



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER



HEALTH & SAFETY PLAN 2017-2020

Folsom Lake College Safety Committee

Health & Safety Plan

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1.0 INTRODUCTION & BACKGROUND

1.1 FLC Vision Statement

Folsom Lake College inspires excellence and provides educational opportunities to enrich and empower students.

1.2 FLC Mission Statement

Folsom Lake College, an open access institution, serves the diverse communities of eastern Sacramento and western El Dorado counties, cultivating in its students the ability to think critically, and to communicate purposefully and persuasively so that they may be engaged and informed global citizens. Folsom Lake College provides:

Programs: Rigorous academic programs for completion and transfer; training to enhance employment and career skills; preparatory programs for student success; and opportunities for lifelong learning and enrichment.

Support Services: Comprehensive support services to promote the success of all students.

Opportunities: In leadership; professional development; and involvement in the college and community.

Environment: A collaborative and innovative environment that promotes personal interaction as the foundation of learning; honors diversity; cultivates sustainability; and encourages civic engagement.

1.3 Purpose of the Plan

Folsom Lake College is committed to promoting a safe learning and working environment for its students, employees, and visitors. Safety is a community responsibility and can be achieved through education, training, and compliance with campus safety procedures. The purpose of this plan is to catalog current resources, assess future needs, and establish accountability.

The creation of this plan is further supported by the College Master Plan (circle visual on page 6), Strategic Plan, Annual Goals and Achievements (see section 4.2), and the Los Rios Strategic Plan (see section 4.1).

1.4 Safety Plan Process

In Fall 2015, the Folsom Lake College Institutional Planning Committee, now the Institutional Effectiveness Committee, tasked the Safety Committee with the development of a vision, strategic goals, and specific objectives in support of the college safety program for a 3 year period, 2017-2020. http://inside.flc.losrios.edu/inside/college_planning/planning_cycle_timelines.aspx

The Ad Hoc Safety Plan team thoroughly reviewed college and district safety materials; district and college organization, governance, and safety measures are included in the plan. The plan also outlines current training and communication efforts at the college and district levels, as well as various safety data and reports.

The findings and recommendations sections are informed through safety data, surveys, professional and academic journals, as well as state and federal information. Sourced materials are listed throughout the document. The FLC College Health and Safety Plan will be reviewed annually to ensure links remain current.

Throughout the next three year planning and evaluation cycle, qualitative and quantitative data outlined in the report will be gathered, analyzed and utilized to set goals and measure success for next full revision to the FLC Health & Safety Plan in 2020.

Prepared by:

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Wenda Vander Werf (Confidential Administrative Assistant, Administrative Support)

Approved by:

In October and November 2016, the final draft was shared with the Safety Committee, Academic Senate, Classified Senate for first and second reads, with a request for affirmation.

November 3, 2016: Health and Safety Plan was affirmed by the Safety Committee, which included Associated Students representation

November 14, 2016: Health and Safety Plan was presented to the Institutional Effectiveness Committee

November 16, 2016: Health and Safety Plan was affirmed by Classified Senate

November 22, 2016: Health and Safety Plan was affirmed by Academic Senate

November 29, 2016: Health and Safety Plan was approved by the College President

2.0 SAFETY ORGANIZATION & GOVERNANCE

2.1 District Safety Organization & Governance

2.1.1 Los Rios Police Department (LRPD)

The Los Rios Police Department employs POST (Peace Officers Standards and Training) certified sworn police officers who are responsible for protecting life and property at all locations within the Los Rios Community College District. The college and district have excellent working relationships with emergency and law enforcement agencies serving our communities. The LRPD has communication dispatchers on duty 24 hours a day, 7 days a week at (916) 558-2221, TTY (916) 628-2711. <https://police.losrios.edu/>
http://inside.flc.losrios.edu/inside/content/major_docs/safety/LRPDPreventingCampusViolence.pdf

2.1.2 Preparedness Assessment Team (PAT)

PAT is a district wide group that monitors Los Rios' state of emergency preparedness by assessing current capabilities and forecasting future needs. The team comprises representatives of all constituency groups and various job classifications throughout the District, including faculty, nurses, police officers, operations personnel, communications and public information officers, information technology and facilities management personnel and administrators. <http://www.losrios.edu/eresponse/PAT.php>

2.1.3 Los Rios Emergency Operations Center (EOC) Plan

The EOC Plan is activated when the EOC is opened based on an emergency. The plan is currently being revised and updated. <http://www.losrios.edu/eresponse/EOC.php>

2.1.4 Risk Management (Employee Workplace Safety)

Los Rios Risk Management is focused on the development and promotion of a safe learning and working environment for all LRCCD students, employees and the public participating in district and other activities while on district property. The Risk Management website highlights information on the Los Rios work safety program, workers' compensation, hazard mitigation plan, ergonomics, incident and injuries, and reporting unsafe working conditions. Employees are advised to call (916) 286-3600, an anonymous hotline to report safety, non-emergency crime, workplace harassment, or misconduct. Employee workplace safety plans include the Injury and Illness Prevention Plan <http://www.losrios.edu/~risk/IIPP2013.pdf>, Chemical and Hygiene Plan <http://www.losrios.edu/~risk/CHP2008.pdf>, and the Hazardous Materials Business Plan, which is updated annually for FLC and EDC. <http://www.losrios.edu/~risk/index.php>

