attempting to obtain a third estimate for the repaving of Lot 1 for the president

E. Lot 10 update
   Done

F. Electronic Sign update

G. Room assignments and reassignments
   WEC has been requested to evaluate the office suite areas being used by the Youth Center in the NEA;
   number of personnel and contractual usage of square footage and complete a feasibility study as the
   work space required as compared to other similar program and department needs. WEC is also
   requested to examine and evaluate the work space needs for Institutional Effectiveness/Research both in
   working space needs as the office and personnel increases and to meet the contractual requirements for
   classified, faculty, deans, and other storage requirements.

H. Parking citation review—policy and procedure
   To be explained at a later date.

I. Location for computer labs—two additional lab rooms needed
   Communicating with FMO and IT to make recommendations for Student Services and Academic Affairs

J. Statistical crime report
   Request the most recent crime statistics from the Sheriff’s department and a complete set of evaluation
   and emergency procedures for the WEC to review and to approve per Article 9.

Minutes

A. Evacuation and Preparedness schedule for the academic year: Senate wanted to give thirty day notice of the
   drills but the dates were not approved before President went on vacation. Would the committee be okay with
   working out another schedule, committee agreed. Bill and Brad to discuss the schedule for the first or second
   week of December. Young to suggest it to the senate tomorrow.

B. Meeting for ADA project tomorrow at 1:00pm. Will address ADA issues on campus i.e. old issues will be
   readdressed. Signage, bathrooms. Issues with television carts in the upper level classrooms causing ADA exit
   concerns. Englert suggested sensitivity training for ADA compliance. There have been big issues at other
   campuses with fines from ADA issues.

C. AFT request for office space for different people. Looking at how much space is available for future hires.

D. The Dean’s stalls are temporary in the parking structure. Do we have a board definition on hybrid cars. Ongoing
   issues with students parking in staff lots. Kenny explained he’s seen a lot of students with staff parking permits.
   Sheriff’s office has been informed to monitor the lots and take the staff parking permits if they do not have a
   staff ID. Lot 10: discussed the parking lot closure for the signage project. Student workers get a temporary
   paper pass for their cars. Kenny explained that’s why we need a classified position in the Sheriff’s office. That’s
   another personnel issue. We’ve always had a classified worker there. Patterson: there’s an aggressiveness
   going on with reserved spaces. Englert: will send a note to Nestor letting him know it’s an issue so he can
   address it. Discussed future closure of the old admin lot. Englert: Too early to say when it will be closed.

E. Telephone installation, will contact Ivan Clark.

F. President has approved the library’s request for a Cadet to be posted in the library. There have been many
   issues with students challenging the libraries policies.
G. CORE: Patterson explained they’ve requested the financial status of the projects. Englert: the LAUSD is wrapping up and we’re still discussing the storage units near the racquet ball courts. A. Patterson: explained we may not need all the storage space once the junk is cleared out. Englert discussed the storage building and if the campus still needs it. Patterson: we still need to come up with a plan for where the cafeteria, vet center and other offices will be moved to. Discussed the loss of the SAILS building due to lack of bond funds. Englert: the next CORE meeting we’ll discuss the new names for the old administration building.

New Business

A. Key card access for the deans and evening staff. We’ll send a list to the vps and president to sign off.

B. Tech building TV studio area. We’ve been asked to go through all the rooms to see the use. Patterson: grants and community services are in there. Young: anyone want to walk over and see whose utilizing them. Patterson: people are asking if we can move the youth source center over there so we can find space for the welcome center and international students. Young: we’ll schedule the first week of December, Kenny and Patterson will join.

C. Unoccupied buildings: Englert explained upstairs GC, Physics are unoccupied. Young: we are looking for space for two computer labs for the assessment center. We have funding for the labs but we have no space to add computer labs. Patterson: we’ll see what we can find for them. We need to do an assessment of the computer lab use.

D. Englert explained Lot 1 has 2 bids in and it’s at 21,000 right now but still pending one more bid. We’ll try to have the job done over winter break. Young: any update on the sign? Englert: they are a little behind on the project but they are working on Saturday’s to make up for the time. Englert will go out to examine the sign on Saturday. It’s been sitting in storage for three years so we need to see if it’s working. Warranty should begin when the sign is installed.

