CSUS Executive Safety Committee (ESC)

Tuesday, February 18, 2024, 11:00 am – 12:00 pm | ZOOM

ATTENDANCE AND PARTICIPATION ARE LISTED AT THE END
Note: If you no longer wish to be on the list, please get in touch with Risk Management Services, rms@csus.edu, (916) 278-6119

Call to order: 11:02 AM Gary Rosenblum

Review and approve minutes for November: Approved

Open Forum:

Matt: Mason: I have a quick question about fire watch. Whose responsibility is to notify authorities when a fire breaks out? Assuming that the fire controls aren't working. Does there need to be a person to be there 24 hours to be on fire watch? Whose responsibility is that?

Gary Rosenblum: That's a good question. Is that when we were doing fire alarm work, and the building is offline and so the fire marshal requires a fire watch? Does anyone have anything to add to the conversation.

Jose Fuentes: Regarding that question, so if the Fire Marshal required fire watch to happen, does that fire marshal have the requirements of who should be doing the fire watch?

Gary: Janie, you have a lot of interaction with the fire marshal. Do you have any insight on the topic?

Janie Mutchler: I am not sure. The last couple times we've done a fire watch; I think it was just our employees and they're just walking around the building; just looking for smoke and fire. But I'm not sure if there's a qualifications requirement. That's probably something we're happy to look up in the code.

Todd Dangott: I agree with that. I don't believe there's an official requirement, but it seems more like a campus safety concern. If we designate campus safety or the University PD for that responsibility, they will likely handle it. However, I would expect a notification if we're aware that the alarm system isn't functioning or has been down.

Gary: Do you think the fire watch might need to be familiar with fire extinguishers. Something that is required?

Thomas Scarry: Maybe not

Matt: That's a great point, Gary. Based on what I've seen on other campuses, the responsibility varies—it's sometimes handled by Unit Six, other times by Unit Five, and occasionally by the police department. However, I don't think it's a good idea for an untrained student to take on this role, especially if they aren't familiar with safety procedures, fire extinguishers, or emergency exits. It seems like there isn't much guidance on this within the system, and we'd like to get some clarity on it.

Jose: Apparently the system doesn't have too much info on and we would like to clarity on.

Gary: I agree with you. I strongly recommend that we avoid using students for this role. Instead, we should consult the fire marshal to determine exactly who is required under fire watch conditions. The requirements may vary depending on the situation—whether it's an overnight watch for an extended period or just a few hours during a short-term system outage. Does anyone have insight from experience on how this has been handled?

Tim Bair: Typically, if we're working on a system and can't get the fire alarm up and running, our Unit 6 teamsters handle the fire watch. That's what I've seen in the past. It hasn't been needed for a while, but historically, we've either had volunteers step up or been assigned individuals for fire watch duty.

Tom: Several years ago, possibly between 2014 and 2016, when Sequoia Hall underwent a complete fire alarm system rebuild, the campus brought in a private security firm to handle the fire watch for about a week.

Tim: That sounds more like a planned, project-based shutdown. In most cases, we're dealing with last-minute or emergency issues with the fire alarm system.

Gary: I'll coordinate with Janie, who is our closest contact in the department for the fire marshal, to get their response to that question. In the meantime, we'll continue with our usual procedure, having someone from Unit 6 volunteer for overtime or a similar arrangement.

Matt, does that answer your question?

Jose: Will you let us know, Gary, what the fire marshal's response is to that, please.

Gary: Yes, absolutely. Since its brought up here at the meeting. We'll respond to you directly; at the next meeting we'll have a public answer.

Mary Lee Vance: I have serious safety concerns, particularly regarding emergency evacuations for individuals with disabilities. I previously raised this with the Critical Response Team (CRT) and want to formally document it here.

During an evacuation drill at Sac Hall a few years ago, I was stuck on the second floor because no one was trained to use the stairway evacuation chair. While well-meaning individuals helped, they lacked the necessary training. This highlights a broader issue—there must be a clear process for evacuating not just wheelchair users but anyone with temporary or permanent mobility challenges. I strongly recommend mandatory training for floor monitors or designated personnel to ensure proper use of evacuation equipment. I'm also willing to participate in training exercises to improve my preparedness.

Additionally, students have raised concerns about emergency notifications. During the recent active shooter incident, the lack of clear guidance left many unsure of whether to lock down or move. This communication failure was especially problematic for managers, who need to be prioritized in receiving timely updates so they can effectively guide their teams.

I urge that both evacuation procedures and emergency communication protocols be addressed as critical safety priorities.

Gary: Thank you for your input, Mary Lee. In regards of the evacuation chairs could you remind me which building do you work out of.

Mary Lee: I was in Sac Hall, on the second floor. Which was embarrassing when you think about the fact that I could have been a very elderly donor, and my life was on the line. Exactly. But in general, this is where the President's office is located, right? There are just so many factors to consider. And was in Del Norte hall during an evacuation. Scott was there and he knew how to use the evacuation chair. We practiced with it. He even trained someone else to use it. So, during that drill at Del Norte Hall, I was able to evacuate safely.

These drills are the perfect opportunity for people to practice using the evacuation chairs and familiarize themselves with the entire evacuation process.

Gary: You are right! Janie, do you have any input. Janie is the person who coordinates and manages the campuses evacuations drills. I can also mention that over the past several years, we've added a significant

number of evacuation chairs to buildings across campus. Our safety map, which is available on the website, shows the locations of all these chairs. I believe we have around 24 evacuation chairs on campus.

Mary Lee: But its useless if no one knows how to use them.

Gary: I believe the current annual training for floor marshals includes this information. However, I'll turn it over to Janie to see if she has any specific details she'd like to share with us.

Janie: Last semester, we conducted training for Sac Hall, so most of its floor marshals and the building coordinator are now trained on using the evacuation chair. Some other buildings have also been proactive in scheduling extra training, but many building coordinators can only arrange sessions about once a year due to time constraints.

I'm working to expand training opportunities, covering not just evacuation chairs but also fire extinguisher use, AED operation, and basic first aid. We've developed a crash course to make training more accessible for those who can't commit to a full-day session. My main goal is to increase hands-on practice with the evacuation chairs, as they can seem intimidating without prior experience.

Each evacuation chair cabinet has a QR code linking training resources, but relying on just-in-time learning during an emergency isn't ideal. That's why we're pushing for more hands-on sessions with building groups. Some buildings have been more responsive than others, and I'm working with Von to provide additional one-on-one training for building coordinators to help expand these efforts.

We're making progress, and I appreciate everyone's support in improving campus preparedness.

Mary Lee: I recognize that.

Gary: We're aware of the concern and are addressing it through training efforts. As part of that, do you think it would be beneficial to add signage indicating the direction of evacuation chairs or making them more visibly accessible, like an evacuation map?

Janie: It wouldn't be a bad idea to include it alongside the emergency equipment, like an evacuation map. However, evacuation maps are usually kept very simple for a reason.

It might be beneficial to have some form of signage on the back of a door, like what you'd find in a hotel. A sign indicating evacuation points, along with key locations like the ice maker, exit doors, and elevators, could be useful.

Todd: I agree. And I think AED should be added as well.

Mary Lee: If we had something like that, Janie, we could post it on our DAC website. Inclusive excellence—and really, any website that naturally attracts individuals interested in personal safety—would be a great place to share this information. After all, when you check into a hotel, you're expected to review safety details.

Janie: We do have something like that; our campus safety map.

I've been collaborating with the geology department, which has a GIS system. They've been developing their own safety maps for Sequoia Hall, and I've seen some impressive examples. I'd love to apply their approach to all of our buildings since, for now, they're only focusing on their lab spaces. However, this project has been put on hold due to budget constraints

Gary: I want to remind everyone that we already have a digital safety map on our website. If someone from my team could drop the link in the chat, that would be great. This interactive map is building-specific,

showing the locations of evacuation chairs and AEDs across campus, with clickable icons displaying actual photos of the items. It's also accessible through the student phone app.

Regarding the emergency notification system (ENS), we reviewed a police response incident in November. Everyone in the university community can sign up for ENS alerts, and employees are prompted to update their contact information periodically. The police department manages the system and determines when messages are sent. Due to email and cell phone limitations, alerts may not be delivered instantly, sometimes taking 10–15 minutes.

Following last semester's incident, the police department is reviewing its response, particularly the lack of communication when no active threat was identified. They may consider improvements to reassure the community in such situations. Emergency management and the police department continue to evaluate ENS, and we'll discuss emergency operations later in the meeting for further input.

On another note, Janie and I discussed how to notify deaf students in emergencies. We reached Gallaudet University, a leading institution for the Deaf community, but they didn't have a clear solution either.

Janie: Yes, they conducted a study in 2019 on risks and disasters for individuals with access and functional needs, particularly college students attending institutions designed for them. The study revealed that even these specialized colleges are not fully prepared to support their students in emergencies.

Mary Lee: Our concern, of course, is for nonverbal students, as well as those who are deaf and may prefer texting—really, any student who might find themselves in a sensitive situation where speaking is not an option. In these cases, they may want to discreetly and confidentially text a 911 alert system. The challenge is how we can ensure safety and provide access for students who are nonverbal or otherwise unable to speak in emergencies.

Gary: So the message is, we're researching it, and we'll continue to stay on that and we'll work with you to come up with something.

Mary Lee: It does seem simple to say, well, can't there be an a dedicated number where someone could text and have that be, you know, somehow be received by someone in in emergency capacity. It sounds simple, I understand that, but that is kind of what would be ideal would be the student or somebody being able to text, you know, having programmed on their phone, you know a number that they could just 911 by text.

Gary: We'll continue working on this message and collaborate with you to find a solution. Any other items for the open forum?

New Business:

Sunset of COVID Update

Gary: This is a formal announcement to the campus community, although I mentioned it in the Monday morning briefing. As of February 3rd, California State OSHA regulations regarding COVID safety have been sunset, meaning there are no longer any requirements from the State of California or the Department of Public Health for the general population.

Specifically, this means we no longer need to report a positive COVID test through the COVID test reporting form, which has also been discontinued. Additionally, we will no longer be contacted by tracing or sending out messages to individuals potentially exposed to someone who tested positive. The program to provide COVID tests to those in close contact with a positive case is also ending, and we are no longer sending email notifications or informing representatives when someone tests positive for COVID. All these requirements have been lifted as per State law.

There is no longer a mandate to wear masks when returning to work, nor any special protocol for taking time off if you contract COVID. We are now following regular sick leave policies and communications with supervisors for any illness. COVID is now treated like any other cold or flu.

The safety plan outlined in our injury and illness prevention plan will remain on our website, but it is no longer in effect as of February 3rd. If we face another pandemic in the future, we'll know how to respond, but for now, COVID is just another illness like the common cold or flu.

That's the COVID sunset update. I don't see any questions, so let's move on.

Freddie Orozco: When we hire a new student assistant, one of the core courses they are required to take through CSU Learn is a COVID course. Will that be discontinued?

Gary: Yes, we should. We still require the COVID safety training to come on campus. But I think we should sunset that too.

Alright, someone from my team is taking note of this, although I'm already making a note myself. Thanks for bringing that up.

Now, let's move on to the OSHA overview. Each year, we track all OSHA-recordable injuries, which is separate from, but related to, workers' compensation. Our workers' comp manager, Adele, is here to provide the annual review of injuries that occurred on campus last year and share some insights on what we can learn from that.

Overview of the 2024 OSHA 300A Summary of Work-Related Injuries and Illnesses

Adell Seibels: Hi, everyone, I'm Adele, your Workers' Comp Manager at Sac State. Each year, we compile a summary of work-related injuries and illnesses in compliance with OSHA guidelines. This includes any injury or illness that occurred in the work environment, even if it aggravated a pre-existing condition. The data is captured in the 300A form, which is distributed in January and posted on campus from February 1st to April 30th.

In terms of injuries for 2023 and 2024, the number of cases requiring days away from work was similar, but the total days away decreased significantly in 2024, which is a positive trend. However, there were still challenges with employees being able to return to work with restrictions.

We also track other recordable cases—those that required medical treatment but no lost or restricted workdays. Ideally, we want to prevent injuries and bring employees back to work as soon as possible with modifications. The most common injuries are strains and sprains, bruises, cumulative trauma (especially in office and summer projects), lacerations, and fractures, with fractures being the most severe.

Despite these injuries, we have a relatively low number of incidents, but the recovery time for fractures, especially in an aging workforce, can be lengthy. We're focusing on creative ways to bring employees back to work sooner.

Any questions?

Jose: Do you have those stats broken down by units.

Adell: Yes, I can provide those for you if you'd like. I just didn't want to display them here, but I can share the details specific to your department if needed.

Jose: Yes, for Unit 6

Gary: We'll take care of that for you specifically.

