

## CSUS Executive Safety Committee (ESC)

Tuesday, October 24, 2023 | 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**

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**Call to order:** 11:02 am Gary Rosenblum

**Review and approve minutes for September:** Approved

**Gary Rosenblum:** Let's start with the meeting minutes from the last meeting; does anyone have any comments or changes they would like to make? No? They will be posted on the ESC website.

### **Open Forum:**

**Brittany Anderson Steele:** This concern was brought up by a staff member from the college, it was has come to our attention that students are leaving their electric scooters outside of the classroom. I know we've had these issues in the past with regular scooters and skateboards out in the hallway; but now its electric scooters. It's mainly for the third floor of Sequoia near the lecture hall. There is a lot of people on that floor so it poses as a huge safety hazard. Especially when or if there is an emergency that requires evacuation of the building. So, I am not sure what we can do besides putting signage up to avoid a safety hazard. But it's becoming a huge issue. The other day I saw it done the hall in TSC, someone was visiting a professor for office hours and they just left their large electric scooter out in the hall way.

**Gary:** I understand the situation regarding personal scooters and electric bikes on campus. Before my leave in August, I began rewriting the scooter wheels policy to address the shift from rental to personally owned devices during the pandemic. The main concern is where to charge these devices, as indoor charging is discouraged and outdoor charging raises security issues. I'm actively working on the issue, collaborating with transportation and ASI. I suggest departments create their own policies for now, but anticipate pushback due to security concerns. This issue is a high priority, and ongoing discussions with various campus entities are in progress. Jeff, do you have anything to add?

**Jeff Dierking:** We do have the manned bike compounds which do have CSO's staffing those locations. By compound one, directly adjacent to the science building, is a good location where the device can be locked to one of the bike racks. So, it is a secure location with an individual there during those hours. So, it is better than leaving it out in the open and leaving it in the hallway.

**Gary:** That's a great point. So, we should direct people to use those options that are currently available. Would anyone else want to weigh in on the topic?

**Martinique Baker:** I don't have a scooter question. But I do have a couple.

**Gary:** Are we finished with the scooters?

**Patrick Murphy:** No, I just I just wanted to remind everybody if they're considering implementing a policy. It's one thing directing it towards students and another thing directing it towards employees. There are a lot more employees with scooters too. So, you would need to contact ELR and run that by out new director, Mark Hyde.

**Gary:** So, it sounds like the best option right now is to direct people to park their scooters in the CSO protected locations.

**Michael Keenan:** I have an electric unicycle so I usually bring my one wheel into my office, which isn't a big deal. When discussing the charging problem, concerns arise related to both charging and fire hazards. I am acutely aware of this problem and I don't do any unsupervised parking anymore. But I think this is an issue worth talking about.

**Gary:** Thank you again for that input. Just as a reminder, I am working on the current wheels policy because it is relatively silent on the issue of personally on scooters and pretty much focused on vendors and rental scooters. When the draft is completed, it'll go through TAC, faculty senate and a lot of other different vetting. As we go through the process, we will make sure to update.

**Martinique:** I have two important questions that were raised by other staff members. Firstly, there was a warning message regarding safety protocols, and I'm wondering if the university plans to provide more detailed information about it. Following basic directions might not be sufficient for our safety, so clarification is needed. Secondly, considering the upcoming flu and cold season, I'm curious if the university will make COVID testing kits available to us. This is crucial for our health and well-being, especially during this time of the year.

**Gary:** I just spoke to the ABA VP's office yesterday, I believe they are available, however I'm not really sure if they are exclusively available to people who have been exposed by a co-worker who tested positively. But I know there are some available. So, we will follow up and get you that information on exactly what's available to who. What was the other question?

**Martinique:** It was for the warning

**Gary:** Oh yes, the earthquake warning. Do we have anyone here connected to our emergency management team? Is it the ENS notification?

**Todd Dangott:** That wasn't ENS. I believe that was a federal or state thing. It's not always what we suggest. I think there was a lot of confusion too. I think it said to get inside duck and cover that type of thing. And we don't want people to run back inside. So, there's going to be some education that we're going to have to put out on that.

