

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit: Environmental Health & Safety**

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**Assessment Year: 2021/2022**

**PURPOSE**

This annual assessment summary form provides the opportunity for units to follow-up on their previous assessment work and reports and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

**SECTION 1: PRIOR YEAR ASSESSMENT PLAN FOLLOW-UP**

A key component of the continuous improvement assessment process is following up on [prior year assessment plans and reports](#). Review your prior year plan and report and select one of the desired goals and outcomes to comment on any changes or improvements resulting from actions taken.

**Prior Year Assessment Plan – Desired Goal and Outcome(s)**

Copy/Paste or enter the goals and outcomes from your prior plan that you wish to highlight and summarize. Also list any relevant results data and planned actions that may have been previously listed.

**Goal:**

- Complete a risk analysis of the SUNY Potsdam Campus in order to develop a comprehensive risk management plan.

**Outcomes/Objectives:**

- Identify risks and hazards present
- Prioritize risks based on potential impact

**Target:**

- 100% of the campus surveyed using the Federal Emergency Management Agency's Threat & Hazard Identification and Risk Assessment guide.

**Result:**

- 100% completion achieved

**Based on the outcomes, collected data/results, and planned actions, please describe what specific actions were taken and the resulting impact, if any.**

Our department was able to successfully complete the risk analysis and prioritization during the allotted time. This goal was measurable as it was simply based on the number of buildings on campus and the analysis being completed on each. However, through discussion, the goal was determined not be sufficient in terms of long-range planning for the following reasons:

- Data was collected but no meaningful action was tied to it
- Goal was too narrow in scope

**Follow-up Actions:**

- EHS will work on new goals for upcoming assessment cycle before December 1, 2022. The goal will focus on the broader development of a sustainable risk management plan for the campus.
- EHS has developed an annual review schedule for the evaluation and updating of all programs, the risk analysis will be pulled into this cycle to ensure it is on ongoing endeavor.

**SECTION 2: ADDITIONAL ASSESSMENT HIGHLIGHTS (optional)**

Assessment activity can take place that is not directly tied to previously submitted plans and reports. Please use this space to share any assessment success stories from this past year. What did you assess and how? What were the results? What did you learn from it and do as a result?

**Improvement to Student Fire Safety Training**

- To further educate the campus community and develop a better safety culture, Environmental Health & Safety worked with University Police and the Potsdam Fire Department to do a review of incident reports generated from fire department responses to our campus. This review involved not only University Police incident reports, but summary reports entered by the Potsdam Fire Department in the National Fire Incident Reporting System (NFIRS). NFIRS allowed us to sort fire responses by type and highlight the more serious issues, primarily instances involving actual fire and smoke.

**Results:**

- The review of this data highlighted areas of the campus where there are repeated instances of cooking related fires and issues, leading to a fire department response and in some cases property damage.
- The data showed that situations in which resident students had a permanently installed cooking device such as a stove resulted in a drastically increased chance of a fire or smoke related emergency.

**Actions:**

- Using the data to highlight the trend SUNY Potsdam EHS worked with Residence Life to identify all students with residences equipped with cooking appliances.
- Using this list EHS in collaboration with Residence Life conducted targeted fire safety training, to include hands-on fire extinguisher training, for the students identified by the data.
- Going forward all students in residential settings like those mentioned above will be required to attend similar training in order to be eligible for housing in a residence with a cooking appliance.