

**Sacramento City College
Strategic Planning System
Cross-Divisional Program Plan**

Planning years: Fall 2026 through Spring 2029

Year #1: 2026-2027 X

Year #2: 2027-2028

Year #3: 2028-2029

Plan Type: Program Plan

Planning Area: Safety, Security, and Environmental

Primary Division: Campus Operations

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Date: February 2026

SECTION I: OVERVIEW & REVIEW OF PREVIOUS ACCOMPLISHMENTS

A. PROGRAM DESCRIPTION

Briefly describe your program and state the overall mission of the program and its role(s) across the college.

Sacramento City College is committed to creating a healthy, safe, and welcoming environment for our students, employees, and visitors. The College has a comprehensive directory of policies, procedures, resources and general information related to the many facets of health, safety, and environmental management. Our programs strive to promote a safe and secure working and learning environment, identify un-secure areas, procedures, or actions, and provide an action plan for correction.

B: REVIEW OF ACCOMPLISHMENTS OVER THE PREVIOUS PLANNING CYCLE

1. **Outcome's assessment.** Briefly state the objectives you worked on last year and the progress you have made on those objectives since the last time the plan was updated. Provide assessment results for [Administrative Unit Outcomes \(AUOs\)](#) and/or [Student Learning Outcomes \(SLOs\)](#) from the 2023-2025 cycle, as applicable.

2025-2026 AUO and SLO Assessment Results			
College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Assessment Measure/Target	Outcome
	AUO #1: Example	Target: Take the targets established in the previous	

		<i>program plan (if they exist), and insert them here.</i> Baseline year: <i>This is the first year of the planning cycle, or the first year within the cycle that baseline data is available. Compare data from your most recent year of data collection with data from the baseline year.</i> Measure(s): <i>Your measures will depend on the outcomes and targets you set. Measures could include student utilization, student satisfaction, or employee satisfaction, among others</i> Data Source(s): <i>Surveys, data dashboards, focus groups, or other systematic approach</i>	
C3	AUO #1: Safety Equipment Inspections	Target: Conduct monthly inspections of Fire Extinguishers, Safety Showers and eye wash stations. Baseline year: Annually Measure(s): Student, Faculty and staff Safety Data Source(s): Monthly Logs and Annual Inspection	Improves overall campus safety and student success. Inspected 383 Fire Extinguishers and 28 eye wash stations monthly.
C3	AUO #2: Safety Supplies	Target: Provide Campus Community with safety supplies (Fire Blankets, Fire cabinets, Blood borne pathogens spill kits) Baseline year: Measure(s): Ensuring Supplies are current Data Source(s): Survey	Operations will continue to monitor and assist Departments with their safety supply kits.
C3	AUO #3: Aerial Lift/ Forklift Safety Training	Target: To provide forklift, aerial lift and respirator training to increase operational safety. Baseline year: Annually Measure(s): Improve employee safety.	Operations will offer the training to all approved operators.

		Data Source(s): Training Database	
C3	AUO #4: AED and CPR Training	Target: Increase AED and CPR employee training to improve emergency preparedness and student and staff safety. Baseline year: Annually Measure(s): To increase training frequency. Data Source(s): Campus Log	Strengthened campus emergency response by increasing the number of employees trained in emergency procedures, improving overall safety for students and staff.
C3	AUO #5: Vehicle and Cart Training	Target: To provide vehicle and cart to increase operational safety. Baseline year: Annually Measure(s): Improve employee safety. Data Source(s): Training Database	Operations maintains training database for campus.
C3	AUO # 6: Hazard Waste Management	Target: Ensure we met Regulatory Compliance regarding instructional hazardous and medical waste throughout the year. Baseline year: Annually Measure(s): Ensure waste is picked up before 180 days. Medical picked up monthly. Data Source(s): Hazardous Waste Manifest	Maintain regulatory compliance with hazardous and medical waste requirements by ensuring timely waste collection, reducing safety risks, and supporting a safe learning and working environment for students and staff.
C3	AUO#7: Evacuation Maps	Target: Install Evacuation maps in the new NAS and MOHR buildings. Baseline year: 2025 Measure(s): Improve employee Safety. Data Source(s):	Improve emergency preparedness and employee safety by ensuring clear evacuation routes are visible and accessible in the NAS and MOHR buildings through the installation of evacuation maps.
C3	AUO #8: Fire Drill Implementation	Target: In coordination with LRPD, conduct regular fire drills to improve emergency preparedness and ensure the	Improve campus emergency preparedness by strengthening

