

CSUS Executive Safety Committee (ESC)

Tuesday, November 19, 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: 11:00 AM Yvonne Bolano

Review and approve minutes for October: Approved

Open Forum:

New Business:

Annual Asbestos Information Awareness and Annual Program Review

Tyler Harris: Good afternoon, everyone. As Yvonne mentioned, per Cal/OSHA regulations, we are required to send an annual asbestos notification to all employees. This informs everyone that some Sacramento State buildings, particularly those built before 1980, contain asbestos within their materials.

The notification will be sent out today at 12:30 PM. If you have questions, please contact EHS at 8-2020, or reach out to Tom or me directly. Additionally, the updated 2024 Asbestos Safety Program is available on the website. Feel free to review it and ask any questions.

Yvonne Bolano: Tyler, is there going to be a like a massive send out for that notification?

Tyler: Yes, through SacSend to the whole campus. It should be going out at 12:30 PM today.

Yvonne: Are there any questions for Tyler about the annual asbestos review?

Don Nahhas: Tyler, are you okay with me posting the link?

Tyler: Yes, you can post it.

Traffic and Pedestrian Safety Overview for Mt. Whitney Construction Site

Jeff: As many of you have likely noticed, we have an exciting new project underway in the North Village complex—the Mount Whitney building. This coed housing facility will accommodate 335 students and is currently under construction.

The laydown area for construction has been established, utilizing space from a parking lot. To offset this, we've designated parking spaces for North Village residents in Parking Structure 5.

A designated path of travel has been set up around the fence line for the construction site, and we strongly encourage everyone to use the established crosswalks. We've been closely monitoring pedestrian traffic and have adjusted the fence line and infrastructure as needed to ensure safe and efficient movement across the area.

We appreciate everyone's cooperation in avoiding jaywalking and sticking to the designated routes as we continue to refine the corridor for campus safety.

I'm happy to address any questions or concerns.

Courtney McLeod-Golden: thanks Jeff, well said!

Jeff: Currently, the project is still in the early demolition phase, where materials are being removed, and the site is being prepared for construction. As the work progresses, we anticipate increased traffic in the area. To address this, we've coordinated with the builder to mitigate congestion by scheduling vehicle arrivals during off-peak hours and utilizing outer lots for staging.

Courtney: Yes, it's quite common for the equipment to be large at this stage, as it's primarily focused on earth moving. This includes excavators, bulldozers, and other heavy machinery.

Samuel N. Jones: We are aware that some students have been climbing over the fence to cross the road instead of using the designated pathways. For their safety, we are working on improved signage and addressing these violations directly with the students involved.

We hold monthly meetings with North Village residents to discuss construction updates and mitigation efforts. During our most recent meeting last Thursday, the issue of fence climbing was raised, and we addressed it with the attendees. Following that, we also distributed additional information to all students to reinforce safety guidelines.

Don: I appreciate that the fence has been extended to the entrance of Parking Lot 2. My only concern is the absence of a crosswalk in that area, which leads people to cross at the end of the fence or nearby. Additionally, bicycles, scooters, and other vehicles are moving through the lot, which adds to the safety concerns.

Samuel: Thank you for bringing that up, Don. We're closely monitoring the situation. To address this, a stop sign has already been installed, and additional yield signs are being added around the project. We're also keeping a close eye on vehicle speeds around that corner.

We strongly encourage everyone to use the designated path of travel and the sidewalk leading to the crosswalk in Lot 2, rather than crossing at the exit where no crosswalk is currently established. We're actively working on outreach to remind the campus community to follow these established routes and are also focusing on improving signage and reinforcing the existing pathways.

And I think most of us are aware, but I just want to go on record to emphasize that this isn't a new issue. Students, faculty, and staff have been crossing illegally in this area ever since Riverview was built. Previously, there was a crosswalk connecting the gravel lot to Riverview, complete with an ADA-accessible ramp. However, when Riverview was constructed, that crosswalk was removed, leaving it essentially leading to nowhere.

Courtney: And we're removing that correct, Jeff.

Jeff: Yes, that's correct. It is currently scheduled for removal to eliminate it as an option, as it is not a safe or suitable choice. We are continuing to encourage students to use the established path of travel, which directs them to a crosswalk with a good position and clear visibility for vehicles.

