

Tillamook Bay Community College

Department of Facilities and Safety

2018-2019 Program Review

Service Area Description

The Office of Facilities and Safety is responsible for supporting and maintaining the campus to meet the physical needs for delivering quality education in a safe, secure, and welcoming learning environment. The efforts of the staff along with contracted service providers keeps the physical plant of the College in quality operating condition. Regular inspections by the College Safety Committee help identify and address needs related to the environmental health and safety of the campus community.

The physical plant includes:

- Main Campus buildings and grounds
- Partners for Rural Innovation building and grounds
- TBCC Career and College Center located on the Tillamook H.S. Campus
- TBCC South Campus located on the Nestucca H.S. Campus

While the department is responsible for the upkeep and maintenance of the physical plant of the college, it is also responsible for the safety and well-being of those who make up the campus community. The collective efforts of the Safety Committee, Threat Assessment Team, and campus community as a whole contribute to the success of this work. Local law enforcement provides the college with annual statistics of reportable crimes on or near the campuses as required by the Clery Act. Their data consistently indicates no reportable crimes. Ongoing efforts to educate students and employees, through safety drills and trainings intended to continue to bring similar results.

Service Area Details

Staff/Duties and Responsibilities

Director of Human Resources, Facilities, and Safety (1.0 FTE for all areas). The Director of Facilities, Safety and Human Resources is responsible to provide strategic leadership for the development, implementation, maintenance, analysis and general supervision and promotion of operational improvements of all the campus Facilities, Safety and risk management areas. The position will address, and in consultation with others, resolve issues related to the facilities and campus safety. The Director serves in various roles and on committees related to facilities and safety. These include Title II and Title IX Coordinator, College Safety Committee, College Threat Assessment Team, Equity and Inclusion Committee, ALICE (Active Threat/Killer Response) Trainer. The Director also responds to and investigates allegations and issues as they pertain to the Violence Against Women Act and Victims Right. The Director is also responsible for the data collection and submission of the Annual Campus Safety and Security Report to the U.S. Department of Education.

Facilities Maintenance Specialist (1.0 FTE) Plans, organizes, inspects, coordinates and performs installation, maintenance and repairs on TBCC buildings, facilities, mechanical systems, and grounds at the advanced skills level. Assures public safety and safe working conditions through inspections and training programs. Assists with implementing safety and security activities/trainings on campus. Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and OR-OSHA. Serves as a member of the Campus Safety Committee. Maintains great flexibility to respond to the immediate needs, that may arise. ALICE (Active Threat/Killer Response) Trainer.

Evening Facilities Specialist (0.5 FTE) Provide support services in the areas of facilities and guest services, campus safety and security. Support college faculty, staff, and guest groups during evening hours. Perform assigned custodial duties. Provide setup and breakdown of rooms for events. Provide a safety and security presence when on duty. Responsible for locking and securing buildings at the end of the day. Provide occasional weekend coverage if needed.

Custodian (0.2 FTE) Provide custodial services on Friday and weekends with time coordinated to provide coverage for some of the weekend events held on the main campus.

NOTE: The College also contracts for some routine custodial and landscape maintenance services as well as other services as appropriate and needed.

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form

November 7, 2017

Completion Date of Form

June 2, 2018

Service Area

Facilities

Individual Completing Form

PatRyan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
<p>Employees, students, and event groups will indicate their satisfaction with the quality of the learning environment including classrooms as well as the condition, and cleanliness of the campus buildings and grounds.</p>	<p>Student survey question fall and spring terms.</p> <p>Event groups comments and feedback before during and after their event.</p> <p>Employees - number of notifications of issues related to conditions and cleanliness of the building and grounds.</p>	<p>Need results of student surveys</p> <p>Groups have been pleased with setup and support provided by staff for events. A concern was raised about OSUNear of Wellness events regarding which events are connected with OSU liaison as well as around fees and set up.</p> <p>Issues have been raised and discussed with OSU regarding cleanliness of the PRI building.</p>	<p>OSUN ear of Wellness issues were discussed and worked through; changes to process will address some needs raised.</p> <p>Issues have been discussed with contracted custodial services regarding routine cleaning process.</p> <p>6/6/18 follow up with Troy Downing indicate things are better.</p>