		safety of students, faculty, and staff. Baseline year: Annually Measure(s): Increase the consistency of fire drills. Data Source(s): Campus Drill Logs	awareness of evacuation procedures and enhancing coordinated responses during fire emergencies.
C3	AUO #9: Bait Bike Program	Target: Enhance campus safety by deterring bicycle theft and supporting investigations through the strategic use of the bait bike. This is in partnership with LRPD. Baseline year: Annually Measure(s): Number of bait bikes deployed, number of theft incidents reported and number of successful investigations Data Source(s): Campus Police Reports and Incident tracking systems.	Reduce bicycle theft on campus by increasing deterrence and enabling law enforcement to identify and apprehend individuals attempting theft, improving overall campus safety.
C3	AUO #10: New Campus Vehicles	Target: Deploy new vehicles to meet campus transportation needs and improve operational reliability. Baseline year: 2025-2030 Measure(s): Reduction in safety concerns compared to previous fleet. Data Source(s): Vehicle Maintenance Logs	Improve campus transportation efficiency, reduce vehicle downtime, and provide safe and reliable vehicles for operational needs and department activities. Operations purchased 4 transits and 3 Ford Escapes.
C3	AUO #11: Quad Lighting Improvements	Target: Upgrade and enhance lighting in the campus quad to improve visibility, safety, and usability of outdoor spaces. Baseline year: 2025 Measure(s): Reduction in safety concerns and reported incidents in the quad area; improved lighting coverage and visibility.	This is a Facility Management project that will upgrade the quad to sustainable lighting which would lower maintenance costs while improving lighting quality to enhance safety and increase usability of outdoor space.

		Data Source(s): Campus Lighting Assessments	
C3	AUO #12: Pool Slip-Resistant Mats	Target: Install slip-resistant mats in pool deck areas to reduce slip-and-fall risks and enhance student and staff safety. Baseline year: 2024 Measure(s): Data Source(s):	Enhance the pool area by conducting a small-scale demonstration of a newly designed mat system. The purpose of this trial is to improve foot comfort for guests while making it easier to clean and sanitize, supporting a safe environment.
Narrative:			

2. Review of last year's resource use: Briefly explain how resources were used during the previous cycle to support the work of the plan.

- Staffing resources include operations full time employees and temporary employees.
- Use outside vendors/contractors to complete compliance items.
- Additional funds were allocated to support vendor services, equipment purchases, and safety-related initiatives.

3. Factors affecting the work of the program. Provide an overview of the major factors affecting the work of the Program. You may choose to describe the internal (within the college) and external (e.g., outside of the college) environment as they affect the program. Alternatively, you may organize the information by discussing the Program's strengths, weaknesses, opportunities, and challenges.

Internal Factors:

- Operations receives allocated funds that support the purchase of safety supplies and the completion of vendor-driven compliance programs, including fire extinguisher inspections and hazardous waste collection.
- We have VPA support to have temporary classified employee who can take on the monthly inspection's campus wide for elevators, fire extinguishers, eye wash and safety showers, and ADA door openers.
- While temporary staffing has helped address workload demands, limited permanent staffing remains a challenge. Existing staff must support multiple program plans, including the Safety Plan and the Non-Instructional Equipment and Infrastructure Plan, which can impact the program's ability to expand initiatives and respond to emerging needs.

External Factors:

- Operations is responsible for managing, reviewing, and updating more than 16 local and state compliance plans. The scope and complexity of these regulatory requirements

present ongoing challenges, particularly given limited staffing resources. Any new laws or regulations passed would require additional plan development and staffing resources.

- New or revised local, state, or federal laws and regulations may require the development of additional compliance plans, updates to existing procedures, and increased monitoring. These changes can significantly increase workload and create a need for additional staffing and resources.

SECTION II: FUTURE GOALS, DIRECTIONS, AND STRATEGIES

A. MULTI-YEAR DIRECTIONS AND STRATEGIES

Describe the general directions in which you see the Program moving over the next 3 years. Include any multi-year initiatives in your Program Plans. Describe how these directions and initiatives align with the College Goals.

- The Safety, Security & Environmental Program Plan addresses ongoing, year-to-year issues and directly supports College Goal C3: Promote health, wellness, and safety throughout the institution.
- EOC Training: The District Police Department has updated the emergency management binders. Operations will update campus-specific information, review and replenish EOC supplies, and provide training to other employees as needed.
- Professional Development: Increase training opportunities for employees in AED/First Aid and building evacuation equipment (Evac Chairs) to enhance emergency preparedness.
- Hazardous Waste Management: Review current processes and implement strategies to reduce disposal costs while maintaining compliance and safety.
- Safety Inspection Support: Provide guidance to departments to assist with completing safety inspections.
- Transportation and Equipment Training: Notify staff on transportation requirements and trainings (i.e., vehicles, carts, fork/scissor/ boom lifts).
- Temporary Staffing Support: Add additional temporary classified staff to complete and maintain compliance programs.

B. UNIT OUTCOMES: [ADMINISTRATIVE UNIT OUTCOMES \(AUOs\)](#) or [STUDENT LEARNING OUTCOMES \(SLOs\)](#) FOR THE PLANNING CURRENT CYCLE

Using the templates below, list the [AUOs](#) and/or [SLOs](#) that will result from the work of the program in the planning year. These outcomes should align with and support the [College Goals](#). Please feel free to add or delete additional rows as needed.

Examples of possible AUOs, SLOs, and expected outcomes/targets are provided below. These are intended to be illustrative, and not necessarily the AUOs or SLOs that you develop for your program plan.