2.1.5 District Safety Committee

The District Safety Committee primarily focuses on what is outlined in the [Injury & Illness Prevention Program \(IIPP\) plan \(page 9\)](#). Topics discussed include recent injuries, new regulations (OSHA, etc.), upcoming employee trainings, seasonal reminders to reduce potential hazards, and various measures to prevent accidents or injuries. It is an opportunity for the district, colleges and centers, Facilities Management and LRPD to share their experiences

that are common to all Los Rios facilities and then for each representative to go back to their respective campus and report out to their college safety committee.

2.1.6 Collective Bargaining Agreements

LRCFT (Article 21: Work Environment/Safety)

LRSA (Article 13: Safety)

LRCEA (Article 12: Health and Safety)

SEIU (Article 13: Safety)

http://www.losrios.edu/hr/hr_internal.htm

2.1.7 Sexual Assault/WEAVE

2.1.7.1 “Not Anymore” Interactive Online Program

The “Not Anymore” interactive online program (<http://success.losrios.edu/resources.php>) is designed for community college students, staff and faculty to prevent sexual assault, dating and domestic violence, and stalking.

2.1.7.2 Confidential Reporter Program

Los Rios launched a [new program in Fall 2016](#) to address sexual assault reporting, response, education, and outreach. The new WEAVE Confidential Advocate program will make available to the Los Rios colleges community a trained advocate to provide a wide range of information, support and referrals to students, staff and faculty who want to report sexual assaults confidentially. The advocate will work a combined 20 hours per week from office space at each of the Los Rios colleges.

Office hours are M-Th 10:00am-3:30pm by appointment at the following locations:

Mondays: SCC, Rodda Hall North 125

Tuesdays: FLC, Dogwood Hall FL4-129

Wednesday: ARC, Health Center

Thursdays: CRC, Health Center OPS 137

The advocate can also be reached directly at: WEAVEConfidentialAdvocate@losrios.edu or (916) 568-3011. All Los Rios employees and students received an electronic copy of a one-page information card entitled, “[Your Choices For Help](#),” that lays out the three choices that Los Rios employees and students now have to report a sexual assault.

2.2 FLC Safety Organization & Governance

2.2.1 Safety Committee

This participatory governance committee’s objective is to maintain a safe environment for students, faculty, staff, administrators, and community members. The Safety Committee’s purpose is:

- To ensure a safe learning environment for students.
- To ensure recognition of the importance of a safe working environment for all employees.

- To consider Health and Safety issues and direct them to the appropriate individuals or services.
- To forward recommendations regarding safety issues that cannot be resolved at the committee level to the College President.
- To carry recommendations regarding safety issues not resolved at the college/facilities management level to the District Safety Committee.
- To work cooperatively and collaboratively with Preparedness Awareness Team.
- To assess and revise as necessary committee processes and plans on a cyclical basis.

http://inside.flc.losrios.edu/inside/college_planning/committees/safety.aspx

2.2.2 Behavioral Intervention Team

Formerly the Crisis Committee and also the Student of Concern Committee, the charge of this team is to develop a process for risk assessment of FLC students and to provide workshops to increase awareness of observable behaviors and appropriate interventions. Under the guidance of the Vice President of Student Services, the team is reviewing risk assessment protocols and tools used in a variety of higher education settings.

The FLC Interim VPSS worked with the General Counsel on recent regulation changes (Los Rios Board Policy [2441](#) & [2442](#)). General Counsel has advised the VPSS on the language related to students returning from suspension due to aggressive behavior including those removed for being “danger to others, or to himself or herself” ([California Welfare and Institutions Code Section 5150](#)).

Similar teams exist at our sister colleges under other names (Crisis Intervention, Behavioral Intervention, Student of Concern, etc.). There is increasing interest district wide in sharing best practices and aligning protocols and processes according to national standards from professional associations, such as the National Behavioral Intervention Team Association (NABITA).

Flowcharts developed in 2015 outline the Action Steps for each site under the Student of Concern model. The current Behavioral Intervention Team will develop revised flowcharts and public information for FLC and its centers.

