

Lansing Community College

AQIP Action Projects

Action Project #2 – Emergency/Safety Action Plan

Timeline:

Planned project kickoff date: 01-01-2007

Target completion date: --

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Emergency/Safety Action Plan

B. Describe this Action Project's goal in 100 words or fewer:

The college will provide a comprehensive, strategic approach to safety and emergency issue(s), through a college-wide approach.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Valuing People

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

The reason for this action project is to ensure the safety and security of our students, staff and faculty across the campus.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

All areas of the college will be affected by this project. Safety and security opportunities (training and the disbursement of safety manuals, but not limited, too) for all to learn will be available, through the Emergency Management and Safety Services Department.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

The key organizational process(es) that is expected to improve are the following: 1) Emergency Management, 2) Life Safety Systems, 3) Occupational Health and Safety, 4) Environmental Health and Safety, 5) Management of the College's Vehicle Fleet, and 6) Management of the College's Key and Core Operations.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

No timetable or milestones have been identified yet.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Provide centralized coordination of all safety, emergency preparedness and business continuity plans college-wide.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

It will be monitored by having in place tracked training programs using a comprehensive

database - a number of college representatives (Deans, Administrators, Supervisors) will be given the responsibility to ensure that all staff within their respective Division and Departments have participated in this mandatory training program. Quarterly evaluations will be conducted on the employee's skill level and knowledge, develop emergency contact lists college-wide.

J. Other information (e.g., publicity, sponsor or champion, etc.):

The mission of the Emergency Management and Safety Services Department is for every college employee to know what their job is during an emergency. The President, Chief of Police and the Director of the Emergency Management and Safety Services Department, along with all LCC employees will champion this action project.