E. Parking citation review tabled

B. Englert explained our new library has no heating. The piping was demolished by the contractor that was demoing the physics building. We’ll have to go through thousands of feet of piping to find the damage. After three days of looking for the source they found it and informed the contractor who then reinstalled the pipes but we are now waiting for inspections of the piping before we can start up the heat. We are trying to work with the staff so we can get this resolved. These issues come up day by day. We have some issues in culinary arts area that have caused operational issues. We are working to get them tuned up so they can stay in compliance. We have some scheduled state funded maintenance projects over the break. Carpeting in the music building, retrofitting boiler and central plant controls. Project to start on the tech building. State funds will be used to get the AC working better. Roofing project and regulation 4 testing will be done over the break.

Meeting end 2:00pm

1. End of meeting
In Los Angeles, there are more than four million people in the city every day, whether they’re residents or visitors. The diverse nature of the city, not to mention more than 470 square miles of geography, make a high risk situation in the event of a major disaster.
Thankfully, the city has not suffered the types of catastrophic earthquake, flood, and other FEMA categorized events that can bring a city to its knees. To ensure that the population has the best possible chance of surviving a disaster and thriving afterward, the LAFD supports and trains residents to be disaster first responders. The program is called Community Emergency Response Team, or CERT.

The Origins of CERT

The program has been in effect for nearly a quarter of a century. It’s origins go back to 1985, when a group of Los Angeles fire officials, including now-retired Assistant Fire Chief Frank Borden, traveled to Japan to learn how the Japanese responded to disastrous earthquakes. While there, the visitors discovered first hand that community participants played a significant role in post-disaster support and response, because the deadly Kyoto Earthquake struck during their visit. Later that year, a separate trip was made to Mexico in the wake of the 8.1 Mexico City Earthquake that killed more than 10,000 people. LAFD officials observed that every-day people - neighbors and passers by - became first responders when the quake struck, often digging with their bare hands to help free trapped victims.

A year later, the Los Angeles Fire Department created a pilot program to teach a core group of community members about basic fire suppression, first aid, search, and evacuation techniques. The first 30 people who completed the training demonstrated the effectiveness of the CERT concept, but it wasn’t until the October 1, 1987 Whittier Narrows Earthquake that the city saw evidence of how valuable the CERT program could be and stepped up to support it.

In 1993, CERT became part of the Federal Emergency Management Agency (FEMA) offerings to communities nationwide.

Who can Join CERT?

Anyone in good health and with a sense of community can become a part of CERT. If you become a CERT member, you will learn about important life-safety support techniques. You will, however, not be expected to place yourself in dangerous situations, either in the training or when a disaster strikes.

Training includes:

- Learning to suppress small fires
- Basic first aid, including ABC treatment, treatment for shock, and related techniques
- Evacuation tactics and how to collaborate with city agencies to support neighborhood exits
- Search tactics
- Communications, including the use of radios

A key factor for CERT members is the ability to spontaneously organize and activate themselves in the event of a major disaster. If there is a significant earthquake, phones and other communications channels may be interrupted. CERT members will know where to go, how to organize their efforts, and will get to work without any specific order being issued. A CERT member's first responsibility is to his or herself, then his or her family, and finally his or her community.

What is Involved in Becoming a CERT Member?
CERT members receive 17 ½ hours (one day a week for seven weeks) of initial training. The 7-week course is followed by full-day bi-annual refresher drills, and an opportunity to assist the LAFD at local incidents. CERT training is provided free of charge within the City of Los Angeles to anyone 18 or over.

Classes are taught mornings, afternoons and evenings continually throughout the year in locations all over Los Angeles.

**Important CERT Resources:**

LAFD CERT Class Calendar [View Calendar]

Learn more about the educational requirements for CERT: [MySafe:LA CERT Video]

You can also organize a class for your neighborhood, business, church or community group. You need a minimum of 25 people and a location to hold the training.
Los Angeles Harbor College Work Environment Committee Building and Office Safety Inspection

Building: _____ Room: _____ Dept__________ Date:______

Thank you for allowing the members of the campus Work Environment Committee to inspect the above indicated room to ensure a safe and healthy work environment for the students and staff members at LA Harbor College.

The following rating system was applied during the safety inspection. 1 = very satisfied with no recommendations 2 = somewhat satisfied with minor notations 3 = satisfied with recommendations noted below: recommend new inspection 4 = very dissatisfied; immediate room closure recommended – New Inspection Required 5 = not applicable

1
2
3
4
5

General Room Condition

1. How satisfied are you with the overall appearance of the room?

2. How satisfied are you with the clearance for evacuation purposes?

3. How satisfying is the routine storage of office materials in and around dedicated shelves?

4. How satisfying is the use of storage on top of shelves, filing cabinets, etc?
5. Rate your overall satisfaction of office safety regarding earthquake preparation?