University Continuity Program and Plans

Don: Good morning, everyone, and thank you for having us here today. Today, we're discussing business continuity and how we're preparing for potential disruptions. At Sacramento State, we use a software called *Kuali Ready*, which we've rebranded as *Sac State Ready*. This software helps us develop plans to maintain critical functions during disruptions, whether they're small events like a pipe burst or major ones like a campus closure. Business continuity planning is mandated by both state and university leadership and includes prevention, preparedness, response, and recovery efforts.

The goal of our continuity plan is to identify key operations that must continue during a disruption and ensure we can resume normal operations as quickly as possible afterward. These plans also prepare us for various situations, from staff shortages to technological failures. We aim to minimize downtime by rehearsing our plans regularly, through tabletop exercises.

A key part of our plan is identifying our critical functions—the essential services that must continue. We'll also outline our recovery time objectives (RTO), which set the maximum allowable downtime for each critical function. We're looking at a range of disruptions, including staff shortages or resource outages, and will ensure we know how to keep services running even if the campus is closed.

We also need to identify workarounds and critical contacts—who to reach out to if vendors are affected, if technology fails, or if we need to relocate our operations. We'll also gather key information on staff roles, resources, and communication plans to ensure everything runs smoothly during a crisis.

In terms of the business continuity plan process, each department will need to outline critical functions, resources, staff, and any vital documents. We'll regularly update these plans and work with departments to ensure all information is current.

The new *Sac State Ready* platform will launch in January and will offer a more streamlined user experience. We'll transition from our current system to this new platform by merging existing plans and tailoring them to meet the university's needs. After the launch, we'll hold a group training session and work with departments one-on-one to complete their plans, aiming for full completion by April 2025.

Once the plans are in place, we'll test them through tabletop exercises to ensure everyone is prepared and all gaps are addressed. Staff will also be trained in their roles during emergencies to ensure a smooth response.

Thank you for your time—now I'll open the floor to questions.

Todd Dangott: That was great, Don. I know our timeline for completion by April is a bit ambitious, but it's necessary because we never know when an emergency may arise. While we aim for April, we may need a little extra time, and we'll certainly review and test the plans afterward. Moving forward, we'll be reviewing and maintaining the plans annually with everyone involved.

The key takeaway is that we're rolling out a new program, *Kuali Build*, which will replace our current system with a more user-friendly *Sac State Ready*. We're excited about this change, as it's designed to make things easier for everyone, especially given staffing shortages. The goal is to streamline the process, particularly with the critical functions list we're putting together, making it easier for departments to select the right options. And, of course, if there are additional critical functions needed, we can add those over time. We're hopeful that this new approach will be very helpful in the long run. That's all I have, Don.

Don: Regarding the critical functions, yes, all current plans will be migrated to the new platform. This migration will take some time, but we've already compiled a list of about 30–25 critical functions from the existing plans, and we aim to make this list even more comprehensive. The platform also includes upstream and downstream dependencies—upstream refers to those who rely on you for a critical function, and downstream refers to those you depend on for the success of that function.

While not all these dependencies are filled out for every function, the advantage of the new system is that as you review the critical functions, you may think of other areas specific to your department that should be included. You'll be able to add your own critical functions, beyond the preset dropdown menu, because every department's needs are unique.

If you currently have a plan, feel free to update it at any stage. Once we start migrating the data, I'll notify all plan managers not to make changes to their plans during the migration, but feel free to update them now.

Normally, our update period runs from October through November, and while we didn't send out notifications this October due to the migration, you can still make any necessary updates now. If you have any questions, don't hesitate to reach out to Todd or me. Our contact details are listed here, and we're happy to assist you with your business continuity plan.

Sabrina Charleston: I have a few comments regarding risk management and specifically addressing concerns around emergency alerts on campus. For some time now, I've been working on an idea in response to student concerns about the speed and effectiveness of emergency notifications. The current system of alerts may not be as quick or clear as needed, especially when emergencies arise on campus.

I've been developing a potential plan, which I'm currently referring to as the Trust and Safety Plan. Essentially, this plan would involve a system like Amber Alerts, where notifications could be sent to students' phones and emails based on the contact information linked to their student ID. The idea is that if an emergency occurs within a 1,000-foot radius of the campus, alerts could be sent out to anyone within that proximity. If there is a designated person to speak with regarding this plan, I'd love to connect. I'm also happy to send over the document I've created that outlines these details.