FLC Main: http://inside.flc.losrios.edu/inside_dir/content/major_docs/safety/Student_Concern_FLC_ONLINE_2015_09_21.pdf

EDC: http://inside.flc.losrios.edu/inside_dir/content/major_docs/safety/Student_Concern_EDC_ONLINE_2015_09_21.pdf

RCC: http://inside.flc.losrios.edu/inside_dir/content/major_docs/safety/Student_Concern_RCC_ONLINE_2015_09_21.pdf

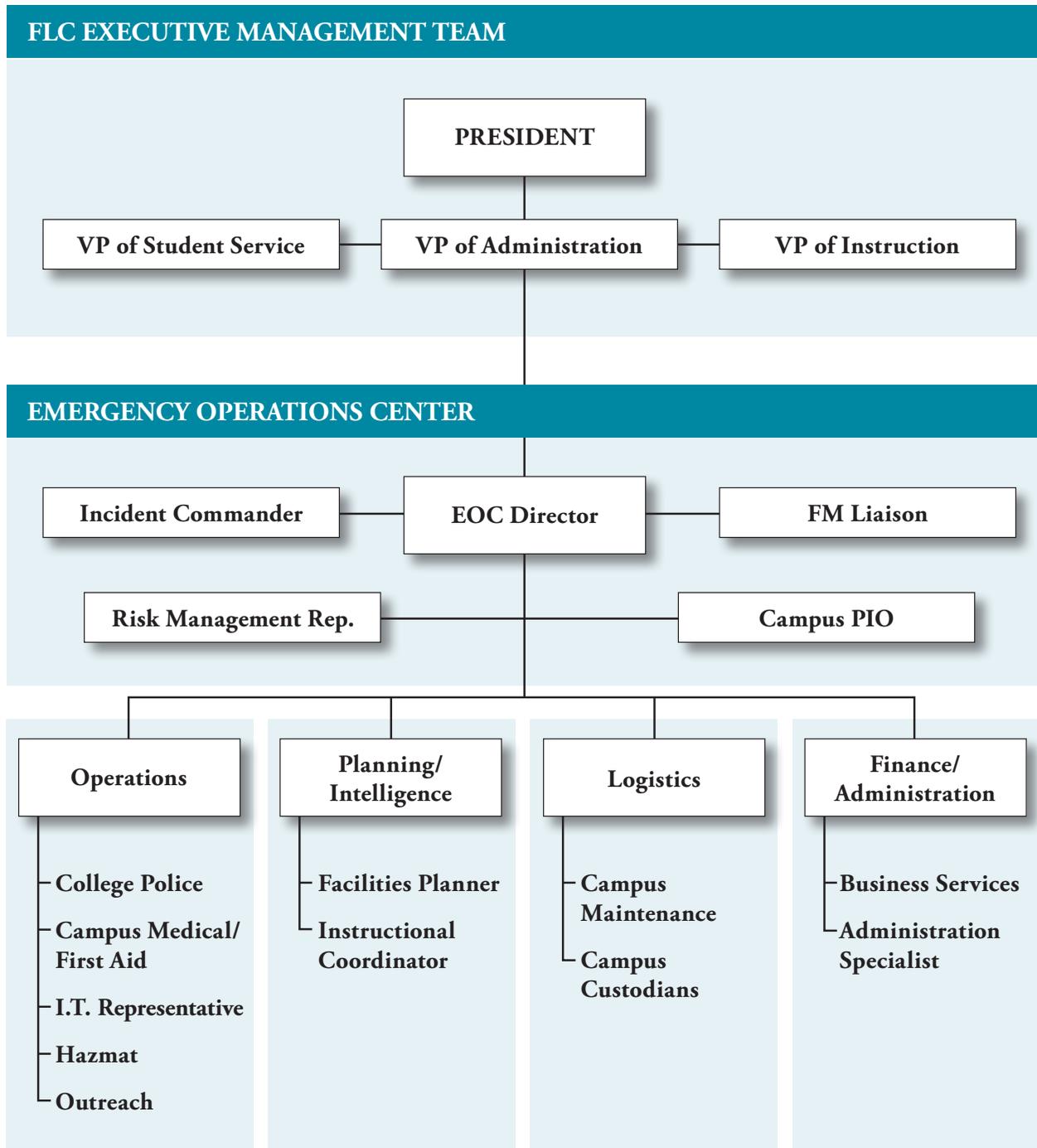
2.2.3 Emergency Operations Center (EOC)

The EOC is a central location from which the college can provide strategic interdepartmental coordination and executive decision making in support of emergency response, and ensure the continuity of operation of the college. For more information, [click here](#).

FLC Team Roster, [click here](#)

EDC Team Roster, [click here](#)

RCC Team Roster, [click here](#)



2.2.3.1 Action Coordinators for Emergency Survival (ACES)

ACES is a building evacuation program activated in the event of an emergency. ACES members are employees who volunteer to help evacuate a floor or building at their work location. For the ACES Team Roster, [click here](#).

2.2.3.2 Campus Community Emergency Response Team (C-CERT)

Participants are trained in disaster preparedness, fire safety, basic disaster medical triage, basic disaster medical treatment, search techniques, rescue actions, disaster psychology and terrorism. For a detailed description of C-CERT, [click here](#). For the C-CERT Team Roster, [click here](#).

2.2.4 Health and Wellness Services

Health and Wellness Services offers accessible, innovative, preventative care and wellness services for students and employees. It also develops and maintains collaborations and partnerships, on the campus and in the community, that address students' diverse backgrounds, perspectives and needs.

