

Executive Safety Committee (ESC) MINUTES

Tuesday October 15, 2019 | 11:00 – 12:00 pm | Sacramento Hall, Room 161

ATTENDANCE AND MEMBERSHIP LISTED AT END

Note: If you no longer wish to be on the membership list, please contact Nayeli Gonzalez, n.parra@csus.edu, (916) 278-6119.

CALL TO ORDER: 11:04 am by Gary Rosenblum, Chair

INTRODUCTIONS OF COMMITTEE ATTENDEES

Gary asked all to introduce themselves. This the second meeting for the fall semester, the next ESC meeting will take place on Nov. 19 at 11am in Sacramento Hall, Room 161.

MINUTES APPROVAL: September 15, 2019: ESC Minutes – Approved

OPEN FORUM

Commute Concern

Gary R. opened the floor for any concerns or issues that needed to be addressed before the meeting. James Fox, Head of Special Collections, and University Archives addressed a commute concern to the committee. He shared that he bikes to campus but at times due to the weather, he will use the light rail, get off on 65th light rail station, and head over to campus. In his opinion, Folsom Blvd. and 65th is not safe. He expressed that this intersection is hazardous, that students and other campus members who use the light rail station have had a bad experience in this area. He understands that it is not the University's responsibility to maintain this intersection, but he believes it is our obligation to cover this area. He shared that no one maintains the sidewalks, that there is a lot of foot traffic coming from the nearby Catholic School who also use this intersection and the intersection at Elva's and 65th. He shared that the intersection in Elva's and 65th is worse. Gary R. mentioned that this will be a popular route for those who are in scooters and that he would have a conversation with the city of Sacramento about this concern. Steve L. mentioned that there is an additional issue with the sidewalks near the new housing project. He shared that there are some challenges there that need to be addressed. James F. shared that the campus community is part of the city, that all he wants is safety. Gary R. mentioned that he will start a discussion with the city. James F. mentioned that he had to leave, that he appreciated the committee for allowing him to express his complaint. Gary R. mentioned that it was not a complaint, but a valid concern and thanked him for coming in. Kevan S. mentioned that the concern raised has been part of conversations and that the city has been aware of it. Kevan S. and Gary R. agreed to review the area again and report to the next committee meeting.

Emergency Management Plan (EMP)

Gary R. asked for Scott C. to report on the EMP. Scott C. mentioned that it was almost completed and then it would be circulated for review. Gary R. asked Scott if he needed help with coordinating it, and Scott C. mentioned that he can handle it. Gary R. asked if the committee will have the ability to provide input, and Scott C. shared that it was possible. Gary R. asked the committee if they had any comments right now on the EMP, no one responded.

Power Generator-Power Outage

Gary R. asked the committee if anyone was able to determine how long it takes for the TSC generators to come on when an outage occurs, which was a question raised at the previous ESC. Brittney A-S. reported that it took 6-8 seconds. She shared that last week the power went out and that there was one staff in the building when it occurred. Gary R. asked the committee about the power outage that occurred that morning and if anyone had experienced it on campus. Shannon D. mentioned that the whole campus experienced the outage. Scott C. mentioned that the outage was due to a van that ran into a pole in the Pocket area. Lisa J. asked who is in charge of checking on emergency generators. Daryn O. mentioned that facilities maintained the generators. Lisa J. asked how long generators last when they are running and Daryn mentioned that run time can change depending on the electricity load and that it is different for each building, but is usually around 24 hours.

NEW BUSINESS

Safety Poster Boards

Gary R. mentioned that Risk Management is working on creating safety bulletin boards to address general safety topics like holiday safety. He shared that this bulletin poster boards will be distributed around campus once the communications department approves of them. Lisa J. pointed out that the bulletin board *WATTS the problem* mentioned electrical cords, but was under the impression that departments are not to use cords. Daryn O. mentioned that one could use it if they needed to reach another room when using a vacuum. Gary R. mentioned that this is still a work in progress, but that it is something that will be posted around campus and next to the VP's office. Daryn O. asked that Risk follow proper posting sites, to read the policy when posting such information. Brittney A-S. mentioned that Risk should email the poster boards, to eliminate wasting paper. The outreach will use both posters and emails.

OLD BUSINESS

Working Alone Report

Todd D. mentioned that he had researched other colleges and universities to see how they deal with working alone safely. He shared that he looked at the policies and procedures in place. He

mentioned that this should be called *High-Risk Academic Spaces*. Todd D. mentioned that each department should work on a policy on working alone, that some departments are doing well but some are lacking. He shared with the committee an example of what this should look like. He shared that schools and colleges should receive guidance on access, training, and supervision. He shared with the committee a second sheet detailing possible procedures that departments could review to see how they fit department activities. He shared that anyone can add to the procedures based upon their departmental needs. Gary R. mentioned that this was not a final version, but if committee had comments, to notify Risk. Matt K. suggested that supervisors and those who are working alone take such training in LearnerWeb. He shared that it would be much easier to track. Todd D. mentioned that this would be different for each department. Gary R. mentioned that NSM is working on this procedure and that Risk can provide guidance on some of the issues. He added that the plan is to distribute the guidance materials which include responsibility in training and supervision. Lisa J. mentioned that she liked the language, and asked if a copy could be emailed electronically. Lisa J. also asked if PD had a current map of all the blue lights. Matt K. mentioned that there is a current map and that there is over 25-30 on campus. Gary R. asked what the cost was to install one of those lights near EHS. Matt K. mentioned that it could range, that it could be about \$2,500.00 or \$3,000.00. Gary R. asked if there were any additional comments in regards to working alone. Roy D. mentioned that the report should include people who are doing research. Gary R. mentioned that this was a draft but could expand on not just students but staff, and researchers who are on campus later.

Additional Items

Daryn O. shared with the committee that there is a new Fire Marshall. He shared that they been working on getting their own Fire Marshall and will no longer go through the state. He shared that the new Fire Marshall covers the CSU-UC system. He mentioned that the Fire Marshall will start Spring 2020, to be prepared for a higher amount of inspections.

ADJOURNED: 11:50 am.

Reconvene in November

IN ATTENDANCE

Angel Thayer, Academic Affairs
Martinique Baker, Peer and Academic Resource Center, CSUEU*
Lisa Johnson, Director of Health Sciences
Daryn Ockey, Facilities Management
Gary Rosenblum, Risk Management Services
Matthew Mason, Transportation Maintenance, Teamsters*
Shannon Datwire, College NSM Deans Office Admin III
Adell Seibles, Workers' Compensation
William DeGraffenreid, Academic Affairs
Matt Kroner, Sacramento State Police Department, SUPA*
Kevan Shafizadeh, College of Engineering & Computer Science
Steve Leland, Environmental Health and Safety
Brittany Anderson-Steele, College of Natural Sciences and Mathematics
Steve Leland, Environmental Health, and Safety

Damian Lee, Sacramento State Police Department
Erik Skall, Grounds Management
Coletos Matiss, ASI Director of HHS
Scott Christian, Sac State Police Department
Nancy Griggs, College of Continuing Education
Kevin Pargett, Environmental Health and Safety
James Fox, Library
Roy Dixon, Chemistry
Elston, Wyatt, Audit and Advisory Services
Jennifer Rethwisch, Audit and Advisory Services