Don: We do; It's the emergency alert for students that is run through the Police Department. You may want to check with them.

Sabrina: Christina mentioned ENS, not sure what that stands for.

Todd: It stands for Emergency Notification System. They get it on their phone and email. You can sign up for it.

Sabrina: I'd really appreciate the opportunity to speak with the person, or the designated team, responsible for enhancing existing systems related to this. I have some ideas written down that I think could potentially be incorporated into discussions or used to enhance the system.

Additionally, I believe there's a need for more widespread awareness of this system. Based on the students who have reached out to me with concern, I can almost guarantee that most of them aren't aware that this system even exists. It seems like a better approach to advertising and promoting the system could really help. I'd love to discuss how my ideas could contribute to improvements, as well as find ways to better publicize the system to students.

Christina: Hi Sabrina, this is Christina from the police department. I'd be happy to discuss this with you. I've shared a link in the chat that provides more information about our Emergency Notification System (ENS) here on campus, which is specifically designed for emergency situations. It sounds like you might be referring to lower-level concerns that aren't immediate threats to campus, but let's talk through it and see if we can come up with some potential solutions for what you're thinking.

Sabrina: Sure, I'm open to discussing it. Most of the concerns that have been raised are about immediate emergencies, particularly in relation to active shooter incidents that have occurred over the past year. The main issue seems to be the delayed awareness of these situations among students, which is what motivated me to create that plan. I'll check out the links and reach out to you.

Christina: Yes, let's discuss it further. If there is an immediate threat to the campus community, the ENS will be activated. And Don, to answer your question, you can receive push notifications for ENS through our Sac State mobile app. I'm not sure if that fully addresses your concern, but the app is a valuable resource for notifications.

Sabrina: I'll send you an email to connect so we can set up a meeting to discuss this further. Thank you!

Michael Keenan: I'd like to expand on this conversation a bit, since Sabrina mentioned it. Do we have some time?

A few weeks ago, I attended an active shooter presentation by the police department, and we discussed something similar. I believe the incident Sabrina is referring to be the shooting at the light rail on 65th Street, where there were helicopters and police everywhere. However, there was a delay in the emergency notification system (ENS). No ENS message was sent out at the time, and that was concerning. While an email was sent about 20 minutes later, I don't think that was sufficient in this situation.

This delay was particularly concerning because I work in Riverside, right near River View, which is close to where the incident took place. We were unsure if we should lock down our building or shelter in place, but dispatch wasn't helpful. When the email did come through, I was out and about, trying to get more information, but by then I was relying on email notifications, which wasn't ideal.

At that active shooter meeting, I spoke to Corporal Orlando Mays about my concerns. I fear that if a similar situation occurs again, we may face another delay in getting the ENS messages out. Others at the meeting voiced the same concerns. So, Christina, could you address this and let us know how we can improve the ENS response in such situations?

Christina: Absolutely and let me clarify what happened. I understand exactly what you're referring to. In that situation, we were able to quickly determine that there was no immediate threat to our campus. However, we recognized that having police in the area, helicopters, and announcements being made into nearby neighborhoods was very alarming for some people.

From our surveillance system, we confirmed that the incident was not on campus, which is why no ENS message was sent out at that time. We followed up with an email because we knew the campus community would be concerned.

I think it's important to consider that people have different levels of comfort when it comes to police presence, and just because police are in the vicinity doesn't always indicate an immediate threat. However, if there had been a true threat, such as someone running onto campus, we would have immediately sent out an ENS message, which would have been brief and clear, like "shelter in place" or "armed subject on campus." We would follow that with additional details as needed.

I hope this helps address your concerns.

Michael: I think I've just figured out where the disconnect is. What you mentioned makes sense—you knew there wasn't an active threat, so there was no need for an ENS message. However, the issue is that there was a potential threat, and one that had already passed through campus.

The concern seems to be that when it's determined there's no immediate threat or when there's a possibility of one, it doesn't always meet the threshold for sending an ENS message. What I think would have been helpful in this situation is to send an ENS message that clearly states, "There is no threat," to keep everyone informed.

