

# Safety Task Force Recommendations

20-Sep-07

Recommendations	Responsible Person	Outcomes	Interim Report Due	Completion Date	Implementation Date
1) Implement annual mandatory emergency procedures training classes presented by Public Safety for all faculty (adjuncts included) and staff. This training would afford the University community an opportunity to gain a better understanding of the Emergency Action Plan.	Bobby Hamil and David Heflin		4/1/2008	5/30/2008	7/1/2008
2) Implement the Emergency Communications Plan (Appendix C). The University should purchase Avaya phones for key areas on-campus (where necessary VOIP connections already exist) to provide additional locations for audible announcements. It is important that the University consider multiple means of communication during emergency situations.	John Bryan	Completed.	1/15/2008	3/1/2008	3/31/2008
3) There is a need for a central on-line location for all University policies and procedures relating to safety and security. The Task Force recommends that these policies be housed on the Clayton State University homepage.	Jeff Jacobs and Brian Haynes		3/31/2008	5/30/2008	7/1/2008
4) University officials must have a clear understanding of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance and Portability and Accountability Act (HIPPA) and what is allowed regarding communication of student information under these federal laws.	Corlis Cummings	Developed pamphlet that provides information. Pamphlet can be printed inhouse and released on 7/1/08. More detailed training of key staff once we create Crisis Response Teams will need to occur.	2/29/2008	4/15/2008	7/1/2008
5) Explore the feasibility of installing security cameras at each entrance to the University and at entrances to buildings and other strategic locations on campus. The ability to quickly identify perpetrators to incidents on campus is essential in emergency situations.	John Bryan	Feasibility study completed 1/31/08.	1/15/2008	2/29/2008	8/1/2008
6) The University should explore the possibility of annexation by the city of Morrow; University property is not incorporated into a primary judicial venue; only two University facilities are located within the corporate city limits of Morrow. Annexation would ensure seamless consistent judicial services, ordinances and emergency (fire, medical and police) services.	Thomas Harden		3/31/2008	6/30/2008	6/30/2009

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7) An internal communication committee (i.e. "Consultation Team") should be established and charged with facilitating communication among campus constituents (i.e. Student Affairs, Academic Affairs, Public Safety, Counseling Services, etc.) that ensures communication of student behavioral/conduct concerns to appropriate University officials. This sharing of information across departments would help to assure the connecting of dots regarding individual student behavior.	Christine Smith and Brian Haynes		1/15/2008	3/1/2008	3/31/2008
8) All student discipline related policies including the Code of Conduct must be reviewed and revised to ensure congruence with best practices nationally. These policies must be reviewed annually and communicated to the entire University community.	Jeff Jacobs and Brian Haynes		1/31/2008	3/31/2008	6/30/2008
9) Policies related to interim suspension or temporary removal of a student from the University should be more clearly defined, especially as they relate to (1) students with documented mental health disabilities, and (2) the readmission requirements for students who have been temporarily removed from classes. Students with documented mental health issues should be linked to either medical or counseling services. This information should be communicated across appropriate departmental lines.	Christine Smith and Brian Haynes		1/15/2008	3/1/2008	3/31/2008
10) Comprehensive policies and clear guidelines/protocols for dealing with students in distress or who disclose, exhibit, or threaten self-harm or harm to others should be developed and communicated to key campus officials. The Consultation Team should be trained to handle situations involving students in distress and how to communicate this information to key University officials. When necessary appropriate University officials should communicate directly with parents regarding individual student health and safety issues.	Christine Smith and Brian Haynes		1/15/2008	3/1/2008	3/31/2008
11) Develop and implement a comprehensive alcohol and drug policy that includes a stipulation for notifying parents of students under the age of 21 who violate the policy. Such notification is allowed under FERPA.	Jeff Jacobs and Brian Haynes		1/31/2008	2/29/2008	7/1/2008

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12) Policies need to be established that explicitly establish behaviors and responsibilities in and out of the classroom for faculty/student interaction. Students and faculty each have responsibility for maintaining an appropriate learning environment. Faculty members have the professional responsibility to guide classroom discussion and to set reasonable limits in which students express opinions. Faculty members should report all inappropriate classroom behavior.	Sharon Hoffman	Completed and implemented.	2/15/2008	3/31/2008	3/31/2008
13) A clear definition of what constitutes disruptive behavior in the classroom must be established and communicated to the faculty. This definition with possible sanctions listed must also be communicated to students. Students protected under ADA will be held to the same behavioral standards as other students.	Sharon Hoffman	Completed and implemented.	2/15/2008	3/31/2008	3/31/2008
14) The University should strengthen policies relating to the Academic Affairs role in adjudicating disruptive behaviors occurring in the classroom. There is an immediate need to clearly delineate role differentiation between Academic Affairs and Student Affairs regarding disruptive classroom behavior involving students.	Sharon Hoffman	Completed and implemented.	2/15/2008	3/31/2008	7/1/2008
15) The University must further define disruptive staff behavior and clearly communicate the definition to the entire University community. While BOR Policy 1902 addresses this from a broad perspective there is a need for further clarification.	Michael Buda	See information below.	1/31/2008	3/1/2008	3/1/2008
16) All policies regarding disruptive staff behavior must be reviewed and revised to reflect current safety and security best practices. Clear and consistent sanctions for staff engaging in disruptive behavior must be developed and communicated to staff members. These policies should be consistent with existing BOR policies.	Michael Buda	We are working on updating the employee handbook. This information will need to be included in handbook and added to website.	3/31/2008	6/1/2008	7/1/2008

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	Person		Report Due	Date	Date
17) Policies must be developed that address issues relating to student/staff interaction. Staff members have the professional responsibility to set reasonable limits in which students can express opinions. Staff members should report all inappropriate student behavior to his or her supervisor.	Corlis Cummings	Completed development of Policies in February. Will work to develop training on this and Dr. Buda's item 18 over the summer. Can disseminate policies on the July 1 date for Dr. Buda. And schedule training thereafter - if the budget allows.	1/31/2008	2/29/2008	2/29/2008
18. Staff members should be afforded on-going yearly training sessions through Human Resources on customer service. Essential to this training would be a module on "Dealing with Disruptive Students."	Michael Buda	See above.	3/15/2008	4/15/2008	7/1/2008
19) The University should explore the feasibility of constructing a visitor's center on Clayton State Boulevard. Consideration should be given to closing the alternate entrances to campus after 11:00 p.m. This strategy would afford Public Safety the opportunity to monitor traffic at the main entrance to campus during the nighttime hours.	David Heflin		1/31/2008	3/31/2008	6/30/2008
20) Update and revise the existing policies, rules and regulations to accurately identify authorized use and proper offices for obtaining permission to use campus facilities. This would include athletic venues, walking trails, etc.	Eric Simon and Brian Haynes		1/31/2008	3/31/2008	7/1/2008