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form October 2 2017

Completion Date of Form June 1, 2018

Service Area Safety

Individual Completing Form Pat Ryan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
<p>Increased campus safety and security and the ability to quickly respond in the event of an incident.</p>	<p>Upgrades to and/or installation of an improved Emergency Notification System in main campus and PRI building.</p>	<p>New system is not yet in place. There may be aspects of our current phone system that will be compatible with the system and goals that would result from a complete replacement system being considered.</p>	<p>Need to assess what parts of current phone system may be compatible with an upgrade VS. a completely new system.</p>

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form November 7 2018

Completion Date of Form June 8, 2018

Service Area Safety

Individual Completing Form Pat Ryan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
<p>Employees and students will recognize and respond appropriately in the event of an emergency on campus.</p>	<p>Response time and protocol to emergency drills held on campus</p> <p>Implement trainings ASAP.</p>	<p>May 11, 2018: Staff and faculty participated in ALICE training as part of a response process in the event of a violent intruder on campus.</p> <p>Notifications sent to all employees and students lockdown drills would be held.</p> <p>June 6-7, 2018: Lockdown drills were held both morning and evenings. Participants responded in a timely manner and remained in lockdown status until having contact with designated campus staff issuing all clear.</p>	<p>Feedback from the trainings made us aware of the need to provide clear, specific explanations of the process and expectations to ensure employees fully understand the purpose of the training and simulated incidents.</p> <p>In preparations for the lockdown drills issues were found in the notification system. These are being addressed by our phone support service.</p>

2018-2019 Facilities and Safety

Assessment Plan for Service Area Outcomes

Intended Out come : Students, Employees, and Guests will feel safe and respond appropriately to potential emergencies when on campus.

Assessment Method	Results	Analysis and Next Steps
<p>Conduct regular safety drills for: Fire, Earthquake, and Lockdown.</p> <p>Conduct annual threat response training .</p> <p>Employees and Students respond to annual survey questions regarding their personal safety, response procedures, and use of FlashAlert for campus notifications.</p>	<p>Staff: Survey data indicates most employees feel safe (84%), and know how to respond in an emergency (78%). 83% use FlashAlert</p> <p>Students: Survey data indicates most students (90%) feel safe. Fewer (63%) know how to respond to an emergency and even less use FlashAlert (35%)</p>	<p>Continue to conduct safety drills.</p> <p>K Fire-Fall and Spring term</p> <p>b. Earthquake-annually in October</p> <p>c. Lockdown- Fall and Springterm</p> <p>Provide ALICE Training during spring In-service.</p> <p>Distribute monthly safety related information to staff and students.</p> <p>Explore options for alternate communications system other than FlashAlert. Is there an opt-out system rather than opt-in? Two options were explored and demos presented. Each had restrictions and were prohibitive due to cost. We will continue with FlashAlert. The new Emergency Notification System may provide options for this matter.</p>

Operational Project Tracking Sheet

Lead: Pat Ryan

Department/Service Area: Facilities/Safety

Academic Year: 2019-2020

Project	Description	Budget Requirements/Lead	Year	Progress
Office of Civil Rights Compliance	Address issues identified during civil rights review related to facilities and building access	TBD; up to \$10,000 (Pat and George)	Due by 5/1/2020	This work is in progress. Researching options for addressing some of the issues raised.
Upgrade and expand campus emergency notification system	Assess capability of the current phone system to determine what components of the system it may be able to provide. Purchase and install additional audio and visual components to complete the system	Estimated at \$26,000. Cost may be reduced depending on capabilities of current phone system. (Sheryl N./George)	2-3	<p>No additional funding received from grant request. Phone system has been upgraded and all phones appear to be working for use as a PA system. Phones will be tested in Oct. in preparation for an earthquake drill on 10/17. With available funds, the first phase of equipment will be purchased and tested for functionality during a two-week trial period.</p> <p>12/2019 System tested for range and ability. Updated material/equipment list developed and order placed with Visiplex Systems to implement whatever components may be purchased with the \$10,000 grant from Juan Young Trust.</p>

