

College of San Mateo
Campus Safety Committee Meeting Notes
March 26, 2009

Members in Attendance: Virgil Stanford, Sharon Bartels, Kathy Diamond, Bryan Gerbig, Al Gotelli, John Wells and Pat Davy.

Absent: Gloria D'Ambra, Aaron Schafer, Chuck La Mere, and Fauzi Hamadeh, Diane Martinez,

The Safety Committee Meeting notes from November 13, 2009 were reviewed. No changes were made to the meeting notes or the agenda.

Text Messaging

Discussion continued on the new text messaging system that is now in place on WebSmart. As of now only the President or Night Supervisor will make the decision to send a text message, however no protocol has been set in place at this time. As to when it will be used this system has been designed to send a text message to everyone. Messages cannot be sent only to designated people, they must be sent to everyone. This system was not designed to send out too much information; it will be used only in an emergency and with only limited text capability.

Waterfall Document

The final version of the waterfall document has not been issued as of yet. No timeline has been established for its completion.

Evacuation Maps

The topic of evacuation maps was brought up. Committee members would like to know who should be assigned to see that maps are installed in the older buildings that have not had any construction work done. Diane stated that maps are a part of any new project. The committee felt that this should be explored further as evacuation maps are needed in every building.

Monitoring System

Cameras continued to be installed. Approximately 30 are operational. Currently, Thirty six cameras will be installed within the campus. The monitors will be located in the security office. This system has the capability of viewing all 36 cameras at once or just views one area at a time. Location signs are still pending

Emergency Supplies

Sharon brought up the discussion regarding emergency supplies. Her concern is where they should be located and how they will be secured. Virgil asked her to develop a one to two page proposal outlining what needs to be done, where supplies should be located, and how to keep on top of expired items. This proposal will be presented to cabinet.

EOC Exercise

Now that the EOC has been located in 12-170 and supplies are in 12-174, Virgil expressed his concern about how the supplies can be secured since many people do have keys to that room, or neglect to lock up the doors when they leave. It has been determined that large supply cabinets will be ordered and placed in 12-174, to lock up the EOC supplies.

Sharon expressed her concern about the need for medical staff in case of an emergency. Several people suggested that we could use our fire and police academy students but were unsure what our legal liability would be in using these people. Additional discussions will be necessary to work out many concerns such as improved radio communication, meeting places for volunteers and the dependability of county support.

The meeting was then adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
May 22, 2008

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Kathy Diamond, Bryan Gerbig, Virgil Stanford and John Wells.

Absent: Chuck La Mere, Fauzi Hamadeh, Diane Martinez and Al Gotelli

The Safety Committee Meeting notes from March 27, 2008 were reviewed. No changes were made to the meeting notes or the agenda.

S.T.A.R.T. Film Viewing

Sharon inquired about establishing a date for the showing of the movie "S.T.A.R.T. "The Race Against Time", to management council as previously discussed. Virgil will discuss this with the management council members at their next meeting.

Disruptive Students

Virgil announced that plans were being made to have campus training and exercises this fall for the handling of disruptive students. He expects that more information about training will follow, at the start of the fall semester.

Collection Points for Injuries

Sharon suggested that in terms of emergency preparedness, the group identify on campus specific collection points for injuries. There will be continues discussion on this topic in future meetings.

Construction Update

Some discussion evolved around the construction and demolition of the quad area in front of the theater and the ongoing remodeling of Buildings 2 and 4. One question that was raised is whether there will be access to the theater so it may be utilized for evening events during construction. Virgil stated that at this time no final decision had been made on the use of the theater.

Security Consolidation

John reported that there continues to be ongoing discussions between the district and the three campuses about how security support can be consolidated. There aren't any final decisions made by district at this time.

The meeting was then adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
March 27, 2008

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Kathy Diamond, Bryan Gerbig, Fauzi Hamadeh, Diane Martinez, Virgil Stanford and John Wells.
Absent: Chuck La Mere and Al Gotelli

The Safety Committee Meeting notes from November 15, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

S.T.A.R.T. Film Viewing

Sharon requested that an emergency movie be presented to the group at the meeting. She felt that it would be good information for everyone and that it would assist in empowering people during an emergency. The movie was titled: "S.T.A.R.T. (Simple Triage and Rapid Treatment). "The Race against Time". The movie demonstrated triage identification method and rapid treatment answering three basic questions during an emergency situation:

- a. What do I do now?
- b. How to assess victims in less than 1 minute
- c. How to effectively utilize triage methods

All members responded positively to the film which led to considerable discussion on its purpose and value. Kathy stated that she found it very useful in understanding what could be taking place during an emergency and how she could assist. Virgil felt that this film would provide valuable knowledge to people so that if an emergency did occur, people would not feel so overwhelmed. Sharon expressed that this training would help to assist her and John during an emergency.

