May 11, 2010

President’s Response
Campus Issue 07-08-06

Committee or Individual: Carmen Hirkala and Varnell Crankfield     Date submitted 4-3-08

Issue/Concern: Fire Response Time and Emergency Procedures

Summary of the Issue:
The was a concern that the response time of police officers was insufficient to prevent harm to individuals at the scene and that officers did not clear the building before allowing individuals to re-enter following an alarm. There was also concern that no evacuation protocols in the Emergency Procedures for a designated point of assembly or details for the movement of disabled students from a second floor location. The individuals filing the Campus Issues form requested request was for a designated point of assembly for each building, protocols for faculty and staff to determine if all students are accounted for, specific information in the Emergency Procedures Manual regarding responsibility for transporting disabled students from a second story location, and running fire drills to determine efficiency of procedures.

Action Taken:
4/21/08: The EC minutes of 4/21/2008 state “Council refers this issue to the Operations committee; committee will report back to the Executive Council for the May 5th meeting” (see attached minutes - 1).

5/07/2008: The EC agenda of May 7th reflect this issue under Old Business with G. Hayman reporting. The minutes of May 7th indicate G. Hayman reports – Presented Captain Cox’s response memo to the issue form. G. Hayman also reports the issue was referred to the Campus Safety Committee for feedback for future action. The memo from Captain Cox dated May 7, 2008 stated that:

- The reason for the lengthy response time on the date of concern to the authors of the Campus Issue Form, 3/26/2008, was that the responding officer was dispatched to the Technology building, which was the wrong location, then was redirected to the correction location (Lillard Hall).
- The Captain Cox will review policies and procedures with Campus Police officers to ensure that problems like those that occurred on March 26th remain the exception and not the rule.
- The officer had violated department policy by not conducting a walk-through of the facility before allowing the occupants to re-enter the building (Captain Cox was going to address this issue at the next staff meeting to ensure that all officers are following the proper procedures).
- Eight evacuation devices for disabled students had been purchased and distributed to the multi-storied buildings on campus.

05/08/2008 – An email was sent to the tri-chairs of the Campus Safety Committee (CSC) requesting that the CSC review this response, follow-up with Captain Cox and report back to EC whether or not any further action or policy change is required. Campus Safety Committee (CSC)
puts this campus issue on their May 9th 2008 agenda. However, no minutes are available for the May 9th, 2008 CSC.

9/15/2008. This campus issue is on the EC agenda for September 15, 2008 with G. Hayman scheduled to report. However, the minutes of the EC for that day do not reflect the report.

Fall 2009: A review of open campus issues indicated that this issue had not been closed. Emails were sent to Campus Safety Committee and to Campus Police requesting documentation of previous activity (this confirmed the information given above). Further information included:

- The Emergency Procedures document provided in the 09-10 academic year includes evacuation guidelines for Disable Students. Fire procedures include the information that “staff scheduled on second and third floor locations should conduct a brief fire orientation in each class section during the beginning of the semester. This orientation should include identification of fire extinguishers, fire alarms, stairwell exits, and the need for student assistance in transporting handicapped persons to a safe location in case of fire.”
- These procedures also include the information that “Assembly areas following evacuation will be directed based on the nature of the emergency or threat.”

Feb 1, 2010: A handout was provided to the EC that provided a list of campus issues and the status of each. Campus Issue 07-08-06 was part of this discussion. The President’s response was noted at “pending” at that time.

May 2010: President Jeffery’s response provided.

President’s Response:
I have heard the discussion on Issue #07-08-06 note the following:

- Campus Police generally have a response time of less than five minutes. The lengthy response time that prompted the Campus Issue was due to the officer responding to an incorrect location code.
- College Police policy requires a walk-through of the facility before allowing the occupants to re-enter the building.
- Evacuation devices for disabled students has been purchased and distributed to the multi-storied buildings on campus.

Upon review of the discussion at Executive Council, I request that the College Police continue to enforce policies and procedures related to building evacuation and work to ensure that incorrect response codes do not result in officers being misdirected to the wrong building.

Kathryn E. Jeffery, PhD.
President, Sacramento City College

Date 5/17/10