

**College of San Mateo
Campus Safety Committee Meeting Notes
September 5, 2012**

Members in Attendance: Jennifer Hughes, Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Jane Wong, Jane McAteer, Linton Bowie, Karen Powell, Brian Tupper, Nick Vasquez and guest speaker Andreas Wolf

Absent: Greg Quigley, Chuck La Mere and Mike Celeste.

The committee began the meeting by welcoming our new student representative, Nick Vasquez.

Jennifer spoke briefly on the purpose of the safety committee. The committee was designed to keep all aware of safety issues on campus and to try to remedy any safety problems or refer them to the appropriate committee.

The Campus Safety Committee Meeting notes from April 12th. were reviewed. No changes were made to the meeting notes.

Karen has requested that an update of the evacuation routes be added to old business.

Vehicle Safety

Andreas addressed the committee regarding the safety of the district vehicles. He was seeking feedback and suggestions on how to track the maintenance and safety of our district vehicles. Presently there are 6 vans that transport athletes, and other campus students and staff and there is a concern that there isn't a protocol in place to insure the vehicles have been maintained on a regular basis and that any problems with the vehicles had been taken care of. This issue arose when the baseball coach called attention to the conditions of one of the van's tires and it turned out that all the tires on all the vehicles had to be replaced. Andreas met with Karen, and the district to discuss the best method to implement procedures to ensure the safety of the vehicles and its riders. It was suggested that a log book be kept in each vehicle which would track when the vehicle is checked out for use. It would contain the name of the persons using the vehicle and the purpose of the use. In the back of the log would be tear out sheets which the driver could list any possible problems with the vehicle. Incorporated in these procedures, would be information regarding obtaining a DMV pull notice to determine the driver's driving record and also a short film containing some defensive driving points. Karen added that she would like to incorporate in the procedures a pre-trip inspection or checklist. Several suggestions were given such as a pre-evaluation of each vehicle by setting up a maintenance schedule on a quarterly basis. Also suggested was that the lead time for requesting a vehicle would be at least 3 working days to allow facilities time to inspect the vehicle before it is used. Bryan recommended that the pull out log sheet, be a three part document that could be signed off by the athletic director, and then facilities when the work is complete.

Location of AEDS

When the 911 posters were created, they contained the location of the AEDs. During a walkthrough, it was discovered that there were some locations that indicated AED placement but there wasn't an AED in that location. Jennifer James assisted Jennifer in identifying the location of all of the AED's and included some new locations where AEDs have not yet been installed, but are on order. These AED's will be in place shortly. In addition, it was suggested that an AED be placed by the tennis courts. It was also recommended that a courtesy phone be located by the courts since currently there isn't any way, except by cell phone to call in an emergency. Signage should be posted at the courts that lists Public Safety's number or possibly posting a 911 poster in the area.

With the assistance of a signage consultant, new laminated location identifiers will be placed right over the old list therefore eliminating the need to redo the entire 911 poster. The consultant also recommended signage on the exterior of buildings facing into the campus that will show the AED symbol. This identifier will be placed on the door of the building.

Also, Public Safety will take the lead in checking the batteries on a regular basis. Brian has looked into technology that will allow scanning the battery when it is changed and downloading it into a database to keep a record of when each battery has been changed.

Improving the Safety of the Perimeter Road.

It was noted that speeding on the perimeter road has always been a safety problem particularly coming up College Heights and taking the eastern loop. Cars are accelerating to make it up the hill and then encountering a sharp curve. There have been some near misses and it is a danger to foot traffic. Also causing a hazard is students coming from the Bulldog Softball lot and walking in the road. It was recommended that we try to find a way to install some sort of path for students. Another dangerous area is in front of the facilities building. It was recommended that some signage be placed such as "slow trucks entering road" and possible rumble dots to slow down traffic. Karen said she should have some estimates of cost for the pathway and signage hopefully by the next meeting.

Campus Radio Check

Brian stated that he planned to do the campus radio check following the upcoming district radio check. He will send out a notice with set up instructions. He would like to include a list of radio protocols to part of learning how to use the radio. The district test takes about 5 minutes and he anticipates the campus test to take the same amount of time.

Emergency Website

Jennifer reported that the emergency website is very close to being completed. Val Tyler is building a template that is very similar to those of other colleges that the committee examined and liked. There will be a faculty-staff area that will contain safety handouts, a link for the building monitors, Safety committee meeting notes and agendas, campus safety maps and a link to the Public Safety Website. A special thanks to Bryan and Jane for their contributions to our new website.

Lockdown Drill and California Shake Out

A lockdown drill is scheduled for September 20th. at 10:30 AM and 7:15 PM. Information has gone out to faculty and staff and additional information will go out to students, faculty, and staff next week. There have been 2 training sessions with the building monitors in preparation for the drill. An AlertU text message will go out to all students who have signed up and our signboard will let people know of the drill. A debrief meeting will be held afterwards and the information will be brought to the next safety meeting.

Participation in the California Shake-Out has been coordinated district wide. It will be an evacuation drill. This will occur on October 18th. at 10:18 AM and also at 7:20 PM. Building monitors will report back after the drill during the debrief meeting.

In addition, Brian, Jennifer and Makiko will be holding a safety information meeting on September 11th. It is designed to inform everyone of what has been done to keep the campus safe.

Evacuation Maps

Karen noted that there are emergency evacuation maps that should be in every building in addition to the 911 posters. These maps are a fire safety requirement. There are some buildings that are without these maps and funding has just become available to get all the buildings updated and in compliance.

Our next safety meetings are scheduled for October 17th. , November 15th. , and December 13th. These will be held in the College Heights Conference room 10-468

The meeting was then adjourned.