<http://www.flc.losrios.edu/student-services/campus-services/health-and-wellness-services>

3.0 SAFETY TRAINING & COMMUNICATION

3.1 Training

FLC has access to scheduled safety training on the fourth Tuesday and Friday of each month. CPR/AED sessions are offered at various times. Scheduled training may be found on the Insider's [Faculty & Staff Calendar](#). Available training includes, but is not limited to [Safety Training Course Descriptions](#).

Action Coordinators for Emergency Survival (ACES) training is scheduled periodically for staff as a whole, and building-specific sessions are scheduled for hands-on practice.

Contact or email the Vice President of Administration office, Wenda Vander Werf at vanderw@flc.losrios.edu, with specific safety training requests or to share ideas for future trainings.

3.2 Communication

Los Rios ALERT/Emergency Notification System

Los Rios ALERT is the district's emergency notification system. Messages are sent out to employees and students via text, email, and phone. Employees can verify that their personal contact information by logging in to Employee Self Service (https://ps.losrios.edu/psp/emp/LRSELFSEV/HRMS/c/LR_SR_MENU.LR_EMP_SELF_SERV.GBL?&) and clicking on "Los Rios ALERT Signup Page" in the Contact Information section.

Effective October 2016, LRCCD ALERT implemented a new emergency notification system called RAVE. RAVE replaces the WARN system previously used to make emergency notifications and has many other system enhancements that may be considered for future implementation. Some features will have applications that support enhanced notification methods for the hearing and visually impaired.

Some enhancements may include:

- CAP Support (Common Alerting Protocol) that will interface with digital signage and sirens to transmit emergency communications in public and high occupancy areas;
- Guardian Campus Safety App, which includes a mobile panic button that has a GPS locator and tip texting, allowing anonymous two-way crime tip reporting through text and image;
- Public Address and Fire Alarm Audio Interface, allowing existing public address systems and fire alarm systems to send spoken alert messages in real time.

Emergency Response Notification Icon (ERNI)

A computer desktop tool that users can activate by double-clicking on the icon when they are in a situation that prevents them from safely calling the Los Rios Police Department for help.

http://inside.flc.losrios.edu/inside_dir/content/major_docs/safety/ERNI.pdf



Blue Emergency Phones

Outdoor emergency telephones are strategically located throughout the campuses. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the Los Rios Police Communications Center. The locations of blue emergency phones are noted on campus maps: <http://www.flc.losrios.edu/maps>. Employees are encouraged to know the emergency phone locations closest to their classrooms and/or work locations. Emergency phones can be used to report crimes in progress, to request safety escorts, jumpstart and unlock service, or for any other reason that requires a police response. There is braille on each device, and LRPD response to each activation in case the caller cannot communicate.

Emergency Procedures

Red and white wall-mounted Emergency Procedures flipcharts are found in classrooms and office areas. Revised charts were distributed throughout FLC in Spring 2016. They include initial response procedures for a wide variety of possible incidents. Digital version here: http://inside.flc.losrios.edu/inside_dir/content/major_docs/safety/Emergency_Procedures_Chart.pdf.

Emergency Preparedness Information

The following page includes information on the location of first aid kits, AEDs, blue emergency phones, and emergency phone numbers. http://inside.flc.losrios.edu/inside/content/major_docs/safety/FLCEmergencyPreparednessInformation.pdf

Websites

The Los Rios Police Department website (<https://www.police.losrios.edu/>) provides the Los Rios Community College District with timely information and resources relating to the LRPD and safety. This site includes sections on Campus Safety, Communication Center, Crime, Emergencies, Locations, Parking, Services, and Related Links.

The college maintains official College Safety webpages directed to employees (http://inside.flc.losrios.edu/inside/resources/college_resources/campus_safety.aspx) and students (<http://www.flc.losrios.edu/about-us/college-safety>). In response to an emergency, the college's official Facebook (<http://www.facebook.com/folsomlakecollege>) and Twitter pages (<https://twitter.com/flcfalcons>) may be utilized as an information tool to update the college community.

Building-specific information

Employees are encouraged to familiarize themselves with the exit routes and emergency equipment available in the building of their work location. Campus maps are available online (<http://www.flc.losrios.edu/maps>) and at outdoor kiosks on campus sites.

4.0 DATA & REPORTS

4.1 District Safety Data and Reports

Clery Act Crime Statistics

Each year, LRCCD issues a report about safety and security programs and crime statistics as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “Clery Act.” The Jeanne Clery Disclosure report reflects incidents that have occurred on properties owned or controlled by the LRCCD and those from municipal police agencies for public property immediately adjacent to campuses and non-campus facilities.

The Los Rios Police Department (LRPD) is responsible for the gathering and disclosure of crime statistics and the preparation of the Annual Security Report (ASR). The ASR for the LRCCD includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the LRCCD, and on public property within or immediately adjacent to and accessible from the campuses.