**Technical Condition**

6. How satisfied are you with the door locks and lighting?

7. How satisfied are you with the existing furniture and fixtures?

8. How satisfied are you with the lighting and wiring?

**Campus Condition**

9. Rate your overall satisfaction with the room fire alarm and PA system.

10. Overall, how satisfied are you with this room?

**NOTATIONS AND RECOMMENDATIONS.**

☐

Check here if additional pages are necessary
Shared Information from the
State Chancellor’s directive as of July 1, 2014

Immediate Actions If **Indoors**:

- DUCK or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. Hold on to furniture you are under and protect face
- INSTRUCT OTHERS TO DUCK, COVER, AND HOLD!
- Stay away from glass windows, wall shelves, and heavy equipment
- DO NOT RUN OUTSIDE, DO NOT EVACUATE UNTIL AFTER TREMORS CEASE. Be aware that earthquake aftershocks may cause further damage. Once the main tremor has ceased, calmly evacuate buildings to evacuation assembly area. Assist those with physical disabilities
- GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH LIGHTS ON OR OFF
- HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are stored or suspected until uniformed personnel or other trained authorized person has inspected and cleared the areas

Immediate Actions If **Outdoors**:

- Quickly move at least 300 feet away from buildings, utility poles, and other structures.
  CAUTION: ALWAYS avoid power or utility lines.

What to do in case of a fire?

Immediate Actions:

- Smell Smoke or Detect a Fire. Prior to opening doors, feel if the door is HOT. Open cautiously
  - If SMOKEY, stay near the floor where less smoke accumulates
  - Pull fire alarm
- Evacuate from the area to the designated assembly area. Assist person with disabilities and children
  - Alert classes, students and employees nearby
- Call 9-1-1 or your college local emergency number from cell phones and describe location, nature and extent/size of fire. Be sure to mention if there are any know or suspected persons trapped inside the fire area or if hazardous materials are involved
If Fire is Minor and Controllable:

- Direct fire extinguisher(s) toward base of flames
- Evacuate immediate area if appropriate

What to do in case of gunshots, weapons, and suspicious people?

If you hear a sound that might be a gunshot, assume that it is until you know otherwise.

If you see someone with any weapon or anyone exhibiting dangerous behavior, and you are not in immediate danger: GET OUT (go to any safe location). If you can't get out, you might have to Hide or Surrender.

CALL 9-1-1 and warn others.

CARE for anyone who is injured using basic first aid techniques.

**DO NOT call family or friends. Their arrival on campus could put them at risk of injury.

What to do in case of hazardous material release?

Immediate Actions:

- Safeguard lives and isolate materials if safe to do so.
- Notify 9-1-1 or your college emergency phone number from cell phones
- Minimize property damage

Determine need to EVACUATE building:

- Alert others in building - activate alarm
- Evacuate immediately. Assist persons with disabilities or injuries
- Close doors leading into the building to isolate release
- Move and stay upwind, up slope, upstream, at least 300 free from building (to evacuation staging areas if safe)
Keep streets and walkways clear for emergency equipment

Notify 9-1-1 or your campus emergency phone number from cell phones

Advise emergency services with:

- Exact location of spill, including room number if inside a building
  - Name of spilled material
  - Quantity
- Appearance - solid, liquid, odor, color, etc.
- Injuries or physical effects to those who have been exposed
- Whether any victims are trapped within the isolated area
- Area of contamination
- Your name, department, and the phone extension you are calling from

If hazardous material is on a person remove any excess material and check Materials Safety Data Sheets (MSDS) to ensure that following immediate treatment is appropriate:

- Hazardous materials in eye: brush away any dry materials, then hold the eye open and flush with water at least 15 minutes
- Hazardous materials on skin: remove contaminated clothing, brush away any dry materials and flush area with water in a safety shower for at least 15 minutes

Seek medical attention immediately! Send Materials Safety Data Sheets (MSDS) with the injured!

Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

What to do in case of a lockdown?

LOCKDOWN - only if you cannot GET OUT safely

WARNING: When the campus becomes aware of a shooter on campus, take immediate action.

First Choice: GET OUT

Second Choice: HIDE OUT & KEEP OUT

- Help others and treat injuries - Learn Simple Triage and Rapid Treatment through campus safety
- Find protection (behind a wall, tree, pillar, or other solid object)
- Avoid places that trap or restrict movement
Find a room that locks
Blockade the door (desks, cabinets, etc)
Close blinds, cover windows
Lights out!
Be silent - turn off radios or other noise producing objects and silence cell phones or pagers
Call 9-1-1 or your college campus emergency phone number from a cell phone

SPREAD OUT
It's much easier to shoot a group of people who are huddled in one place, than if they are scattered around the room
Quietly talk about what you'll do if the shooter enters, Play dead, take out, etc.

