

# Executive Safety Committee (ESC) MINUTES

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Tuesday November 19, 2019 | 11:00am – 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](mailto:n.parra@csus.edu), (916) 278-6119.**

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

## INTRODUCTIONS OF COMMITTEE ATTENDEES

Gary asked all to introduce themselves. This the last meeting for the semester, the next ESC meeting will take place on February 18, 2020 at 11am in Sacramento Hall, Room 161.

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

## **OPEN FORUM**

### **School Bus Safety**

Gary R. opened the floor to the committee to see if they had any questions or concerns about safety, environmental health, or risks. Matt M. mentioned to the committee that he has a transportation safety question to address. He noted that buses drive towards facilities management and, because of the gates, they have to back out and do 360 turns. He shared that he would like facilities management to invest on a button which alerts the office when school buses are approaching. Gary R. asked if there was a procedure when such vehicles drive through the campus. Matt M. replied that he is only aware when they show up. Mark I. informed the committee about a study that was issued three months ago. This study documented how school buses should handle driving around campus and drop-out locations. He shared that the school buses go to lot 10 and drop people there. Gary R. asked how people in the Planetarium work with bus drivers. Brittney A-S. mentioned that they share information with the drivers, but that they are not aware if the drivers follow such instructions. Gary R. asked Matt M. if they had to manually give them access to the gates. Matt M. communicated that they manually have to open the gates. Kevan S. shared with the committee that there is a Transportation Committee, that this is something that can be brought up to them. Matt M. also shared that school buses are dropping off students near the arboretum, that there is no crosswalk by the roundabout, and that most people who get dropped off by Parking Structure 5 use the roundabout to cross. Gary R. mentioned that with the new welcome center opening, this could potentially help. Gary R. recommended that the safety committee ask Risk Management and Facilities to look into school bus safety because of the increase in school buses visiting campus.

## **Voting Center-CCE**

Nancy Griggs from CCE informed the committee that they are going to have another voting center that is open to all Sac State residents and the public. She informed the committee that UTAPS, Sac State PD, and facilities are working together for this event.

The 4-day Vote Center will be located in the first floor of Modoc Hall in the Willow Suites (across the hall from Java City). Below are the hours that it will be open to the public:

DATE	*Vote Center Hours (Open to the public)
Saturday- February 29, 2019	8:00 a.m-4:00 p.m.
Sunday- March 1, 2019	8:00 a.m-4:00 p.m.
Monday- March 2, 2019	8:00 a.m-4:00 p.m.
Tuesday- March 3	7:00 a.m.-8:00 p.m.

## **Traffic Congestion Event**

Gary R. asked if there were any other concerns to address. Mark I. informed the committee that there are two big events happening during the weekend, the volleyball championship and the Causeway Classic. He shared that the North end of the stadium will be impacted with traffic, to expect traffic congestion on Saturday Nov. 22, 2019.

## **EMERGENCY MANAGEMENT PLAN COMMITTEE (EMPC)**

Gary R. asked Scott what the status is for the EMPC. Scott C. reported that the time frame to review and approve is annually. He shared that HR, International Programs, and Risk have a draft plan and that the sections are currently being studied. Brittney A-S asked if there were separate documents that are attached. Scott C. shared that there is a new policy draft of a campus policy for Emergency Management Plan that informs people how to operate in an emergency. Scott C. shared that the policy has instructions on how to handle catastrophic events that can affect campus operations. Gary R. distributed the Emergency Management Policy to the committee for review.

## **EMERGENCY MANAGEMENT PLAN (EMP)**

Gary R. asked Todd D. if he could report on the EMP program and progress. Todd D. shared with the committee that starting next semester; EHS will be providing more trainings to floor marshals and building coordinators. Todd noted that 40% of floor marshals and building coordinators received training in 2019 and Risk Management has a goal of 100% completion by the end of spring 2020.