In accordance with federally mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engage, at off-campus locations and/or within student organizations that are officially recognized by the LRCCD, are gathered from local police agencies. These agencies include any city, county, state or federal agencies that may have relevant information. These agencies are sent a letter yearly, encouraging the reporting of these crimes or incidents. The letter is sent out at the beginning of each calendar year. The statistics provided are published in the disclosure.

The LRPD is aware that crimes may go unreported to law enforcement and encourages employees of the LRCCD who have significant responsibility for students and student activities to report to the LRPD any crimes that they may have become aware of in their daily contact with students. As a reminder, a letter is sent out annually encouraging the collection and reporting of crimes or incidents. Certain deans, directors or other administrators, faculty advisors, student academic advisors, student activities advisors and coordinators are included in the yearly notification. These individuals are designated as Campus Security Authorities (CSAs). Faculty (except for advisors), physicians, counselors and clerical staff are examples of employees who are not required to report as CSAs under the Clery Act. District Policies have been updated to include information required by recent amendments to the Clery Act.

<https://www.police.losrios.edu/crime/jeanne-clery>

LRPD Crime Bulletins

LRCCD has established a policy for providing timely warnings to address threats to the Los Rios community. The campus crime alert is designed to give students, staff, and faculty a timely notification of crimes to heighten safety awareness, and to seek information that will lead to the arrest and conviction of perpetrators who commit violent crimes against persons or major crimes against property. The LRCCD will issue a Crime Alert Bulletin when a crime is reported to the LRPD or a local police jurisdiction notifies the LRPD of a crime that represents a serious or continuing threat to the safety of the campus community.

LRPD Crime Logs

The LRPD maintains a daily crime log for the most recent 60 day period. The crime log is also available on the LRPD Website (<https://www.police.losrios.edu/crime/log>). Log entries older than 60 days can be obtained by request within two business days. The log is available for public inspection during business hours, Monday-Thursday, 8 am - 7 pm, Friday, 8 am - 5 pm., and Saturday, 8 am - Noon (SCC only).

Crime Prevention through Environmental Design (CPTED)

Crime Prevention Through Environmental Design or CPTED is the proper design and effective use of the built environment, which may lead to a reduction in the fear and incidence of crime. The CPTED Evaluation team at each college (LRPD, FM and Administrative Services) conducts periodic CPTED evaluations for college and district facilities to promote crime reduction. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts. Research into criminal behavior showed that the decision to offend or not to offend is influenced by cues to the perceived risk of being caught rather than by cues to reward or ease of entry into a structure or facility. Consistent with this research, CPTED-based strategies emphasize enhancing the perceived risk of detection and apprehension. The three most common built environment strategies are natural surveillance, natural access control and natural territorial reinforcement. Natural surveillance and access control strategies limit the opportunity for crime. Territorial reinforcement promotes social control through a variety of measures.

District OIR Student Mental Health Survey

The District Office of Institutional Research (OIR) conducted a Mental Health survey of students in Fall 2015 in order to identify students needs. District OIR conducted a similar survey distributed to all employees Spring 2016. The intent of this survey was to assess the mental health climate in the student population from the perspective of staff and faculty. The results will be analyzed and utilized to inform future policies and initiatives. http://irweb.losrios.edu/do_research/MHSurvey_2016/MH16Survey_cover.htm

District OIR Employee Survey

The Employee Survey is conducted on a regular basis. In 2014, the statement: “Los Rios is responsive to safety and security concerns” was included for the first time to gauge the level of employee satisfaction. The questions about safety in the Employee Survey were broad. As a result, responses did not necessarily provide meaningful data on safety concerns in the current context. District OIR does not plan to administer a Safety/Training Survey at this time.

Los Rios Community College District Strategic Plan

The Los Rios Community College District’s new five-year strategic plan focuses on increasing student access and success through enhanced teaching and learning opportunities, and on expanding the District’s role in workforce development. The Los Rios Board, in a unanimous 6-0 vote on May 12, 2016, approved a 2016-2021 Strategic Plan.

The District Strategic Plan outlines the values and goals:

Values

Students Are Our Highest Priority

Student Support and Services: We promote a safe and supportive environment that serves the individual learning needs of all students.

Employees

Safe and Secure Work Environment: We embrace an accepting, inclusive and nurturing work environment that is free of threats and intimidation.

Professionalism: We encourage, promote and support the continuous professional development of all employees, acknowledging their unique contributions to creating a collegial workplace that is diverse in composition and thought.

Well-Being: We believe in a work-life balance and support the physical, mental and emotional well-being of our staff and faculty.

Goal

Foster an outstanding working and learning environment.

Indicators of Achievement

Increase the number of employees who participate in safety training programs by 25% by 2018.

