



SSEP & EM Updates

Sac State Event Planners & Emergency Management

Sac State Event Planners

- What is SSEP?
- All event planners on campus are encouraged to join the **Sacramento State Event Planners Workgroup (SSEP)**. This group meets monthly and offers webinars, trainings, and open forums to share best practices, address challenges, and celebrate successes in planning university events.
- *To be added to the SSEP email list, please contact us at events@csus.edu.*
- *SSEP has a Teams channel*

Sac State Event Planners Manual Update

- <https://www.csus.edu/president/university-events/>
- July 2025 Updates and Highlights
 - All your event planning needs and ideas in one spot
 - Updated pictures
 - New information (Off campus events, SSEP Consultants, etc)
 - Follow current Sac State policies and best practices

Draft Policy: IE Event Planning

- Collective Access and Inclusive Event Planning Policy
- Policy is currently a draft
- Current “Planning Inclusive & Accessible Events” PDF available on IE’s website:

<https://www.csus.edu/president/inclusive-excellence/>

Event Notification Form Update

- Required for all non-academic related events, not including business meetings or office get togethers
- New flow
- Combined sections and similar questions
- New/updated language

Emergency Management Updates

Emergency Management

- What is Emergency Management?
- Part of ABA Risk Management Services
- Emergency Operations Center
- Building Emergency Action Plans
- Business Continuity Plans
- First aid training program & AED program



Janie Mutchler
Emergency Manager

Annual BEAP Updates

- Building emergency action plans updated annually by the Building Coordinator
- Emails will be sent out by next week
- Updates due September 30th
- Training available to Building Coordinators

BC/FM Training

- All building coordinators and floor marshals are required to complete the Building Coordinator/Floor Marshal (BC/FM) training annually
- Training is instructor led on Zoom
- Register on our Trumba calendar:
<https://events.csus.edu/safety-training-faculty-staff>

Business Continuity Plan (BCP) Updates

- Don Nahhas is retiring! (Congrats Don!)
- BCP will move back to Emergency Management
- BCP updates will be moving to the Spring semester

Emergency Management Contact



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