

**College of San Mateo  
Campus Safety Committee Meeting Notes  
September 22, 2015**

**Members in Attendance:** Jan Roecks, Jennifer Hughes, Gloria D'Ambra, Jane Wong, Annie Mitchell, Sharon Bartels, Maribeck Boosalis-Oler, Jane McAteer, Diana Thomas, Robert Dean, Viji Raman, Eric Ferroggiaro, Lyn Bowie and Brian Tupper

**Absent:** Mike Celeste, John Galloway, Chuck LaMere, Beth LaRochelle, Michele Rudovsky and Bryan Gerbig.

The meeting began with Jan welcoming everyone to our Campus Safety Meeting.

The committee then reviewed the day's agenda.

The Campus Safety Committee Meeting notes from February 4<sup>th</sup> were reviewed and approved.

Jan mentioned that the Northgate Parking area is now open for use.

Great Shake Out

Robert Dean addressed our earthquake exercise scheduled for October 14<sup>th</sup> at 10:15 AM and 7:15 PM. This exercise is part of the Big Five Safe Schools Coalition which will be rolled out later this year. Basically it consists of maintaining safety, lockdown, evacuate and shelter in place. The earthquake drill will be announced and participants will be expected to drop and cover from 1-1:30 seconds and then evacuate the buildings. The exercise should be completed in approximately 20 minutes. An announcement will be sent out via email and will be forwarded to outside groups attending meetings that day. There will be a quick prep meeting for Building Monitors prior to the event.

30 Second Video

Rob Dean discussed a video idea that was brought over from Skyline. These are informational videos with captioning. The one presented at Skyline was students and a public safety officer dealing with when you need an escort to your car. The plan is to gather information on hot topics on campus and select one or two to do each semester.

Eric Ferroggiaro, our student representative arrived, and introductions were made.

Safety Supplies

Jennifer addressed the need to update supplies for the building monitors and also our large emergency bags. At the earthquake drill prep, crank flashlights and ear plugs will be issued and a list will be taken for needed supplies.

Jane has a list of where the large emergency bags are located and Sharon has all of the supplies to update the contents. Possibly, we will ask those who have the large bags to bring them to the next Safety Meeting, where supplies can be replenished.

#### Title IX Training

Jane M wanted to mention the video being presented as part of our Title IX mandatory training. She found the video to be very informative and the training will continue to be offered both in classes and online.

#### Safe Exit

Jane M mentioned that there are some classrooms in Building 5 that present a hazard to students exiting the room and also waiting in the hallway to enter the room. It was suggested that for the time being, it would be a good idea to place a sign on the inside of the door, asking people to open the door slowly. Jan will also follow up with Michele to discuss.

#### Flex Day Fair

Both Viji and Becky hosted a Safety Committee table at the Opening Day Ceremony. It was very well attended, and people has numerous questions.

Viji also had a question regarding campus attendance when there is an emergency on campus. Should staff proceed to work or wait for additional information? Much will depend on the type of emergency. Jennifer stated that communication would be done via the radios and other forms of communication.

#### Cosmetology Mannequins

Becky presented to the group photos of the mannequins in the cosmetology department. For shorter individuals, the top of the form is difficult to reach and the students have been using stools, which can create a safety issue. They are also experiencing sore shoulders because of the reach. Jan suggested talking with Michele Rudovsky to see if any kind of adjustment can be made. Another alternative is to speak with the manufacturer and find out if they can be swapped out for another model. There was also a possibility of rebuilding the section with lower counters.

#### Speeding and Stop Signs

It was brought to the committee's attention that there has been quite a lot of speeding on the perimeter road with the opening of the North Gateway parking lot. It was suggested that a stop sign be place by Building 36 or in front of the Fire Science program entrance. A discussion has already taken place regarding installing table top speed bumps.

Other possibilities regarding slowing traffic down were suggested by Eric. These include round a bouts, which would cause cars to slow down but keep traffic

moving or box dots which would also slow down traffic. Jan will take this back to Public Safety and Facilities for recommendations,

There was also a discussion regarding the traffic construction that began on the first day of class. This was some miscommunication regarding the work that was being performed on W. Hillsdale Blvd. Neither the campus or appropriate city officials were aware of the work being done. The work was halted after the City was notified. Work is expected to begin again starting October 24<sup>th</sup>. but the work will be done during evening hours.

Our next meeting date is October 27<sup>th</sup>.

The meeting was then adjourned.