Strategies

Encourage broader participation in safety, health and wellness programs and explore developing employee incentives for engaging in health and wellness programs.

http://www.losrios.edu/strategic-plan/_files/uploads/Strategic%20Plan%20Summary.pdf

http://www.losrios.edu/strategic-plan/_files/uploads/los-rios-strategic-plan-2016-final.pdf

4.2 FLC Safety Data & Reports

FLC Employee Safety Training Needs Survey Report: Fall 2015

The Professional Development Committee (PDC) conducted a survey of Folsom Lake College employees to solicit feedback regarding safety training needs and interests. For the purposes of this survey, safety was defined as a broad range of possible situations, including: first aid, fire drills, disruptive individuals, active shooters, and other potentially life-threatening situations. The survey was administered online through the Office of Institutional Research via SurveyMonkey. The survey link was emailed to the FLC Exchange listserv, followed by a reminder email.

- Dates Administered: 11/9/15 – 11/15/15
- Total Survey Responses: 126

FLC Employee Safety Training Needs Survey Report respondents were asked two open-ended questions: 1) describe a personal experience responding to a safety issue; and 2) outline any questions you might have related to safety protocols, planning or trainings. A total of 25 employees provided information on their own personal experiences with safety, and a total of 33 employees outlined questions related to safety. Qualitative data collected from open-ended questions were provided to the Safety Committee, Professional Development Committee, and the Vice President of Administration.

Employees were asked to report their level of interest in attending safety trainings that had been offered in the past by the District. Trainings with the highest level of interest were Active Shooter Response (64.8%), Workplace Security Awareness (63.3%), CPR/AED (47.4%), and Disruptive Students in the Classroom (45%).

Employees were asked to report their level of interest in new or emerging safety training topics. New or emerging training topics with the highest level of interest were Emergency Evacuations (66.7%), Location Specific Training (60%), Responding to Mental Health Concerns (60%), and Emergency Communications (59.7%).

Employees were asked to identify the days & times that they would generally be available to attend safety trainings during the Spring 2016 semester. Employees were most likely to be available to attend trainings on Thursdays and Fridays, and they were least likely to be available on Mondays and Wednesdays. The hours that employees were most likely to be available to attend trainings are 10am-Noon and 1-3pm, and they were least likely to be available after 5pm. http://inside.flc.losrios.edu/inside/content/major_docs/oir_docs/2015_fall_SafetySurvey.pdf

Annual Department and Annual Unit Plans

The Ad Hoc Safety Plan group provided recommendations and feedback to update the Annual Department Plan template to include safety-related questions. The initial questions will be launched as part of the 2016-17 ADP process. This will allow data to be gathered related to preparedness, training, and safety needs or concerns. With additional data gathered from these specific prompts, safety can become more integrated into the planning and budget prioritization processes. Information gathered from ADPs will be aggregated and provided to the Safety Committee, Professional Development Committee, and Budget & Facilities Planning Committee for further recommendations and/or action. Annual Unit Plans have not been revised yet to include safety-specific prompts.

Employee Campus Climate Survey: Spring 2016

Folsom Lake College surveyed employees to solicit feedback regarding the campus climate. Given that the survey design did not include a random sampling of survey participants, it is not appropriate to generalize the survey results to the entire FLC employee population. However, the demographic features of the employees who participated in the survey closely mirror the overall employee population demographics, so the information gathered through the survey well represents the opinions of FLC employees. The overall response rate was very high, with 40% of all employees participating in the survey. Identified strengths should be utilized as the

college enhances and improves safety. Some of the identified areas that need to be addressed are taken into consideration in the Safety Committee's recommendations and strategic actions.

Campus Climate – Identified Strengths:

80%: feel comfortable with the climate in their department / work unit

79%: feel comfortable with the climate of their primary work site

74%: feel comfortable with the campus climate at FLC

Campus Climate – Areas to Address:

58%: feel they could not go directly to the District Office with their ideas

44%: feel that decision-making processes of the FLC Executive Leadership are not transparent

37%: experienced exclusionary, intimidating, offensive, and/or hostile behavior at FLC in the past year

29%: feel they don't have adequate opportunities for training and professional development

http://inside.flc.losrios.edu/inside/resources/college_resources/oir_reports.aspx

Institutional Effectiveness Partnership Initiative (IEPI)

Leadership Development Grant

In fall 2016, the college received a \$50,000 leadership grant to develop new leadership programs and establish a comprehensive, multidimensional professional development center. Creation of a Professional Development Center is one the college's 2016-17 annual goals to support integrated enrollment management planning strategies, develop enhanced pathways for student success and build leadership across the college. The creation of a Professional Development Center, which will provide centralized training coordination for the college.

College 2015-2016 Year End Achievements

Safety related training increased from 16 to 42 with more than 650 participants in activities such as ACES, Active Shooter, AED/CPR, Classroom Crisis Safety, Verbal De-escalation and Workplace Safety.

College 2016-2107 Annual Goals

The FLC Desired Outcomes for 2016-17 aligned it's safety training goal with the LRCCD Strategic Plan Goal 5, Indicator 2 (listed above). The FLC annual goals also list the following strategy for safety training:

Strategy

Encourage broader participation in safety, health and wellness programs and explore developing employee incentives for engaging in health and wellness programs.

Action Steps

Develop, implement and coordinate college wide professional development activities.

Success Indicators

Increase number of staff completing professional development hours.