**Gary:** Was that the National warning that went out?

**Susan Colley-Monk:** National warning came out on Thursday last week. there was an actual earthquake notification that was out of Isleton. And so, we had gotten that screeching message all of a sudden, a day early.

**Gary:** Firstly, I want to mention that the State operates an earthquake warning system allowing people to sign up for notifications about impending earthquakes. While we haven't historically focused on earthquake risks due to our location not being a high-priority earthquake zone, recent minor earthquakes in the area have raised awareness. Our department now plans to provide information on earthquake risk and protection measures, including what to do and how to prepare. This is in addition to our existing focus on issues like floods and wildfires. On a different note, we also have to consider the presence of wild coyotes and turkeys in our area.

**Gary:** Thanks Martinique. I do have one question to ask everyone. \*Poll conducted. Do you feel safe walking through the pedestrian zone in regard to scooters and bicycles? Do you agree or disagree? So, based on your answers, 79% are saying not safe. Okay, well, I'll consider that a recommendation from the executive safety committee to look into ways we can improve the way you feel about safety. I've heard already from people that it's worse than it has been in the past. So, we're going to have to up our efforts on that front. So, thanks for your participation.

**Martiniq:** I have concerns about safety on campus, especially regarding the use of motorized vehicles in pedestrian zones. While some individuals do try to be careful, the sheer number of people on scooters and motorized devices increases the risk of accidents, particularly for younger children with parents on campus. Despite efforts to address this issue annually, the potential for a disaster remains.

**Gary:** I agree. Despite efforts to address this issue annually, the potential for an incident remains.

**Don Nahhas:** I was going to mention that we ended up putting the signs out at the beginning of the semester and left them out for 3 weeks. I have witnessed people just ride by and blow right by the sign. We have also had issues where we found one of the signs with vulgar graffiti on it. It was really bad. The police came out and took picture of it. As we are talking about it, someone just rode by on the skateboard in front of them. They rode by a sign that says walk your wheels in front of PD. He ended up stopping him and I asked him when everyone was asking why don't you guys doing things that we pick our battles. It's there's got to be some point of enforcement but unfortunately, there is not enough people enough officers to sit out there and ticket everyone as we would hope.

**Benham:** I've complained multiple times about students riding scooters and skateboards up the ramp in front of Riverside Hall and jumping over stairs. I've witnessed accidents from my window and tried to warn them, but their responses were unpleasant. Despite reporting to Campus Police, the issue persists, and no effective action has been taken.

**Gary:** Yes, that is a big issue.

**Jane Hardman:** The area in front of Riverside is heavily congested, especially for chemistry operations between Sequoia and TSC buildings. We frequently move carts with chemicals and liquid helium tanks. Recently, a cyclist nearly collided with me while I was transporting a 100-liter tank of liquid helium. Skateboarders pose a similar problem as they weave around us while we handle hazardous materials like drums of acetone. It's a hazardous area for us personally, making it a dangerous situation.

**Gary:** Certainly, what I hear is I've been tasked by the ESC to address the skateboarders' issue on campus. I've proposed creating a new purpose-built skateboard area, which was positively received by the President. We're planning a meeting to brainstorm short-term solutions with Jeff. Current skateboard use is an enforcement challenge due to limited police officers, so we're exploring creative alternatives. I'll involve the student government. I'm meeting with the ASI President to emphasize its importance. While quick fixes are unlikely, we're considering strategies like posting more "no wheels" signs, a topic I'll discuss further with Jonathan, our ABA VP, tomorrow.

**Don:** I have four quick things to address: one, we did work with the residence halls to have the walk your wheels or pay attention the pedestrian zone on their display, that was going on at the beginning of the year. The other three items don't need to be discussed right now but I just wanted them noted. The shuttle from the two apartment complexes that drive through campus. They are definitely going over 25 miles per hour and a whip into this lot behind Del Norte really quickly. The other thing I wanted to mention is we still have a lot of cars being dropping people off in front of Del Norte and blocking the street so other cars have to drive around them over the double line on a blind curve. And the fourth thing I had is the center lane the double yellow line over between Shasta and river views hall or without the over there is faded in you can't see half the line. And especially if you're coming in the morning, the there's no actual visual of the line of the center double yellow line there so I don't know what we could do about making getting that repainted.

