PERMANENT COMMITTEE MEMBERS

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<tr>
<th>Faculty</th>
<th>Admin</th>
<th>Classified</th>
<th>Students</th>
<th>L.A. Sheriff</th>
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<tr>
<td>B. Young, Chair</td>
<td>M. Martinez</td>
<td>Y. Parra</td>
<td>Brendan Binns*</td>
<td>Dep. Inana*</td>
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<td>W. Hernandez</td>
<td>L. Rosas</td>
<td>B. Englert</td>
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<td>Sgt. Van*</td>
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<td>W. Loiterman</td>
<td>N. Malone</td>
<td>T. King*</td>
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<td>M. Reid</td>
<td>A. Patterson</td>
<td>E. Desylva*</td>
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<td>B. Brown</td>
<td>K. Roberts*</td>
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<td>K. Carter</td>
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<td>D. Griffith*</td>
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<td>P. Grady</td>
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<td>L. Glover</td>
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<td>R. Shackelford*</td>
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* Member absent

July 28, 2011—Thursday at 9:00 am—NEA-187

Meeting Minutes

1. REVIEW OF MEETING MINUTES: The June meeting minutes were reviewed and accepted M-Loiterman/2-Rosas.

2. COYOTE DISTURBANCE: Mr. Englert explained that several animal carcasses have been found throughout the campus. They are normally found during early morning hours by maintenance and sheriff’s personnel. Animals found included, but not limited were cats, raccoons, and skunks. The county and city animal services have been on campus and have determined the cause of death was from a coyote or bobcat, or something very similar. It was mentioned that the reason for the predator was the closure and now removal of the old US Navy housing unit on Western Avenue. Mr. Englert reported that staff is still leaving food alongside buildings during evening hours for cats and other small animals and may also be an attraction to the large animals being drawn to our campus. It was also discussed that Vice President Tomlinson contact the “cat-lady” to explain the coyote problem, and on a pure humanitarian effort, to ask her not to leave food on the campus and to remove all the cats to a shelter or home for their
safety. Motion by Carter that VP Tomlinson contact the “cat-lady” to explain the situation; publish a memo to all LAHC staff and students to not leave food anywhere on campus until further notice to discourage the coyote on campus; and that LAHC staff and sheriff personnel be on high alert for both sighting the coyote(s) and personal safety. M-Reid; 2-Young.

3. **CERT Training** by LA City Fire Department was requested by our new Senate president. The committee discussed the duration of the training, length of training days, and minor cost to college. Tabled.

4. **Campus Safety:** The sheriff’s department personnel were not present to discuss or lend input on the “L” street concerns. The issue or concern is the long walk between the NEA building and the parking structure located in the rear of the campus. Regardless of the path, the walk will require faculty and students to occasionally walk alone on the sidewalk adjacent to “L” street, or walk on the interior pathway south of the SSA and navigate the angled pathway between the CDC and the Music building. Many have expressed a lack of lighting, or dim lighting. The committee recommended that work schedules of cadets and security officers be reviewed by the WEC and sheriff’s personnel in attempt to have additional personnel on-duty during late hours Monday thru Thursday.

5. **Campus Evacuation:** The committee discussed the safety factors that may surface during a campus-wide evacuation drill. The NEA was discussed at length; mostly focusing on the potential 2,400 staff and students that occupy the building during high peak hours and how to move everyone without incident. It was determined the NEA parking lot was not large enough to hold all 2,400 people; therefore, the sheriff’s personnel would need to close off and secure either “L” street or Figueroa Place, or both during such a drill. The other buildings were examined in the same manner as the NEA; with safety of all as the primary consideration.

   a. The committee discussed an “in-place” drill performed by the sheriff’s department and faculty/staff assigned at the time of the drill. This type of drill allows an evacuation procedure to occur without additional personnel being required to be on-duty for drill purposes only and requires no physical movement of persons.

   b. The “in-place” drill would be a pre-written script read by the sheriff’s desk officer at a predetermined time over the campus public address (PA) system. The PA system is a function of the main fire alarm system and all announcements are broadcasted in all buildings.

   c. The procedure will allow the Facilities department to monitor and verify that all PA speakers, and the general system is in good working condition.

   d. The sheriff’s personnel and WEC will coordinate a separate and detailed evacuation procedure for the K-12 and adaptive PE cohorts.

   e. Room and building evacuation routes will be posted as part of the bond enhancement project per Mr. Tom Johns. The installation date will be announced.

   f. Below is the recommended script to be read campus-wide.
This is the Los Angeles Sheriff’s department; this announcement is a drill, repeat this is a drill. Please listen to the following instructions. In the event of an emergency or campus concern, information will be given by your instructor, department manager, or audio instructions will be announced from our Sheriff’s office to each room and building. During an emergency, everyone must follow the directions given by the Sheriff’s personnel, the campus maintenance personnel, and college officials. The Sheriff’s personnel will be in uniform and college maintenance and administrative personnel may be identified by college safety vests worn by staff.

- If the fire alarm is activated, please exit your room and building in an orderly manner; do not run, push others out of the way, and be as helpful as possible to others. You may need to assist another student. Be sure to gather your backpack or purse on your way out. Everyone is asked to proceed to the nearest parking lot and away from the building. Reminder: Do not use elevators. The Sheriff or college staff will announce when the building is safe to re-enter. Do not re-enter until you are instructed to do so.

- Other campus emergencies or concerns may exist that you are not be able to see or hear. In this case, follow directions and remain in the classroom or your work area. Instructions will be given over the public address speakers—as you’re currently listening to now. Again, listen and follow the instructions given by the sheriff’s department.

- Emergency announcements may include, but are not limited to:
  - Remain in your classroom and do not leave.
  - Remain in your classroom, do not leave, and close all windows and doors.
  - Building evacuations may be announced by building, and building floors only; an example may be “Northeast Academic-2nd floor”. If this was announced, only the 2nd floor should leave, and not the 1st floor rooms.
  - Lastly, if you see another building evacuating or emergency personnel on the campus, do not assume that emergency is related to your building or location. You should continue with your regular business.

If you have any questions, please contact our office or your department head. This is the Los Angeles Sheriff’s department, and thank you for listening.

This is the end of the drill.

6. **Traffic and Parking:** The committee recommended that Students Services send email blast or text alert that reminds students of the new rear parking structure, and the need or appearance having to pay for parking at the City of LA parking lot is unnecessary. Otherwise, students new to campus may feel they have no options than to pay.

7. **ASO Requests:** Ms. Malone advised that the ASO will return in full strength beginning August 29th. She requested that the WEC allow the students to tape large posters on the brick sides of each building. The cmte asked that the signs be professional looking and to ensure the poster would not be taped onto any painted surface to prevent the tape from pulling or removing the paint. Ms. Malone agreed. Motion by Loiterman; 2nd Young.

END OF MEETING 11:10 AM