Several members felt that the movie could be presented to others during scheduled division and department meetings and couple it with first aid training and discussion. Virgil suggested that the film be presented to Management Council and solicit their feedback. The film might also encourage many to pursue first aid training.

MPC Consulting

Virgil and John presented information about the upcoming district meetings with MPC Consulting Group. The group is comprised of three retired police chiefs whose purpose will be to study the three campus security operations and making recommendations. This will be tied into the possible consolidation of all three security operations. Virgil stated that at the last Management Council Meeting,

Jose Nunez brought up the fact that there was a possibility that security operations would be centralized on CSM's campus.

Security Cameras

Requests for bids have been sent out to various vendors for procuring security cameras. These cameras will most likely be placed at building entrances and exits. Parking lots were not considered because of the expense. Costs considerations will include the cost of the initial purchase, plus the longevity of the camera and annual maintenance.

Shooter on Campus

Virgil reported that he has been working on developing more comprehensive "Shooter on Campus" procedures. He explained that he has studied several other schools' procedures and decided to use UC, Berkeley's procedures as a basis for his draft. In conjunction with this, it was reported that over 1100 students have signed up for our text messaging service.

Evacuation Chairs

It was reported that the evacuation chairs are now in place. In addition, math classes just completed their chemical hygiene training. Instruction was presented to faculty members who have or use potentially harmful substances in the classrooms.

The meeting was then adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
November 15, 2007

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Kathy Diamond, Bryan Gerbig, Al Gotelli, Fauzi Hamadeh, Virgil Stanford and John Wells.

Absent: Chuck La Mere and Diane Martinez

The Safety Committee Meeting notes from October 18, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

Text Messaging System

Discussion began with the new text messaging system which is available district wide. There is a link to a district website where students, faculty, and staff can add their cell phone number to the system so they will receive a text message if something is going on such as a power outage. There is a plan in process to launch a big campaign in the spring to attract students to sign up. Currently, Mike Claire is working on having people on CSM campus have the capability to send out messages rather than going through the district. The text system will be used mainly for significant events or emergencies.

Recurring Expenses and Budget

A paper was handed out to all members showing the annual costs of recurring System service expenses. It was noted by Virgil, that at this time, there are no sufficient funds to support the fire alarm maintenance, fire alarm monitoring service, the ACAMS maintenance and the ACAMS monitoring service. Although the district will most likely fund these expenses, it has not been determined how the money will be allocated.

Emergency Training and Preparedness

Several members of the committee suggested the need for additional training in case of an emergency. They also agreed that more people needed to be trained in the use of the AED's; first aid; and the use of the emergency chairs. A discussion followed on how this training would be accomplished and who should be trained. All members agreed that staff and faculty should be trained on the use of the AED and the dispersing of Oxygen. The discussion continued on, such as when to offer this type of training and who would be involved. Several members suggested that there should be safety people in each department. While no agreement was reached, all agreed that further discussions are needed.

Bryant recommended that since there are many safety and emergency issues to be considered, a needs assessment would assist the members in determining the priority of each item and give the group some direction.

Virgil discussed the emergency preparedness training that is available online. He informed the group that there are approximately ten levels of training and not everyone will be required to complete all ten levels. This determination will be made by the role each individual is assigned for emergencies. Mike Celeste from Canada College has reviewed the online courses and is willing to share the information he gained with CSM. John will discuss this information with Mike and report back to the members.

Emergency Chairs

Emergency chairs are now being stored in the warehouse and facilities will be responsible for putting them in place. John, Sharon and Diane will do a walk through the campus to determine what buildings will house the chairs. After that determination is made, it will be presented to the Safety Committee first and then the Cabinet.

Bryan expressed his concern about the liability of people moving others with these chairs. Virgil believes that students, faculty, and staff not normally a part of the campus security or the health center, who moves an individual during an emergency would be protected against liability through the Good Samaritan Law. However, it was Virgil's understanding gained from the presentation by Keith Marshall in Fire Science that ideally this task should be left to the professionals. A determination will be made as to who will receive training on the use of the chairs and Kathy suggested that there should be some guidelines to assist everyone in knowing when it is appropriate to use the chair.

National Incident Management System (NIMS)

Virgil informed the members that the District was in the process of hiring a consultant to develop an Emergency Response Plan that will meet NIMS requirements. He asked that all members submit suggestions to him on what they would like to see included in the plan. This information should be submitted to Virgil as soon as possible.