## **Active Shooter**

Gary R. noted that many campus stakeholders were concerned about an active shooter situation. Mark I. shared that there would be a notification sent out to the campus, a general description that states "Lockdown, wait till further instructions". He described that dispatch can now notify the campus quickly while officers investigate the call. Gary R. asked if floor marshals will ensure that

everyone is locked in safely. Mark I. stated that it is not a floor marshal or building coordinator's responsibility to run down and lock door, that they are only responsible for evacuation.

Janie M. operates the EMP training program and she reported that there are 161 now trained building coordinator and floor marshals. She shared that the training focuses on:

- Creating your emergency action plan for your building
- Creating your emergency action team (Building Coordinators and Floor Marshals)
- Evacuation procedures
- Shelter in place/Lock down procedures
- Active shooter procedures

In addition, she shared that there are now 238 individuals who have been trained on First Aid, CPR and AED, and 72 individuals received additional training on how to control life threatening bleeding from an active shooter. The EMP Bleeding Control training covered the following areas:

- How to identify life threatening bleeds
- How to use a manufactured tourniquet
- How to pack and pressure

**Janie M. shared the official active shooter training produced by the CSU which can be accessed the following link: <https://www.csus.edu/campus-safety/police-department/safety-training/>.** The committee watched the entire video.

Mark I. shared that the video does a great job educating people what to do in such event. He added that the campus community should have Sac State PD's number (278-6000, saved in their personal phones and know where the campus blue light phones are located.

Shannon D. shared that the main concern people are having with the new TSC building is too much visibility. The glass walls leave few options for sheltering out of view. Mark I. noted that locks were installed, but that glass is not bullet-proof. They are looking into adding a special film to the glass that will prevent it from shattering. Gary R. suggested that the committee look into organizing an open forum, from the campus so that people's concerns are heard.

## **REPORT ON DRIVING SAFETY; PROGRAM OVERVIEW**

Susan C-M reported on the Risk Management Driving Safety Program for the campus. Those who drive on University Business are required to complete the Driver Authorization Process (DAP) and Vehicle Operation Authorization (VOA). If driving more than once per month or 12 times per year, one must complete *Defensive Driving Fundamentals* accessed through LearnerWeb. The training is valid for four years. If driving a personal vehicle, the STD 261, Authorization to Use Privately Owned Vehicles on State Business, must be signed/approved by the driver and supervisor every year. Those who drive golf carts need to complete and pass the *Golf Cart Safety Training* and submit

the required VOA and DAP. Susan shared that all files are safe and secured and that once an employee leaves the campus, documents are shredded. The report and driving safety is accessible on the ESC website.

Matt M. asked what happens when one misplaces or loses their driver's license and is driving a golf cart. Todd D. shared that for now, it is ok. Stephen L. shared that as long as the driver stays in campus and avoids driving outside of campus, one should be ok.

**Adjourned: 12:05pm**

**Reconvene in February**

### **IN ATTENDANCE**

Brittany Anderson-Steele, College of Natural Sciences and Mathematics

Martinique Baker, Peer and Academic Resource Center, CSUEU\*

Karyl Burwell, Student Affairs Administration

Linda Robles on behalf of Chela Cholula, Human Resources

William DeGraffenreid, Academic Affairs

Steve Leland, Environmental Health and Safety

Matthew Mason, Transportation Maintenance, Teamsters\*

Carlotta Moore, Office of Graduate Studies, APC\*

Daryn Ockey, Facilities Management

Scott Christian, Police Department

Erik Skall, Grounds Management

Roy Dixon, College of Natural Sciences and Mathematics

Kevan Shafizadeh, Engineering

Michael Keenan, ESC Computing Services

Coleton Mattis, ASI Director of Health and Human Services

Susan Colley-Monk, Risk Management Services

Janie Mutchler, Environmental Health and Safety

Nancy Griggs, College of Continuing Education

Laura Swartzen, Confidential Advocate

Shannon Datwyler, College of Natural Sciences and Mathematics

\*Labor representative