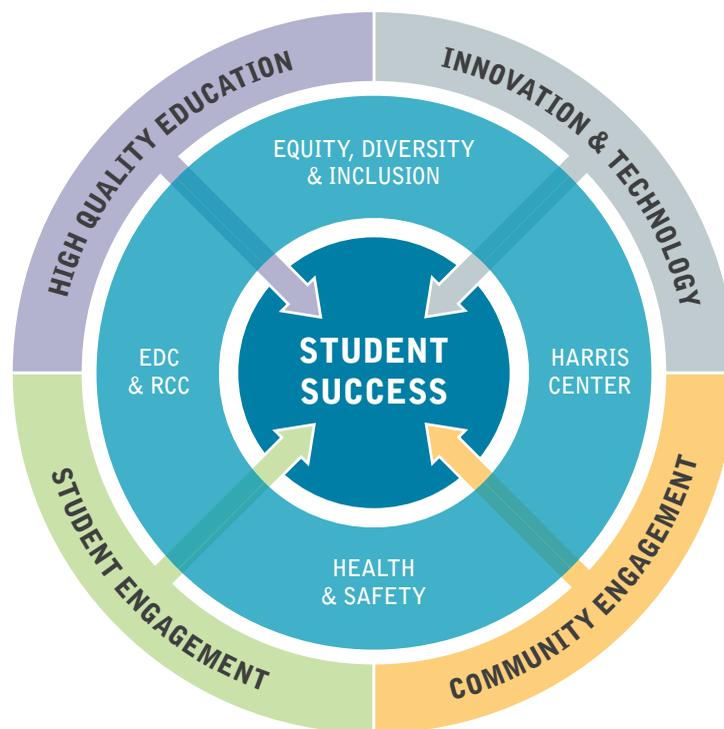
The completion of the safety plan will satisfy the 2016-17 college Goal 3: Provide exemplary teaching and learning opportunities, Strategy 9, Action Step C.

http://inside.flc.losrios.edu/inside/content/major_docs/college_goals/2016_17_college_goals_LRCCD.pdf

College Master Plan

Folsom Lake College’s College Master Plan is designed to serve as a guide to direct and to inform processes, plans, and programs, in support of the College’s mission and to support continuous quality improvement. The College Master Plan’s key priorities as identified by stakeholders are Community Engagement, High Quality Education, Innovation and Technology, and Student Engagement. These key priorities are driven in part by the recurrent theme of equity, diversity, and inclusion; health and safety; and the El Dorado and Rancho Cordova Centers.

http://inside.flc.losrios.edu/inside/content/major_docs/college_master_plan/2016_college_master_plan.pdf



FLC Strategic Plan

The FLC Strategic Plan is currently being updated, and safety recommendations will align with the Health & Safety Plan findings and recommendations as well as the College Master Plan.

5.0 FINDINGS & RECOMMENDATIONS

5.1 Findings

The Ad Hoc Safety Plan group reviewed college and district safety materials; state and federal initiatives, best practices, and policies; academic and professional literature utilizing the library's EBSCO Discovery Service (Appendix); and internal data surveys on safety and campus climate.

Overall themes from the team's research include recommendations for increased security at college centers, improved training and drills, best practices for college threat assessment groups and behavioral intervention teams, creation of a positive culture of safety and communication between employees and police, safety through environmental design, reporting/coordinating software for student behavior and concerns, and many others.

The research findings showed that the district, college and LRPD are continually making efforts to improve safety for employees. Many improvements have been made over the past few years and more recently after specific safety incidents across the district. Most recent efforts include: increased LRPD presence at EDC, ongoing upgrades to building security systems, coordinating the future installation of the new Medeco locks to install a key lock on the interior of the classroom doors, and review of Maxient software.

However, areas of ongoing concern include: lack of campus-wide drills involving students and faculty, inconsistent communication regarding safety matters, unclear pathways for communication of safety concerns, campus input on police staffing and safety efforts, little to no resources for students with mental health challenges, lack of follow up during post-event recovery, and reports of hostile work and learning environment. Improvements are still greatly needed.

The recommendations and strategic actions in this plan are intended to ensure the health and safety of our students, staff, faculty, and leadership. Progress takes commitment from the entire college community, and most importantly, it requires continued dedication from leadership that safety is a top priority.

5.2 Recommendations & Strategic Actions

Upon the final approval of the College Safety Plan, the Safety Committee will complete an action matrix linking strategic actions to responsible parties, identify necessary resources, and develop recommended timelines. In cases when certain safety recommendations and actions are not the exclusive purview of the college, the Safety Committee will refer those items through the appropriate channels. Progress and eventual completion of the strategic actions below is the benchmark for success. The Safety Committee will complete the Safety Plan Action Matrix in Spring 2017. This will serve as a guide to accomplish the following recommendations and strategic actions during the 2017-20 plan cycle.

5.2.1 Recommendation:

Align safety governance and planning with current and future college needs.