A Thank You was extended to all the members for their hard work. There have been some very good ideas and the committee has made progress on issues of safety. In the future, the committee's responsibility is to keep moving forward. The meeting was then adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
October 18, 2007

Members in Attendance: Andrew Collins, Gloria D'Ambra, Pat Davy (standing in for John Wells), Kathy Diamond, Bryan Gerbig, Al Gotelli, Alice Guan, Diane Martinez, Virgil Stanford.

Absent: Sharon Bartels, Fauzi Hamadeh, Chuck La Mere, and John Wells.

The committee welcomed Alice Guan and Andrew Collins, members of the student senate and Kathy Diamond, Professor of Biology.

The Safety Committee Meeting notes from May 10, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

Emergency Chairs

Virgil updated the delivery of the emergency chairs. The District office has ordered Model #400 chairs for each campus. Thirteen will be allocated to CSM and they will be delivered directly to the campus.

Emergency Evacuation Placards

Diane led the discussion regarding the process of placing emergency evacuation placards in each building. She will be meeting with Patty Della Bona, project manager to discuss how this requirement can be part of each construction project. Diane will be working on a rudimentary PowerPoint map to use temporarily for each building. Virgil said he will contact Jose to verify that for buildings 14 and 16, placards will be part of the renovation project.

Emergency Equipment Storage

Virgil has been in discussions with Charlene Frontiera regarding what areas in Building 36 are available for placement of emergency supplies. Currently there are three bags of emergency medical supplies. Two are located on the Security trucks and one is located in the Health Center's emergency vehicle.

Emergency Medical Supplies

Gloria updated the committee on the status of medical supplies in Building 9. All supplies have been updated and replenished. The cabinet where they are stored is currently unlocked. Blankets and other large items will also be stored in this building. Virgil added that the future plan is to use the basement of this building for an Emergency Operations Center.

In addition, two first aid bags have been given to security, and two are stored in a cabinet in the Facilities building. It was recommended that bags be placed in Building 8 and 23, near the AED units.

Gloria also informed the group that all security officers have now been trained in administering CPR; first aid and the use of the AED units.

Pandemic Flu

Gloria presented information on a recent conference Sharon and Gloria attended. They found the information so worth while that they purchased a film about the Pandemic Flu and would recommend that all staff and administrators view this film.

Emergency Preparedness

Virgil led the discussion of the status of CSM's emergency preparedness plan. He began by discussing a recent workshop attended by several staff members. The seminar offered an overview of changes to be made to the Emergency Preparedness Plan, including training that will be required for all emergency personnel. CSM is in the process of meeting the new requirements of the National Incident Management System.

Virgil informed the group that a document was being prepared by student services regarding the position of building monitors. This procedure should be in place by Spring 2008.

There is a current instant messaging system in place that will notify students, faculty and staff in the event of an emergency. By the beginning of next spring, all students, faculty and staff will be encouraged to sign up for this service.

Virgil discussed the recent presentation "Shooter on Campus". He recommended that this presentation should be offered to all students on campus. One suggestion was to film the presentation and have it available for viewing online.

Kathy asked what services the campus would offer in case of a county wide disaster. Virgil stated that right now we have an agreement with the Red Cross to utilize Building 8, main gym as a temporary shelter. Most supplies that would be needed will be provided by state wide agencies such as the National Guard.

Lighting and Security

Diane informed the committee of a district project to improve the lighting in parking lots and roadways on campus. The plan is to replace the lamps starting around the end of this year. The new bulbs will be of better quality, providing better lighting and the bulbs are also energy efficient.

Pat discussed the plan to replace the emergency phones in the parking lots. The type of phone has not be decided on at this time, but will most likely have two buttons, one for emergencies connecting directly to 911 and the other for non-emergency situations.

The meeting was adjourned and the next meeting will be November 15th. in Building 1, Room 115.

College of San Mateo
Campus Safety Committee Meeting Notes
May 10, 2007

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Al Gotelli,
Robert Kowerski

Absent: Chuck la Mere, Diane Martinez, Steve Robison, Virgil Stanford

This meeting was conducted by John Wells in the absence of Virgil Stanford

The Safety Committee meeting notes of March 22, 2007 were reviewed.
No changes to the meeting notes or the agenda.

Evening Supervision

Bryan Gerbig provided a draft of evening supervision contact numbers and led discussion. After verifying information with committee members, Bryan will forward the finalized list to Business Services. Virgil will then contact student services and suggest that the information be added to the information that is distributed each semester.

It was also mentioned that the emergency contact numbers for the evening contacts in each division need be updated.