Christina: I think that's something we could consider for the future. There's nothing preventing us from doing that.

Michael: I think that's what the issues were.

Christina: I think we're using that incident as a learning opportunity for us.

Sabrina: If I may add, I believe there may have been a similar incident either about a week before or a week and a half after the one we discussed, involving shootings in areas not far from campus. One such shooting took place near La Riviera Drive, close to Chevron, about two weeks after the previous incident. I'm not sure of the exact timeline, but the main concern isn't just the potential for these incidents to spill onto campus, but also the fact that there are student residents in off-campus housing near these locations. For example, the shooting near the light rail raised safety concerns for Sac State students, particularly those living in areas like Wexler Student Living, even though it's not directly affiliated with the university.

Additionally, I think we need to consider partnering more closely with off-campus student housing providers to ensure safety. These housing areas, where students spend significant time, should also be included in our safety initiatives. For example, if these off-campus housing providers are using Sac State's name to advertise to students, they should be more informed about our safety plans. It would be beneficial for them to have formal agreements in place with us, ensuring that safety protocols are aligned, especially when these student living spaces are in areas where safety concerns have been raised. Many of the students who brought these concerns to me live off-campus, so enhancing the coordination between our safety efforts and these housing providers seems like a crucial step forward. This is an important point to add in relation to Michael's earlier comments.

Todd: Christina, I'm not sure what your jurisdiction covers, or if you receive notifications for incidents that occur outside of that area.

Christina: That falls outside of our jurisdiction, so we wouldn't typically receive notifications for those incidents. However, Sabrina does raise some valid points. The challenge will be figuring out how to make some of those ideas happen.

Yvonne: Great discussion, everyone. Sabrina, if you plan to have that conversation, we'd love to follow up at the next meeting. If there are no other issues to address, we'll close the meeting. Thanks to our presenters today, especially Don, and to everyone who contributed to the new business topics. Our next meeting will be in February, so get ready for the new year. Have a wonderful holiday, and I'll see you all next year!

IN ATTENDANCE:

*Safety Committee Labor Representatives

Yvonne Bolano, ASC II Risk Management

Don Nahhas, Software and Data Analyst of Risk Management

Brittany Anderson-Steele, Safety Manager of College of NSM

Stephanie Conrad, Performing Arts Technician of Dept. Theater and Dance *

Melissa Trujillo, Library Services Specialist, IV *

Adell Seibels, Workers Compensation Manager of Risk Management

Thomas Scarry, Occupational Health and Safety Specialist of Environmental Health and Safety

Michael Keenan, Special Projects Manager of College of Engineering & Computer Science

Jennifer O'Neal Watts, Library Services Specialist

Samuel N. Jones, Executive Director, University Housing Services

Troy Bettcher, Senior ELR Specialist

Bill Macriss, AVP/Chief of Strategic Partnerships for Student Affairs

Oscar Castro, Student Assistant of CCE-Facilities

Jane Hardman, Industrial Hygienist of Environmental Health and Safety

Jeff Dierking, Director, University Transportation & Parking Services (UTAPS)

Nate Rice, Public Safety Corporal *

Jennifer Murchison, Executive Director for Universal Access and Inclusion

Pam Robertson, Health Education Assistant of SHS Clinic *

Oscar Castro, Student Assistant of CCE-Facilities
Troy Bettcher, Senior ELR Specialist
Janee Hardman, Industrial Hygienist of Environmental Health and Safety
Christina Lofthouse, Deputy Chief of Police Department
Tyler Carpadus, SSP II of Bursars office *
Jeff Dierking, Director, University Transportation & Parking Services (UTAPS)
Chris Taylor, Professor / Interim Associate Dean, Natural Sciences and Mathematics AY 24/25
Sabrina Charleston, Vice President of University Affairs
Behnam Arad, Associate Dean, Professor - Computer Science and Computer Engineering, Director -
Scholarship for Service Program
Felicia Linstrot Johnson, AVP of Facilities
Todd Dangott, Director of Risk Management
Courtney McLeod-Golden, Director of Planning, Design & Construction
Kevan Shafizadeh, Dean and Professor of College of Engineering and Computer Science
Journey Thompson, Student Assistant of Risk Management
Amy Burke-Jones, Annual Giving Associate of University Advancement *