Implement Threat Assessment Procedures	Provide training to appropriate staff to use the Salem-Keizer System to identify, assess, and manage threatening situation involving members of the campus community.	Minimal cost; training is being developed and offered through PACE. Pat	3 and ongoing	Pat and Cara attending two day PACE training Cara is retiring in January 2020. A second person will be identified and receive training.
Facilities Master Plan	Assess the current TBCC facilities and use as well as the purpose and plans of the future and how space will be utilized to meet the needs of the College.	\$25,000 FMP Committee	2	FFA Architect and Interior has been hired. Tentative meeting with rep and FMP Team in mid-October. 12/11 Responses to clarifying questions sent to FFA; follow up call will be scheduled.
Develop Emergency Management Plan	Determine needs; develop process, and response for different emergencies. Work with OSU, Tillamook Cnty. Fairgrounds, and other appropriate agencies to responds to emergencies.	Pat and Safety Committee	2-3	Pat represents TBCC on Committee for Tillamook Agencies and Businesses (CTAB) working to develop and train for response protocol, communication, and chain of command.
Increase campus community awareness of response protocol during an incident or emergency.	Increase communications, drills, and trainings for staff and students.	\$1,000 Safety Committee	Ongoing	Distribute monthly safety reminders taken form the Emergency Guides posted throughout the campus. Expand posting of Emergency Guides to include restrooms. Drills are scheduled for each term. ALICE training will be planned for Spring 2020.

Resolve issue with Dry Sprinkler System portion of the fire suppressions system	Work with Todd Construction to identify and repair defective portions of the system	Responsibility, cost and financial obligations TBD.	TBC	Initial assessments of system have been completed by the insurance company and a subcontractor working with Todd Construction. 12/10 Todd will have a second subcontractor assess the system.
Clery Act Compliance	Review Clery Act reporting processes to verify standards are met, proper notifications distributed, and information properly posted.	Pat	Ongoing	Annual crime statistics obtained from local law enforcement and reported to the Dept. of Education. Data is posted on TBCC website. Notices posted on campus. Need to review Clery Act for additional/new requirements and implement.

Service Needs. Issues. and Challenges

Facilities: Space is an obvious challenge right now. With the addition of staff and faculty office space is at a premium. We are being creative to design and reconfigure current areas but we have reached a point of little or no more useable or easily reconfigured space with more hiring anticipated. Even basic storage space is squeezed as those areas are repurposed. We are working with a firm in consideration of at least a remodel of the current main campus but this will be a slow process before there is any relief to the current situation.

Safety and Security: Continuing to increase awareness of campus safety in general is ongoing. TBCC is required to provide yearly statistics, as reported by local law enforcement agencies for crimes committed on or near college facilities. The US Department of Education requires these statistics be available to the public for review. These are posted on the college website, notices are posted on campus. The college routinely has no reportable crimes, however responses to the Campus Climate Survey includes responses indicating some people do not feel safe. The Safety Committee has reviewed the survey and is looking into ways to improve this perception. Safety drills will be run throughout the year; various trainings are being considered including women's self-defense and active shooter training. Monthly notices related to safety and emergency response are sent to staff and faculty; additional postings of emergency response protocol will be posted on campus. There is also consideration of adding a component to the new student orientations for safety and emergency response.

There will be additional work to do on the emergency notification system requiring budget resources. Changes to the original system has shifted costs. Once the first phase of components are installed, it will be possible to assess remaining costs.

Project List for 2020/2021

- Continue development of the Facilities Master Plan
- Update Emergency Management Plan
- Phase Two of the Emergency Notification System
- Complete work in fire sprinkler system
- Clery Act Compliance