

**Strategic Direction - A Safe Learning and Working Environment
2010/2011 Plan**

Assessment of accomplishments as of April 7, 2011

Context: A safe learning and work environment has multiple dimensions; all members of the Lane community have a right to learning and work environments that are protected concerning threats of discrimination, harassment or physical harm; all members of the Lane community have a right to engage in respectful, civil discourse, and tolerance of alternative views is actively encouraged; all members of the Lane community have a right to be safe from threats to property and personal security; all members of the Lane community have a right to safe learning and work environments that are healthful, and that are as free as possible from environmental toxins, pathogens and other threats to personal health and well-being.

Goal #1: Make the Lane Community College Emergency Response Plan a “living document” that all members of the community understand and respect.

Implementation Action Plans:

- **There will be monthly meetings of the Emergency Response Team.**
- **There will be quarterly emergency response drills.**
- **The Red Book and COPPS Procedure: Emergency Plan, will be updated annually (usually in the fall) with notice to the college community.**
- **The Threat Assessment Team (TAT) and/or sub-sets of the TAT will meet each academic term and as necessary to assess and respond to complaints and concerns.**
- **There will be regular quarterly meetings with Public Safety, the Emergency Director and FMP staff involving Goshen Fire and the State Fire Marshall.**
- **Periodic presentations about safety will be made to the Safety Committee and other college committees and councils.**
- **There will be presentations about safety during in-service and at other all-campus or management meetings as needed.**
- **The responsible managers and support staff will proactively plan for safety needs concerning special event planning (examples: large college or athletic events, large scale community events, etc.)**

Goal #2: Conduct frequent trainings and orientations linked to Lane Alert, alarm systems, mass communication and property/personal safety and security.

Implementation Action Plans:

- **Employees and students will be prompted each academic term to update Lane Alert emergency contact information**
- **Regular communications concerning emergency planning and “alerts” will be distributed to employees and students via *Lane***

Weekly, via Groupwise, via Lane Alert (when necessary and appropriate), and through others means (examples: specific notices posted in academic departments, etc.)

- Emergency response and safety training exercises will be conducted on a regular basis with the Executive Team and with first responders (Public Safety, Health Clinic staff, FMP and others such as CERT-trained Lane employees)
- Representatives from the Emergency Response Team will meet with instructional deans and COLT managers at least once each academic term to discuss safety and emergency response planning.

Goal #3: Raise understandings concerning respectful and “civil discourse,” and educate about zero tolerance for harassment and discrimination through comprehensive training and enforcement of policies and procedures.

Implementation Action Plans:

- The Discrimination and Harassment Complaint Procedure will be updated and trainings concerning the new procedure will be planned and executed.
- The Workplace Conflict Procedure has been implemented in COPPS and trainings will be planned and executed.
- Regular communications concerning zero tolerance for discrimination and harassment will be distributed to employees and students via *Lane Weekly*, via Groupwise, via Lane Alert (when necessary and appropriate), and through others means (examples: specific notices posted in academic departments, etc.)
- The Chief Diversity Officer and HR are currently exploring online training resources to educate Lane employees concerning how to recognize and prevent discrimination and harassment. This research will be shared with the appropriate decision makers (Executive Team and possibly governance councils) before specific programs are purchased.
- All Lane managers have gone through required discrimination and harassment prevention training during 2008/2009, and 2009/2010, which will be repeated in 2010/2011.

Goal #4: Continue efforts to design and maintain safe and healthful learning and work environments with enhanced safety and security features, as well as ongoing monitoring and assessment of environmental conditions and indoor air quality.

Implementation Action Plans:

- Continue efforts and planning to enhance college property and building security (examples: mass communications system, keyless access, gates, automatic closure hours, surveillance of public areas such as parking lots, etc.)
- Continue IEQ assessments and mitigation work where indicated.

- **Pro-actively consult with OSHA, SAIF, the State Fire Marshall, Goshen Fire and other safety and security experts as necessary and helpful.**
- **Continue bond and maintenance work to upgrade and monitor IEQ and HVAC systems and assure operational integrity.**
- **Maintain support for, and compliance with, no tobacco initiative.**

Goal #5: Utilize existing systems, programs and personnel resources to create “plan, do, check, act” institutional level actions that support health, wellness, safety and security in all learning and work environments (examples: Safety Committee, Wellness Program, Health Clinic, LMC and Governance System, etc.).

Implementation Action Plans:

- **Engage the unions and existing committees (examples: Safety Committee, governance councils, etc.) concerning general and specific recommendations and initiatives.**
- **Partner with ASA, instructional deans, and COLT managers to enhance awareness about personal safety and security.**
- **Meeting with specific interest groups such as student leadership (ASLCC) to enhance understandings about, and commitments to, safety and security.**
- **Review and continue to implement “shelter in place” strategies.**
- **Clarify protocols and standards for audio and written announcements such as Lane Alert to maximize the use and clarity of emergency communications capacities (example: Start with “LCC ...” at the start of all Lane Alert announcements rather than “the college” or “the campus ...” to avoid confusion with emergency notifications from other education or public agencies)**
- **Proactively plan for safety and security concerning large events.**

Goal #6: With regard to personal and community safety and security, provide resource and training to managers, faculty and staff, as well as create awareness and reporting protocol concerning personal and community safety in work and instructional environments. Establish and publicize risk and safety reporting protocols that address person-to-person risks, threats and potentially dangerous behaviors. Facilitate procedures that assure support for persons timely and confidentially reporting concerns about safety and security risks.

Implementation Action Plans: