

CSUS Executive Safety Committee (ESC)

Tuesday, April 15, 2025, 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 March: Approved

Open Forum:

Samuel Jones: I'm not sure if this falls under safety or how exactly we want to frame it, but there are a few issues I wanted to bring up that we have been on my radar. First, I've noticed an increasing number of trip hazards on the sidewalks, and they're becoming more concerning as they seem to be appearing more frequently. I can point out specific locations if we decide to look into this further.

Gary Rosenblum: Thanks for bringing up those concerns — trip hazards are something we want to address. We'll have someone from our department work with you to catalog them. While we may already be aware of some, there could be new ones, especially with the current construction and fencing causing changes to foot traffic patterns. I've noticed people walking over curbs and landscaped areas in a few spots myself. Regarding lighting, we encourage using our Lighting Safety Review Form, available on the Risk Management website. Anyone — students, staff, or faculty — can submit concerns there, and they're tracked and forwarded to Facilities. The form is also accessible through the student app under the Safety section.

For roadways and traffic concerns, those typically fall under Transportation's purview. Jeff Dierking would be the main contact, but if you have something specific, we're happy to pass it along.

Pam Robertson: My concern is about library 15 exit safety issue.

Gary: Library 15 appears to be in the lower level—I'll take a look at it. Thanks for bringing it up; Janie and I will work with you, Pam, to check it out and resolve the issue.

Old Business:

Courtney___: The code clearly states that Areas of Refuge are required in buildings without fire sprinklers. Most of our buildings are sprinklered, so this usually doesn't apply, but there are exceptions. In those cases, Areas of Refuge must be provided. Our ADA Transition Plan has already identified some locations needing upgrades, such as door signage. The code also outlines specific requirements for these signs, including Braille and other accessibility features. I'm happy to send you the relevant code sections if you'd like to include them in the meeting notes:

AREA OF REFUGE. An area where people are unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation.

1009.3.3 Area of refuge. Stairways shall either incorporate an area of refuge within an enlarged floor-level landing or shall be accessed from an area of refuge complying with Section 1009.6.

Exceptions:

1. Areas of refuge are not required at exit access stairways where two-way communication is provided at the elevator landing in accordance with Section 1009.8.
2. Areas of refuge are not required at stairways in buildings equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2.
3. Areas of refuge are not required at stairways serving open parking garages.

1009.4.2 Area of refuge. The elevator shall be accessed from an area of refuge complying with Section 1009.6.

Exceptions:

1. Areas of refuge are not required at the elevator in open parking garages.
2. Areas of refuge are not required in buildings and facilities equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2.

1009.6 Areas of refuge. Every required area of refuge shall be accessible from the space it serves by an accessible means of egress.

[DSA-AC] Areas of refuge shall comply with the requirements of this code and shall adjoin an accessible route complying with Sections 11B-206 and 11B-402.

1009.6.1 Travel distance. The maximum travel distance from any accessible space to an area of refuge shall not exceed the exit access travel distance permitted for the occupancy in accordance with Section 1017.1.

1009.6.2 Stairway or elevator access. Every required area of refuge shall have direct access to a stairway complying with Sections 1009.3 and 1023 or an elevator complying with Section 1009.4.

Exception: An interior area of refuge at the level of exit discharge that provides direct access to an exterior exit door.

1009.6.3 Size. Each area of refuge shall be sized to accommodate two wheelchair spaces that are not less than 30 inches by 52 inches (762 mm by 1320 mm). The total number of such 30-inch by 52-inch (762 mm by 1320 mm) spaces per story shall be not less than one for every 200 persons of calculated occupant load served by the area of refuge. Such wheelchair spaces shall not reduce the means of egress minimum width or required capacity. Access to any of the required wheelchair spaces in an area of refuge shall not be obstructed by more than one adjoining wheelchair space.

Exception: The enforcing agency may reduce the size of each required area of refuge to accommodate one wheelchair space that is not less than 30 inches by 52 inches (762 mm by 1320 mm) on floors where the occupant load is less than 200.

1009.6.4 Separation. Each area of refuge shall be separated from the remainder of the story by a smoke barrier complying with Section 709 or a horizontal exit complying with Section 1026. Each area of refuge shall be designed to minimize the intrusion of smoke.

Exceptions:

1. Areas of refuge located within an enclosure for interior exit stairways complying with Section 1023.
2. Areas of refuge in outdoor facilities where exit access is essentially open to the outside.

1009.6.5 Two-way communication. Areas of refuge shall be provided with a two-way communication system complying with Sections 1009.8.1 and 1009.8.2.

1009.8 Two-way communication. A two-way communication system complying with Sections 1009.8.1 and 1009.8.2 shall be provided at the landing serving each elevator or bank of elevators on each accessible floor that is one or more stories above or below the level of exit discharge.

Exceptions:

1. Two-way communication systems are not required at the landing serving each elevator or bank of elevators where the two-way communication system is provided within areas of refuge in accordance with Section 1009.6.5.
2. Two-way communication systems are not required on floors provided with ramps conforming to the provisions of Section 1012.
3. Two-way communication systems are not required at the landings serving only service elevators that are not designated as part of the accessible means of egress or serve as part of the required accessible route into a facility.
4. Two-way communication systems are not required at the landings serving only freight elevators.
5. Two-way communication systems are not required at the landing serving a private residence elevator.
6. Two-way communication systems are not required in Group I-2 or I-3 facilities.

1009.8.1 System requirements. Two-way communication systems shall provide communication between each required location and the fire command center or a central control point location approved by the fire department. Where the central control point is not a constantly attended location, a two-way communication system shall have timed, automatic telephone dial-out capability that provides two-way communication with an approved supervising station 9-1-1. The two-way communication system shall include both audible and visible signals.

1009.8.1.1 Visible communication method. [DSA-AC and HCD 1-AC] A button complying with Section 1138A.4 or Sections 11B-205 and 11B-309 in the area of refuge shall activate both a light in the area of refuge indicating that rescue has been requested and a light at the central control point indicating that rescue is being requested. A button at the central control point shall activate both a light at the central control point and a light in the area of refuge indicating that the request has been received.

1009.8.2 Directions. Directions for the use of the two-way communication system, instructions for summoning assistance via the two-way communication system and written identification of the location shall be posted adjacent to the two-way communication system. Signage shall comply with Chapter 11A, Section 1134A or Chapter 11B, Section 11B-703.5 requirements for visual characters.

1009.9 Signage. Signage indicating special accessibility provisions shall be provided as shown:

1. Each door providing access to an area of refuge from an adjacent floor area shall be identified by a sign stating: AREA OF REFUGE.
2. Each door providing access to an exterior area for assisted rescue shall be identified by a sign stating: EXTERIOR AREA FOR ASSISTED RESCUE.

Signage shall comply with Chapter 11A, Section 1143A and Chapter 11B, Section 11B-703.5 as applicable, requirements for visual characters and include the International Symbol of Accessibility. Where exit sign illumination is required by Section 1013.3, the signs shall be illuminated. Additionally, visual characters, raised character and braille signage complying with Chapter 11A, Section 1143A or Chapter 11B, Sections 11B-703.1, 11B-703.2, 11B-703.3 and 11B-703.5 shall be located at each door to an area of refuge and exterior area for assisted rescue in accordance with Section 1013.4. The International Symbol of Accessibility shall comply with Chapter 11A, Section 1143A or Chapter 11B, Section 11B-703.7.2.1.

Example of an ADA compliant Area of Refuge Sign:



Gary: So, the decision point is based on whether or not it's a sprinkler building?

Courtney: Sprinkler building is the biggest governor for whether areas of refuge are required in stairs. We are not required to provide an area of refuge in single story buildings.

Gary: Okay because a multi-story, non-sprinkler sequoia comes to mind.

Courtney: Correct. Lassen is another one. The ones that have been identified in the transition was Lassen Hall. Primarily, that was the main one that was identified as requiring better signage.

Gary: Our sign shop will handle the design and ensure the signage meets all requirements. I'll coordinate with them. Great — we'll move forward with improving that area and bringing it into code compliance. Thanks so much! You're welcome.

EOP Update

Janie Mutchler: The President has officially signed our Emergency Operations Plan. As of last week, I sent a copy to Jenny Novak, our CSU Emergency Manager, and I'm currently coordinating with Sacramento County OES to ensure I have the correct contact before sending it to them as well. The full document will be shared with the Executive Safety Committee and stored on Teams for their access. Additionally, a copy will be available on our website, which should be finalized by the end of this week.

Gary: And let me clarify the EOC is different than our ESC. Our EOC stands for the Emergency Operation Center and those are the people who were invited to the emergency operation center tabletop that took place 2 weeks ago. The ESC, Executive Safety Committee, which consists of us everyone here. Part of our responsibility as a university is to review these documents and ensure they reflect the university's perspective. Everyone had the opportunity to weigh in on that. EOP, the Emergency Operation Plan. Which can be found on our Risk Management Services website.

Janie: It's reviewed annually but resigned every 5 years.

Gary: We'll be reviewing it and making administrative changes and every 5 years it will get the full review through the President. So, we'll have further reports as we make changes over time but until then that's our emergency operations plan for emergencies. Any other comments or questions about the EOP?

Active Shooter Debrief

Christina Lofthouse: Sure, before I jump in, I just want to quickly address Brittany's comment in the chat. The police department is aware of the concerns related to electric scooters, and we're planning to collaborate with University Communications on an educational campaign to help address the issue. Typically, when we

encounter something like this, we approach it through the three E's: education, engineering, and enforcement, with enforcement being the last resort. So yes, we're aware of it, and we're actively working on it. I just wanted to make sure that was mentioned.

Gary: Let me quickly add one more item since scooters came up. Risk Management is currently developing a Scooter Safety Concern Form—similar to the Lighting Safety Concern Form—so that anyone, including students, can easily report issues. This form will allow people to share the location and time of their concern, which will help us identify potential hot spots. That way, if enforcement becomes necessary down the line, we'll have data to guide us. It's just one more tool we're adding to our safety toolbox.

Christina: Thanks Gary. Hopefully we can share that info too so we can locate the hotspots.

Gary: We're currently tracking where people are most concerned. Where and when things are happening so we can address them accordingly.

Christina: Okay, just a quick update about a major training exercise we conducted over spring break—though I say "little" with sarcasm, because it was actually a big deal. This was our active shooter and mass casualty response training, specifically focused on law enforcement response.

This year, we successfully met all our training goals and objectives. We had over 200 participants involved in the exercise, including proctors, tactical advisors, role players, observers, and more. In total, 25 different law enforcement agencies took part, along with fire personnel from Sacramento Fire, Sac Metro, and Consumnes Fire, who served as the Rescue Task Force. We also coordinated with battalion chiefs to run unified command and control drills.

Additionally, 18 tactical dispatchers participated, and we were fortunate to use the Sheriff's brand-new command bus to operate dispatch and the command post—which was a great asset.

The day was split into two sessions. In the morning, one group of law enforcement participants rotated through three live scenarios:

1. A sniper/mass casualty situation
2. A hostage rescues
3. A multiple active shooter incident

In the afternoon, those same participants trained with SWAT teams from Sac PD and Sac County. They went through hands-on exercises such as armored vehicle (Bearcat) familiarization, civilian and officer rescue tactics, ballistic shield use, door breaching, and other tactical entry procedures.

We also ran a Family Assistance Center at St. Francis High School. Students acted as role players, and the center was managed by the Sacramento Law Enforcement Chaplaincy and the Sacramento County Mass Casualty Victim Advocate Team. They practiced reunification protocols and notification procedures.

On top of that, Sac County EOD K9s participated, practicing their skills in locating simulated explosive devices during the scenarios.

It was a huge undertaking, one of the largest exercises we've ever conducted, and while it was a challenge, it was also a major success. I want to thank the entire campus for their support—we occupied a large portion of the grounds, and everyone was incredibly accommodating.

It's important to note that most of the agencies involved would be the ones responding here in a real emergency. Giving them the opportunity to train on-site and become familiar with our campus strengthens our future emergency response capabilities.

Big thanks to UTAPS as well for helping transport personnel across campus using their buses, and again, to the campus community for their continued support. I'm happy to take questions, but overall, this was a successful and impactful training exercise.

Gary: I don't have a question, but I do want to briefly add something related to the active shooter drill. As part of our newly implemented Workplace Violence Prevention Program—required under state law—Risk Management invited a vendor to demonstrate a weapons detection technology during the drill.

This system uses existing video surveillance to visually detect weapons. The vendor set up their system in the TSC building, and during the drill—where actors carried realistic-looking firearms—the technology successfully identified visible weapons in real time and triggered alerts within seconds.

We captured screenshots from the demonstration, including one from a rooftop camera detecting a weapon as an actor emerged, another inside an elevator, and a third showing detection of someone in a lobby through open elevator doors. Each incident generated a separate alert.

While this doesn't mean we're committing to the product yet, the results were promising. We'll be discussing the findings with the Chancellor's Office to determine next steps in terms of feasibility and implementation.

Just wanted to keep the group informed as this ties directly into our campus violence prevention efforts. I am happy to answer any questions.

Christina: I also want to give a big shoutout to all the role players, many of whom were from our campus community. If you volunteered—or know someone who did—thank you! These exercises wouldn't be possible without your involvement. We hope the experience was valuable, as participating directly offers a much different perspective than simply attending a classroom session. Again, a sincere thank you to all our role players.

Gary: That's great to hear! We had a few folks from our department participate as well, and the feedback was that it was a positive and eye-opening experience. Some role players acted as victims and were treated by EMTs—some even laid on the ground as part of the scenario to make it as realistic as possible. Alright, any other questions or thoughts?

Yvonne Bolano: I just wanted to add that we were contacted by someone—possibly from CAP Radio—about getting their building involved in a future drill. It sounds like there's growing interest from other areas of campus to participate in upcoming scenarios. Not sure if PD received that message as well, but I wanted to share it in case it wasn't already on your radar.

CSUEU Issue

Gary: We received a formal email from CSUEU raising concerns about rodent and pest infestations in campus buildings, citing health and safety risks. We forwarded the issue to Facilities, as they handle pest control, and while Glen couldn't be here today, he provided a written response to Vivian Mendoza, who submitted the original inquiry.

Glen explained that, due to budget constraints, the university shifted from having a dedicated in-house pest control employee to using an external contractor. As a result, pest control services are now handled on a weekly basis rather than daily, which limits our ability to respond to issues as quickly as before. This concern was also noted during last week's accreditation survey.

Jeanne Harris Van Dahlen: Yes, I should mention that both Yosemite and The Broad had several instances of rat droppings reported along windowsills, counters, and desktops. This issue was also raised during last week's accreditation survey with Triple A-C.

Gary: Since CSUEU requested this issue be brought to the Executive Safety Committee, we'll include both their letter and Glen's response on our website as part of the meeting minutes for transparency.

To summarize, due to budget constraints, our pest control services have shifted from daily in-house support to a weekly contracted service, which limits our response capacity. Glen also emphasized the importance of minimizing food and snacks in offices to reduce pest attractions, something everyone can help with.

That's all we have on this topic unless there are further questions or comments. Seeing none, it looks like we've covered the full agenda. If no one wants to reopen the open forum, thank you all for a great meeting—we look forward to seeing you in September.

IN ATTENDANCE:

*Safety Committee Labor Representatives

Gary Rosenblum, AVP of Risk Management

Yvonne Bolano, ASC II Risk Management

Jeanne Harris Van Dahlen, Senior Associate Vice President for Student Health, Counseling and Wellness

Brittany Anderson-Steele, Safety Manager of College of NSM

Laurie Pittman, Director of Clinic Operations of SHCWS

Michael Keenan, OS Analyst of College of ECS

Troy Bettcher, Senior ELR Specialist

Lillian Mott, Risk Management Intern

Oscar Castro, Student Assistant of CCE-Facilities

Melissa Trujillo, Library Services Specialist*

Janie Mutchler, Emergency Manager of Risk Management

Jennifer O'Neal Watts, Library Services Specialist

Samuel N. Jones, Associate Vice President for Campus Life

Christina Lofthouse, Deputy Chief of Police Department

Pam Robertson, Health Education Assistant of SHS Clinic *

Anne Bradley, Business Librarian and Assistant Department Head of University Library

Derek Cuffe, System Support Manager of College of Engineering and Computer Science

Susan Colley-Monk, Risk Management Analyst of Risk Management

Behnam Arad, Associate Dean for Students Affairs of the College of E&CS

Nayeli Parra Gonzalez, Youth Protection Program Analyst of Risk Management

Courtney McCleod-Golden, Director of Planning, Design & Construction

Janee Hardman, Industrial Hygienist of Environmental Health and Safety

Matthew Mason, Transportation Maintenance*

Nitin Roy, Assistant Professor of Department of Public Health

Chris Taylor, Associate Dean for Student Success of the College of NSM Deans Office