To be clear, we haven't observed anything unusual or unexpected in terms of injuries. The injuries we see are often related to areas where the safety culture needs improvement. These aren't typically the kinds of injuries that more training alone would prevent. We're always focused on addressing fall hazards, but most of the falls aren't from heights—they're more often from tripping or stumbling. We even had cases where someone fell out of a chair.

Adell: As Gary mentioned, we have the same level of concern. One unique issue we face, due to the number of trees on campus, is that falling debris from the trees can create trip hazards. For example, while walking, someone might trip over something and twist their ankle, causing them to fall. We've had incidents like that happen on campus.

Youth Protection Audit Update

Todd: Good morning, everyone. Todd Dangot, Director of Risk Management, here, and Nayeli is also here to present on the youth protection program audit. Just to clarify, there's a distinction between a program and an audit. While auxiliaries and we both have programs, Risk Management is responsible for overseeing the youth protection program to ensure compliance.

This audit actually started in 2023, when the Chancellor's office informed us of their initiative to assess the universities and auxiliaries' youth programs. The audit's goal was to evaluate the effectiveness and administrative controls of these programs and ensure compliance with relevant federal and state regulations, as well as Chancellor's directives and university procedures.

You may not realize it, but Sac State and the auxiliaries host a wide variety of activities for participants under the age of 18 who are not matriculated. These programs include overnight camps, clinics, workshops, recitals, tournaments, conferences, and competitions. With that background, I'll hand it over to Nayeli to go over the details of the audit.

Nayeli Parra Gonzalez: Thank you, Todd. Hi, everyone, I'm Nayeli, and I oversee the Youth Protection program. I'll keep this brief and focus on the key findings from the audit.

As Todd mentioned, we have a policy that went into effect in July 2023, which you can review for more details. Right now, I want to highlight the critical aspects of this presentation.

We are guided by legislative codes and the Chancellor's office. Specifically, we're focusing on AB 506, which requires organizations serving minors to have policies and procedures in place to manage youth protection. This includes background checks, training, and compliance with the Child Abuse Reporting Act (CANRA).

Todd: Just to quickly add, we can't mandate third parties to comply with these requirements, but we can monitor their adherence, and that was the primary expectation of the audit. Apologies for the interruption, go ahead.

Nayeli: The university organizes various programs involving minors, such as athletic camps, overnight camps, clinics, and tournaments. These programs require compliance with specific guidelines and communication with the Youth Protection Office. Program leaders must submit a registration form to the office at least 30 days before the event. The registration should include confirmation that participant forms and waivers are in place, that staff members have undergone background checks (including Live Scan), and that they've completed mandatory youth protection training. Additionally, staff must acknowledge and adhere to a code of conduct for working with minors.

For third-party groups using campus facilities, such as the American Legion for summer camps, there are insurance and contract requirements. The event coordinators handle the coordination of these contracts and insurance with third-party groups.

The 2023-2024 audit confirmed that the university's system for capturing youth programs is effective, and most programs comply with CSU policies and procedures. However, the audit highlighted areas for improvement, including the timely submission of registration forms and the need to ensure proper screening and training for those involved with minors. Another key area for improvement is ensuring that third-party groups properly coordinate with university facilities in terms of contracts and insurance, which is critical for compliance with child abuse reporting laws and other safety requirements.

In summary, while the Youth Protection program is largely successful, improvements are necessary in registration timeliness, screening processes, and third-party coordination to maintain full compliance. The Youth Protection Office is actively working to address these issues.

Todd: I think we can save that for later. If anyone has questions about it, feel free to reach out to me. We're running out of time.

Nayeli: Additional areas for improvement include ensuring that waivers are collected from participants in programs where we have custody or supervision of minors, such as athletic youth camps. These programs must provide parents with a comprehensive handbook that outlines expectations and rules, including policies about conduct, such as no drinking or smoking on campus.

Program directors or activity leads must confirm that all staff have completed the required background checks, live scans, and youth protection training, and that they have signed the code of conduct. This responsibility falls on the program leader, as we cannot track or manage the completion of these tasks. We encourage collaboration with HR for any questions or assistance with the background check or live scan process.

If any staff member does not meet these requirements, they cannot participate in activities with minors, as it is a strict part of the regulations. It's also crucial that departments submit registration forms with our office within the required timeline, as delays can affect the ability to conduct the event. For programs involving third parties, such as those renting space, we require proof of insurance and proper contracts.