WHEN OFFICERS ARRIVE outside, calmly tell them:
Location of the shooter
Number of shooters
Number and type of weapons

WHEN OFFICERS ENTER your room

Don't point
Keep hands open and visible at all times
Don't scream or yell or run toward officers
Be quiet, compliant
They don't know who's a threat

Law Enforcement's first responsibility is to eliminate the threat

Police will not assist with injuries
Police will not assist you as you get out

Third Choice: IF THE SHOOTER ENTERS YOUR ROOM

TAKE OUT - If there is no other option
Act as a team with a total commitment to action
Do whatever necessary
This is a life and death decision only you can make
Disrupt his/her actions or incapacitate him/her
Total commitment and absolute resolve is critical

PREVENTION:

Ask for help - if you are feeling desperate, we want to help you. Report concerns about your friends to Tip Now or to any campus employee
Unusually angry or argumentative?
Noticeable changes in behavior?
Blame others for their problems?
Extreme disorganization?
Retaliate against perceived injustice?
Increasing belligerence?
Fail to take responsibility for their own actions?
Ominous, specific threats (homicide, suicide, etc)?
Preoccupation with violent themes?
Hypersensitivity to criticism?
Recent acquisition/fascination with weapons?
Interest in recently publicized violent events?

What to do in case of a shooter/armed intruder or sniper?

Immediate Actions:

- Lock and/or barricade doors to prevent shooter from entering room
  - Close blinds
  - Block windows
- Turn off radios and dim computer screens
  - Keep calm, quiet, and out of sight
- To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets
  - Silence cell phones

Leaving a secured area:

- Consider risks before leaving
- Remember, the shooter is looking for ‘targets of opportunity’ and generally will need to be stopped by an outside force
- Do not evacuate rooms or buildings unless told to do so by Building Monitor or police officer, or unless it is absolutely clear and safe to do so
- Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel

Call 911 or your college emergency phone number from cell phones. Do not hang up on the dispatcher until told to do so. Provide the following information:

- Clearly state there has been a shooting or someone has been shot. The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc
- Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s)
- Description of suspect(s), their clothing, vehicle used, and direction of travel
- Condition and number of hostages, and number of known injured or killed
What to do in case of a utility failure?

Immediate Actions:

- If utility failure occurs during regular hours, notify your facilities or maintenance department.
- If there is potential danger or if failure occurs after hours, always notify Campus Police via 9-1-1 or your college emergency phone number by cell phone.

Electrical/Light Failure: Keep everyone in their seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem.) If lighting does not resume, vacate area. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, you must keep a flashlight with spare batteries handy.

Plumbing Failure/Flooding: Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Campus Police and Maintenance as instructed above. Stop all operations. Do not use phone or switch on/off lights or any electrical equipment. Get out of the building. Never use any electrical switches with a gas leak! Electrical arcing can trigger an explosion! Call Campus Police and Maintenance from another building.

Ventilation Problem: If smoke odors come from the ventilation system, notify Campus Police or Maintenance as instructed above. If necessary, evacuate the area. If visible smoke comes through, call 9-1-1 (refer to section on FIRE or EXPLOSION).

Water Line Failure: Immediately notify Campus Police and Maintenance. If necessary, evacuate the area.

- Extra eyeglasses, hearing aids if you have them or have coverage for them
- Battery chargers and extra batteries for hearing aids, motorized wheelchairs or other battery-operated medical or assistive technology devices
- Copies of medical prescriptions, doctors orders and the style and serial numbers of the support devices you use
- Medical alert tags or bracelets or written descriptions of your disability and support needs, in case you are unable to describe the situation in an emergency
- Supplies for your service animal
- Medical insurance cards, Medicare/Medicaid cards, physician contact information, list of your allergies and health history
- A list of the local non-profit or community-based organizations that know you or assist people with access and functional needs similar to yours
- A list of personal contacts, family and friends that you may need to contact in an emergency
- A laminated personal communication board, if you might need assistance with being understood
- If possible, extra medicine, oxygen, insulin, catheters or other medical supplies you use regularly
- If you use a motorized wheelchair, have a light weight manual chair available for emergencies. Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
- Even if you do not use a computer yourself, consider putting important information onto a portable thumb drive for easy transport in an evacuation.