Emergency Medical Supply Bags

Based on the information provided by Sharon Bartels, Jane Wong reported that Business Services had purchased two multi-person emergency kits. Each 217 piece kit contains everything needed for any first aid or trauma situation. It comes packaged in a convenient fold out kit for quick and easy access to whatever is needed. After a thorough check, Sharon mentioned that a few essential medical items that are must haves for emergencies were not provided with the kits. The items will need to be purchased separately, and the Health Center will move forward with this. In addition to the two medical supply bags that were purchased, Sharon requested for two more emergency kits to accommodate the need of covering other areas on campus for emergency medical response. Jane will request approval from Virgil then proceed with the additional purchases.

Al Gotelli will design display cases for the emergency kits, which will be displayed next to the AED locations.

Evacuation Chair (Emergency Chair) Update

John Wells shared information from the district meeting regarding emergency chairs. The District Safety Committee is recommending safety chairs for multistory buildings. At the district meeting, Keith Marshall, Fire Technology, provided photographs and information on emergency chairs that Genetic Labs use. He felt they should only be used in real emergencies. This model evacuation chair has a track mechanism, automatically rotates to a 45 degree angle and has a breaking system on it. The cost is about \$2,000 per chair.

The committee was asked to consider the following issues before purchasing the chairs:

1. How many will be needed?
2. Where are the chairs going to be stored that is secure but provides for easy access?
3. Who will be qualified to operate these chairs?
4. Who will require training to use the chairs? Will that training need to be renewed and, if so, how often?

Emergency Evacuation Placards

Bob Kowerski led a discussion regarding the necessity of emergency evacuation placards in campus buildings. Bob mentioned that this is a potential liability for the college. Building 36, the newest building on campus, doesn't even have emergency placards. Members suggested that Virgil contact the district regarding this matter.

Cart for Health Services

The Business Services is currently in the process of contacting Bob Domenici in the district purchasing office regarding transferring the ownership of the mail jeep to the Health Center. Prior to submitting the title transfer documents, the jeep would need to have a safety check performed.

Next meeting agendas:

- Sharon will provide a list of keys to the emergency medical supplies storage locations on campus
- Update on emergency evacuation placards (Virgil)
- Update on emergency equipment storage space in Building 36 (Virgil)

Next meeting will be in fall 2007

The meeting was adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
March 22, 2007

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Al Gotelli, Robert Kowerski, Chuck La Mere, Diane Martinez, Virgil Stanford, John Wells

Absent: Steve Robison

After review of the November 16, 2006, meeting notes, it was noted that funding was available for 2 emergency medical supply bags. No changes to agenda.

Emergency Chairs

John Wells tested a chair that is used by Skyline. Bob Domenici will do some research on other types of chairs that are similar but less expensive. For safety reason, chair should have a break system and a retracting belt.

Keith Marshal, Fire Technology, provided information on emergency chairs that Genetic Labs use. Keith indicated that they only provide chairs for buildings of more than two stories. He felt they should only be used in real emergencies. This model evacuation chair has a track mechanism, automatically rotates to a 45 degree angle and has a breaking system on it. These chairs would be safe, but probably expensive.

Evening Supervision

Bryan Gerbig suggested some improvements relating to evening supervision on campus.

It was noted that an updated list of contact numbers is needed, including contact numbers for after 7 p.m. when the evening supervisor is no longer on duty. It was also noted that a valid contact number for facilities for after normal business hours is needed. There also needs to be clarification on procedures and a valid contact number for the Security Officer on duty. Facilities will forward information with contact numbers and information for use during business hours as well as information for use after normal business hours. He suggested that information be added to the information that Student Services sends out each semester. Virgil said that he would contact student services regarding this suggestion.

Smoking Survey

Virgil updated the committee on College Council's effort to develop a new campus smoking policy. He distributed the results of the survey sent to students and staff with regards to CSM's current smoking policy. The students' results were pretty much 50-50 between the beliefs that the current policy is fine, and that it is not restrictive enough. Both students and staff responded highly to the idea of creating multiple, easily accessible areas designated for smoking. College Council will continue to work on developing a smoking policy.

Building 1, Back Door

The problem with the back door locking mechanism has been repaired and is now working properly.

Cart for Health Services

Sharon asked for a status update on the motorized cart for the Health Center. Virgil has contacted the District and, at this time there is nothing available. There is the possibility of using the mail jeep, which is currently not in use. The jeep would need to have modifications made and a safety check performed. We would also need to contact District purchasing and transfer ownership of the vehicle to the Health Center.

Emergency Medical Supply Bags

Sharon provided information on emergency medical supply bags to Jane. Business Services will make the purchases.

The meeting was adjourned.