If you have any further questions or need clarification, please don't hesitate to reach out.

Laurie Pittman: I have a quick question for Gary and the group. Thank you all. It's Jeannie from the Health Center. Last summer, we had a student in one of our programs who was asthmatic and experienced an asthma attack. Do we have a consent form for emergency medical treatment in the participant package for minors? This would be helpful in case something like that happens again. While we didn't go through the Health Center to treat the students, there was a delay in contacting the parent and getting the necessary information to proceed with treatment during the asthma attack. It would be good to have something in place for quicker response in these situations.

Todd: I'm available for any questions. In an emergency, I would assume Good Samaritan principles would apply. However, we are working on updating our medical release form to make it more comprehensive. We already have one in place, but we're in the process of refining it to ensure it covers all necessary details.

Laurie: Perfect. If we could get copies of those that way. We have the name of the student really quick.

Review Emergency Operations Center Updates & the Emergency Operations Plan Document

Janie: Our Emergency Operations Plan (EOP) is up for review. If you'd like to review it, please email either me or Yvanne to let us know. We would appreciate receiving all reviews by the end of the month so we can forward it to the President for their review as well.

The EOP is a guide for our Emergency Operations Center (EOC) team to manage responses during emergencies. It includes procedures, hazard annexes, and information on how to respond to specific situations, like a train derailment. While it's designed to be flexible since each emergency is different, the plan offers a general framework for action.

If you're interested in reviewing it, please reach out to either me or Yvanne.

Gary: If you're interested, I will send you the latest draft of the Emergency Operations Plan (EOP). This plan is a standard operating procedure required by both the Chancellor's office and the State of California. It follows the same planning structure as any disaster agency in the state, ensuring interoperability. The document is a couple of hundred pages long and provides detailed procedures for managing a disaster.

This plan covers everything from emergency notifications to evacuations, interactions with state agencies like FEMA and the EPA, and more. It's a comprehensive guide for managing various types of emergencies.

Everyone in this group is welcome to review the plan and provide feedback.

That concludes our meeting for today, and I apologize for going a little overtime. Thanks for bearing with us, and please reach out if you have any further questions or comments. Looking forward to our next meeting!

IN ATTENDANCE:

*Safety Committee Labor Representatives

Gary Rosenblum, AVP of Risk Management
Todd Dangott, Director of Risk Management
Brittany Anderson-Steele, Safety Manager of College of NSM
Earl Gratuito
Margaret Reece, Program Operation Admin of CCE
Tom Scarry, Occupational Health and Safety Specialist of Environmental Health and Safety
Nayeli Parra Gonzalez, Youth Protection Program Analyst of Risk Management
Troy Bettcher, Senior ELR Specialist
Jenny Le, Project Manager of UEI
Adell Seibels, Workers Compensation Manager of Risk Management
Lillian Mott, Student Assistant of Risk Management
Melissa Trujillo, Library Services Specialist, IV*
Glen Schaezlein, Director of Grounds and Custodial Services of Facilities
Michael Keenan, OS Analyst of College of ECS
Janie Mutchler, Emergency Manager of Risk Management
Mark Westbrook, TAC Member
Anne Bradley, Assistant Head & Business Librarian
Laurie Pittman, Director of Clinical Operations of SHCS
Oscar Castro, Student Assistant of CCE-Facilities
Susan Colley-Monk, Risk Management Analyst of Risk Management
Jennifer Murchison, Executive Director for Universal Access and Inclusion and ADA Coordinator
Jose Fuentes
Nitin Roy, Assistant Professor of Department of Public Health
Manuel Lopez, Admissions & Outreach SSP IV
Jennifer O'Neal-Watts, Copyright Specialist of the Library
Freddy Orozco, Coordinator of Parking & Shuttle Operations of UTAPS

Tim Bair, Director of Facilities Operations
Emma Maslyanka, Student Representative
Mary Lee Vance, Director of the Disability Access Center, Testing Center, Disability
Matthew Mason, Transportation Maintenance*
Jeff Dierking, Director, University Transportation & Parking Services (UTAPS)
Chris Taylor, Associate Dean for Student Success of the College of NSM Deans Office
Behnam Arad, Associate Dean for Students Affairs of the College of E&CS
Faten Tayeh, Project Manager of Facilities
Jeanne Harris Van Dahlen, Senior Associate Vice President for Student Health, Counseling and Wellness