Proposals: Goals for 2014-2015

for

Rio Hondo Community College District

Prepared by

James Alcala, Risk Management Specialist

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Alliance of Schools for Cooperative Insurance Programs
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The following risk management controls are recommended to assist the college in their Risk management efforts.

- Provide Risk Management resources to the Director of Facilities and the Community College District, as requested.

REGULATORY COMPLIANCE

- Assist the College in completing regulatory reports such as the following:
  - Verification Questionnaire, Toxic Substance Control (DTSC)
  - Summary Progress Report, DTSC
  - Hazardous Waste Generator Report, State Board of Equalization (BOE)
  - Complete the annual Los Angeles County Fire CUPA Business Plan (CERS).

CHEMICAL INVENTORY/HAZARDOUS WASTE MANAGEMENT

- Provide consultation services pertaining to regulatory agency reporting but not limited to chemical/waste management reporting.
- Coordinate with ASCIP and/or Poms & Associates to perform a campus-wide hazardous materials inventory annually.
- Update the M.S.D.S Online Inventory and continue training staff on the use of M.S.D.S.
- Chemical Inventory: Insure that an update list is maintained and MSDS are up-to-date.

EMERGENCY MANAGEMENT

- Review the Rio Hondo Disaster Safety Guide and provide written recommendations.
- Review the Rio Hondo Emergency Response Plan and provide written recommendations.
- Emergency Drills and Training:
  - Plan an assist with Active Shooter Drill and ICS Table Top drills
  - Create standardized documents for EOC leaders for both drills and actual events
  - Assist in the communication and coordination with local law enforcement on emergency preparedness planning and drill.
- Emergency Supplies:
  - Portable emergency supplies: Evaluate current “emergency buckets” vs. backpack style. Make recommendations. Prepare costs to freshen up supplies.
  - Post inventory of Main Campus emergency supplies follow up:
  - Ensure that the inventory has been documented and is maintained in an orderly manner.
- Update inventory list of supplies
- Evaluate the supplies for current standards and quantities vs. population
- Evaluate off-site Centers for supplies and portable supplies.

- Emergency Preparedness (EP) postings:
  - Update EP poster, flip chart, Emergency Assembly Points Map, AED/Supplies/Stryker Chair location maps. Ensure that every office, room and location has been provided with these required posting and that every room and location has an EP inventory list posted in each room.

- Conduct Emergency evacuation drills each semester.
- Conduct Building Emergency Coordinator and Leader training one time each semester, and for evening college one time each year.

**CAL/OSHA – IIPP/TILE 8**

- **IIPP:** Update IIPP with recent procedures from Emergency Preparedness training and practices. Ensure that signatures are up to date for each written program.

- **Title 8 Training:**
  - Ensure that staff is trained and materials are provided for staff.

- **Work Place Inspections**
  - Facilitate Safety Committee Inspections at various College facilities to identify risk exposure.

- **Safety Committee**
  - Assist in the preparation of agenda items for meetings
  - Present materials to Committee as directed
  - Attend Monthly Safety Committee Meetings to provide safety input.

- Attend Monthly Facilities Meetings when requested.
- **Stryker Chair Program:** Coordinate training, record-keeping and inventory. Update maps
- **AED Program:**
  - Ensure that the program has been audited and that the “All-in-One” spreadsheet is up-to-date to ensure that a budget can be derived from the data.
  - Training: Ensure that training records are maintained in the Facilities Services offices
  - Inspection: Ensure that Campus Security is trained to inspect monthly, maintain logs, operate devices, and report on condition of devices.

- Support the Police Academy with Safety Training materials.
- Provide the Facilities Management Staff with annual Fork Lift Safety Training.
- Coordinate and schedule a Loss Control and Safety Audit with ASCIP/Poms.