2026-2029 AUOs and SLOs

College Strategic Goal	Administrative Unit Outcome (AUO)/Student Learning Outcome (SLO)	Expected Outcomes/Targets
	AUO #1: <u>Example</u> : Increase faculty participation in the Online Teaching and Learning Academy (OTLA).	By 2026, x% of all currently employed faculty will have successfully completed the OTLA.
	AUO #2: <u>Example</u> : Ensure that individuals who submit IT requests via Service Central receive a timely response and quick resolution to their issue.	By 2026, 85% of individuals who submitted requests via Service Central receive a response and status update within 24 hours.
C.4	AUO #1: Continue to review, update, and implement compliance programs as needed.	Review compliance programs are current, implemented effectively, and meet regulatory requirements.
C.4	AUO #2: Assist departments in completing periodic lab safety inspections.	Track and evaluate the number of inspections completed and departmental responses to corrective actions.
C.4	AUO #3: Maintain Emergency Operations Center (EOC) readiness.	Review and replenish EOC supplies, update program documentation, and ensure emergency preparedness protocols are current. Provide training when needed.
C.4	AUO #4: Conduct ongoing equipment inspections (e.g., washers, dryers, exercise equipment, bleachers, playground structures, fume hoods, safety equipment).	Review inspection calendar and schedule inspections that are due. Ensure departments are conducting their own inspections.
C.4	AUO #4: Review Camera system for Safety, Security, and Asset protection.	Multi-year plan to add or replace cameras for improved safety, security, and asset protection.
C.4	AUO #5: Implement Waste Management and Reduction Plan, focusing on organic recycling and proper bin usage.	Increase the number of events that use organic bins.

C.4	AUO #6: Create a Digital log for all of our monthly safety inspections in partnership with SWACC/ Keenan.	Improve accuracy, efficiency, and accessibility of safety inspection records.
C.4	AUO #7: Evaluate Stairwell Evacuation Training for employees	Increase knowledge and proficiency in safe stairwell evacuation procedures for employees
C.4	AUO # 8: Install vertical Lockers and scooter racks	Increase accessibility and improve campus transportation infrastructure by installing vertical lockers, EV bike/ scooter chargers, and scooter rack. Encourage charging activities to take place outside of buildings.

NOTE: Some Program Plan areas may only have AUOs, and not have SLOs. Include SLOs only if your area is able to directly measure student learning.

SECTION III: ANNUAL PROCEDURES AND RESOURCE REQUESTS FOR THE PLANNING YEAR

Program Strategies: Explain the overall strategies that the program uses to fulfill its purpose and implement its objectives. List the timeline and responsible persons for procedures.

AUOs/SLOs: Include the AUO/SLO(s) that the program strategy is designed to address.

Resource requirements: State the resources (human, financial, facilities, and IT) needed to implement program objectives.

Previous funding sources: State the sources of funds your program received during the previous planning cycle. This may include grants, categorical funds, and CCCC allocations, as well as general fund dollars.

SECTION IV: APPENDICES

Include appendices as needed in order to provide more information and context to the main plan. Some examples of appendices are suggested below:

Appendix A: List of Local and State Compliance Programs

- ADA Transition Plan

- Injury and Illness Prevention Plan (IIPP)
- Hazard Communication Program (HAZCOM)
- Emergency Procedures Plan
- Exposure Control Plan for Blood-borne Pathogens
- Chemical Hygiene Plan
- Hazardous Material Business Plan
- Hazardous waste operations and Emergency Response Plan
- Spill Prevention Control and Countermeasure Plan
- Underground Storage Tank Reporting Requirements
- Respiratory Protection Plan
- Ergonomic Safety Program
- Medical Waste Management Plan
- DMV Program Plan Module
- Integrated Pest Management Plan
- Closed Medical Point of Distribution Plan
- Waste Management and Reduction Plan
- Food Service Permit
- Forklift/Scissorlift Safety Plan

Best Management Plans:

- Bi-Annual Safety Inspection conducted by SWACC (Insurance Company)

2026 - 2027 Program Plan Resource Requests					
Program Strategies	AUOs/SLOs (Include number from above tables)	Timeline	Responsible persons	Funding	Resource Requirements
Equipment Inspection-Washer/Dryer	AUO #4	Fall 2026	OPS	GENFD	\$3,000.00
Equipment Inspection-other	AUO #4	Ongoing	OPS	GENFD	\$4,000.00
Safety Consultant Agreement (SWACC)	AUO #4	2026	OPS	GENFD	\$5,000.00
Scooter Racks/Chargers	AUO #8	2026	OPS	GENFD	\$10,000

Keenan Software license	AUO #6	2026	OPS	GENFD	\$2,000
Remove/ Add Bike Locker (South Gym)	AUO #8	2026	OPS	GENFD	\$10,000
Global Industrial™ Portable Power Station,	AUO #3	2026	OPS	GENFD	\$6,100.00
New Camera's (vehicle compound)	AUO #4	2026	OPS	GENFD	\$10,000
			Total Cost: \$		\$50,100.00