Strategic Actions:

- Review Safety Committee's objective, purpose and responsibilities.
- Consider a revised leadership structure for Safety Committee, such as co-chairs with College Safety Officer and Police Captain.
- Share CPTED report with the Safety Committee and Budget and Facilities Planning Committee.
- Establish clear procedures for reporting facility-related safety needs at FLC and its centers. Provide regular updates regarding improvements and upgrades made.
- Provide clearer lines of communication and feedback regarding safety needs and concerns, including LRPD staffing and resource levels and their impact on the college. Reporting back on the progress and resolution of needs & concerns must be consistent, clear and timely.
- Ensure the annual Safety Committee report is comprehensive and provides for accountability.
- Develop an annual report on disciplinary referrals provided by Student Services. The report should identify types of referrals along with general interventions and follow up actions. Individual student information shall not be included.

5.2.2 Recommendation:

Establish a Professional Development Center

Strategic Actions:

- Work collaboratively with the Professional Development Participatory Governance Committee and the IEPI Grant leadership to establish a Professional Development Center by December 31, 2017.

5.2.3 Recommendation:

Develop college-wide Safety Program

Strategic Actions:

- Work with Professional Development Center staff to establish safety training program and annual calendar of events.

5.2.4 Recommendation:

Increase safety education opportunities at FLC and its centers.

Strategic Actions:

- Increase training opportunities on crisis intervention, violence and suicide prevention, and dealing with disruptive or disturbed individuals for all employees.
- Provide training opportunities on trauma recognition and resolution (how to recognize it in oneself, a colleague, or student).

- Enhance training opportunities to all sites (EDC, RCC, FLC).
- Enhance training opportunities for adjunct faculty and classified temporary employees.
- Conduct annual emergency training drills with campus-wide student and employee participation (i.e. active shooter training, earthquake, fire, HAZMAT, etc.).
- Educate faculty on the ACES program and their responsibilities related to the evacuation process.
- Develop a Classroom Safety Toolkit for faculty.
- Develop new employee safety orientation with dedicated time/module for detailed safety information.
- Explore possibility of salary advancement credit for district-provided and approved safety trainings.
- Implement an online safety training module in Canvas.
- Increase LRPD video and other training materials on the Los Rios Police website.

5.2.5 Recommendation:

Develop and increase safety information and programming for students.

Strategic Actions:

- Add a safety module to the online and on-ground new student orientations.
- Continue efforts at college, district and state level to provide mental health services for students.
- Develop safety campaigns to increase campus awareness of risk, while also promoting tolerance and diversity in collaboration with Associated Student Government – for example, Safety Week, Take Back the Night, Not Anymore Sexual Assault and Prevention, etc.
- Provide safety awareness training opportunities for students.

5.2.6 Recommendation:

Develop and increase safety communication.

Strategic Actions:

- Review annual Los Rios ALERT features and enhancements.
- Review emergency protocols for persons with disabilities to enhance communication processes, response, and education.
- Research best practices for disseminating potential risk or threat information to the FLC community. Develop clear guidelines for communication protocols and processes.
- Develop procedures for communication to employees when a threat assessment is completed and/or a student or employee is banned from Los Rios property.
- Produce an annual Safe & Sound Report, as a supplement to the Clery Report with college-specific information.
- Create a safety newsletter to be sent to the FLC community, at a minimum of once a semester.
- Create safety program posters for display around the campus and its centers.
- Post LRPD dispatch number in campus restrooms and other public access areas.

- Provide all employees regularly updated information on referring students to support resources, such as mental health resources, suicide prevention, homeless support services, food closet, domestic violence, etc.

5.2.7 Recommendation:

Develop best practices and align protocols and processes for Behavioral Intervention teams district wide.

Strategic Actions:

- Require annual, or regular, training for all members of BIT.
- Review the structure and design of existing teams (locally, statewide and nationally) to determine those components which will best serve the needs of FLC community -- for example, Assessment-Intervention of Student Problems (AISP) and College and University Behavioral Intervention Team (CUBIT) supported by the National Behavioral Intervention Team Association (NaBITA).
- Educate the college community about the role, purpose and procedures of the intervention team, so employees understand how to make referrals to the team.
- Make annual training available to all employees regarding legal standards related to student privacy and confidentiality: FERPA, HIPAA and any local/state laws, which govern medical and mental health records.
- Review behavior management software, which provides centralized reporting and recordkeeping of issues such as student discipline, academic integrity, care and concern records, and Title IX matters.

5.2.8 Recommendation:

Develop best practices for post-event, recovering planning and response.

Strategic Actions:

- Disaster response planning should include planning for recovery after the event. Planning should address these topics: impact of trauma/loss on learning, potential and/or likely reactions, psychological-first aid (emotional & physical self-care), and information regarding local/regional mental health services.
- Thoughtful consideration should be given to communication processes, timing of those communications, and types of support (and referrals) available.
- Develop an online knowledge base about the impact trauma and/or loss has on learning, include ongoing training for all groups.

APPENDIX

Campus Safety Literature Review

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