**Gary:** Those all sounds like things Jeff is taking note.

**Jeff Dierking:** Certainly, we're aware of the issues with crossing double yellow lines near the science building and shuttle system wait times. We've contacted groups using the stop to enforce the no-crossing rule and

discussed the matter with the police for enforcement. Additional striping and improvements are being considered in areas where the problem is severe. Thank you for bringing this to our attention, Don.

**Don:** One more thing, I'm also concerned about the lack of police presence during fire dispatches on campus. A recent incident near Del Norte caused emergency vehicles to block the lane, leading to unsafe situations with cars crossing double yellow lines. I thought PD was always dispatched during fires, so I'm seeking clarification on this matter.

**Jeff Dierking:** I don't have direct information from the PD dispatch office, but I believe the response sequence depends on the origin of the emergency call. If it goes directly to fire, they respond first, and then the police follow once the report confirms it's on campus. If the call goes through our campus dispatch, a police officer likely arrives first, with fire responding afterward. For precise details, it's best to consult the dispatch office directly.

**Michael Keenan:** Based on my past experience with PD, not campus police, during a light rail accident, I observed officers present but not managing traffic. When I questioned them, they explained that their primary role is not traffic management but handling reports and other tasks. To address this, I suggest reevaluating the layout of emergency vehicle parking to prevent additional hazardous situations during incidents.

**Gary:** I will put an inquiry to campus PD and get a feel for how they handle fire engines on campus and the roadways.

**Michael:** I'd like to reiterate what Don had mentioned earlier; I've observed significant drop-off traffic issues, particularly near Shannon. I suggest exploring the idea of designated drop-off zones, possibly utilizing the bus zone near Shannon for multi-purpose use, allowing efficient student drop-offs and pickups. Creating dedicated zones could alleviate congestion near Shannon and Del Norte.

**Jeff:** We have designated loading and unloading zones on campus, provided to vendors and campus eateries. However, some meal delivery services, like Door Dash, tend to prioritize convenience over these designated areas, often parking in red zones for easier access. We've communicated with campus eateries to ensure proper use of our 30-minute zones for deliveries. External sources are also given temporary loading zone information. Despite efforts, some drivers prioritize convenience for higher ratings, but we are working on addressing these situations.

## **New Business**

### ***Driving on University Business Update***

**Susan:** There is now a new workflow that has been implemented. We are responsible for administering the driving on university business and ensuring compliance with the CSU guidelines. Drivers are registered and enrolled in the DMV employer pool notice program based on the paperwork that is received. And to clarify, driving on university business occurs when people are campus members operating a personal vehicle or state-owned vehicle, driving a golf cart on campus or renting a car to attend meetings, training conferences, etc. A valid driver's license is required even if you're just driving a golf cart on campus.

We've got a new acrobats workflow setup, which was in collaboration with IRT and it's been working out splendidly. So, these authorization forms, I do occasionally send out emails to people who have completed training, but I don't have paperwork. You can find the links to these forms on our website. \*\*Susan gives live presentation.

The workflow is going to automatically send the document to the supervisor for approval. As soon as they sign it, it will be sent to our office as complete. So, there's no use and no need to have to print it out, sign it, give it to your supervisor, manually sign it anything, it's all done electronically. And, as well as part of it, like a new driver packet, the std 261, the good ol authorization to use privately owned vehicles and state business, we've revamped that and put that into the workflow. So, this eliminates having to refill this out every single year. There is a link on our website that takes you directly to the std 261. That is the only thing that's required to be renewed annually, the rest of the paperwork is not required.

Next, is traveling on university business. What I want to make everyone aware is that people are aware of is when they are traveling, domestically or internationally, when you're submitting that Concur request. If I am driving a person vehicle, I've taken defensive driver training and I've got a current STD on file std 261 on file.

There are two driving programs that I'm involved in is one is the defensive driver training. That training is good for four years, as equally as Sacramento State golf cart safety training.

I emphasized the importance of appropriate training for our driving programs, which provides completion and expiration date reports. Our new workflow ensures security, with all documents sent through Adobe Acrobat in PDF form and stored in a secure file folder on the network. I'm currently transitioning active drivers' records to this folder for enhanced security. We use secure methods like "move it" and "secure file transfer" for document submissions. In the future, IRT will create a secure webpage for uploads. Although foreign travel was on the agenda, I didn't address it during this meeting. Any questions?

**Gary:** Okay just wanted to reiterate, all of the personally identifiable info that's needed for this process is in a secure methodology.

**Susan:** It's more secure.

**Gary:** Just as a reminder the importance of driver's licenses and noted that the STD form is a state-mandated document by California, which we handle seriously. If there are no further questions, let's move on to the next agenda item: The Emergency Management update.

**Don:** I'm here on behalf of Janie and I have four important updates to share. First, I want to remind everyone about the Building Emergency Action Plans (BEAPs) that are due. About 15 plans are still pending submission, so if your building is one of them, please complete it promptly. We're currently approving and posting the approved plans on our website.

Secondly, we are conducting Building Coordinator and Floor Marshal training sessions. Janie is currently leading these sessions, and you can find more details on the events calendar or in the Monday morning briefing.

Next, our Business Continuity Plans are underway. We sent out reminders for annual reviews last week, and they are due on December 20. If you need assistance or training on completing these plans, please reach out. I'm here to help and support you through the process.

The fourth update is about the Event Notification form. This form is crucial for successful events and helps notify stakeholders such as Risk Management, HR, and University Advancement. It doesn't approve events but ensures you have the necessary guidelines and forms for a smooth event. Please note that regular meetings or in-office events don't require this form, but it is necessary for non-academic, classroom-related events and parties, including holiday parties.

Lastly, consider joining the Sac State Event Planning (SSEP) workgroup. We have upcoming meetings where we'll discuss various topics, including item inventory overview and social tables demonstration. Visit the SSEP website for the schedule and more information.

**Gary:** I'd like to add something, A BCP for each department is a requirement from the Chancellors Office. They just published a new policy on BCP and everyone has to be up to date on that CO's policy. It's an important thing to work on and our office will assist everyone who needs help in going through that process.

Okay, I don't see anything else on the agenda. So, thank you Don, and Susan for your presentations. And thank you everyone for participating. We have some notes to take away and some things to work on.

Thank you all.

#### **IN ATTENDANCE:**

\*Safety Committee Labor Representatives

Gary Rosenblum, AVP of Risk Management, Chair  
Don Nahhas, Software & Data Analyst of Risk Management Services  
Adell Seibles, Worker's Compensation Manager of Risk Management  
Patrick Murphy, Senior Employee & Labor Relations Analyst of HR ELR\*  
Susan Colley-Monk, Risk Management Analyst of Risk Management  
Meysee Vang, EH&S Specialist of Environmental Health and Safety  
Mark Hyde, Senior Employee & Labor Relations Analyst of HR ELR  
Thomas Scarry, Industrial Hygienist of Environmental Health and Safety  
Jenny Le, Project Manager of UEI  
Brittany Anderson-Steele, Safety Manager of the College of Natural Sciences and Mathematics  
Tyler Harris, Director, Environmental Health & Safety  
Tim Bair, Director of Physical Plant and Building Trades  
Oscar Castro, Student Assistant of CCE-Facilities  
Margaret Reece, Director, Operational Effectiveness & Efficiency\*  
Jennifer O'Neal-Watts, Copyright Specialist of Library\*  
Michael Keenan, OS Analyst of the College of Engineering & Computer Science  
Benham Arad, Professor, Computer Science and Computer Engineering, Interim Dean  
Jeff Dierking, Director of University Transportation & Parking Services (UTAPS)  
Todd Dangott, Director, Risk Management Services  
Shannon Datwyler, Associate Dean for Student Success College of Natural Sciences and Mathematics  
Janee Hardman, Instructional Support Technician of the Chemistry Department\*  
Journey Thompson, Student Assistant of Risk Management Services  
Martinique Baker, ASC II of Student Academic Success & Educational Equity Programs\*  
Nitin Roy, Assistant Professor of the College of Health and Human Services  
Nicole Fox, Assistant Professor of the Criminal Justice Division\*