

College of San Mateo
Campus Safety Committee Meeting Notes
March 27, 2013

Members in Attendance: Jennifer Hughes, Bryan Gerbig, Jane Wong, John Galloway, Annie Mitchell, Jane McAteer, Brian Tupper, Sharon Bartels and Amanda Governale.
Absent: Mike Celeste, Gloria D'Ambra, Viji Raman, Karen Powell, Chuck La Mere and Lin Bowie.

The committee began the meeting by reviewing today's agenda and asking if there were any items to add. Ann recommended adding Moving of the EOC and Jennifer added Update on the Tabletop Training to new business. Jane M reminded us that the discussion regarding the stairwell in Building 5 was a standing item under old business.

The Campus Safety Committee Meeting notes from February 27th.were reviewed. John requested a change be made to the introduction on the Update on ASGC Meeting to reflect Lyn's name also and the header was changed to Update and Discussion on ASGC Meeting. The notes were then approved. John also noted as an FYI, that the FDA was going to start regulating the AED's more closely. They are in the process of establishing guidelines.

Evening and Weekend Emergency Procedures

Jane M noted that there are times when classes are held on the weekends and provided an example of the gas leak that was detected a few weeks ago. People in the building did not know who to contact or what to do. She recommended that we include some general information in the tips for faculty and staff, on who to contact during the evenings and weekends. Jennifer noted that if it is a serious emergency always contact 911. This contact with 911 also triggers an automatic roll over to Public Safety. If it is not a life-threatening situation, faculty/staff should contact Public Safety who will then determine the appropriate people to notify. Jennifer noted that she would be in contact with Corina at the District Office, who coordinates the development of the "water fall" that describes what to do in different types of emergencies. Jennifer will ask Corina if the document be updated to include adding some information regarding evening and weekend emergency protocol. Jennifer will also include this in the safety tips for faculty/staff.

Update on Community Emergency Response Team (CERT) Training

John distributed a flyer to the members of the committee, which discusses the CERT training in the City of San Mateo. He briefly explained how the program works which includes 25 hours of class time (6 lectures and one all day workshop.) John also had a copy of the the student manual on a CD if anyone wanted a copy. He informed the committee that the two people who teach the class are willing to come to CSM and discuss the program. Currently Skyline is conducting this training and Brian offered to find out what Skyline is doing. John

also mentioned that in some colleges the training is being offered as a credit course. Jennifer stated she would speak with Susan Estes about the possibility of establishing this as a credit course. It was also recommended that the student manual John presented be placed in the library and on our Safety website as an archival document.

Old Business – Building 5 Stairwell

Jennifer met with Jennifer James to find the best solution to add more seating opportunities in the lobby of building 5. Jennifer James developed a diagram for additional tables and benches, which Jennifer will now bring to Cabinet to determine a funding source. Cabinet has already agreed to move forward with the additional tables/chairs. Committee members also mentioned that there is also some outside space that could be utilized for additional seating. This topic will continue to be kept on future agendas.

New Business – Movement of the EOC

Presently the EOC is located in building 12, but recently a decision was made to move the EOC to the second floor of building 1 which is not being utilized at this time. This location will provide more space for the EOC and place it in close proximity of Public Safety and Health Services. Certain individuals will receive keys to access the EOC in its new location. The supply cabinets for the EOC have been moved and a notice will be sent out about the new location as soon as everything is up and running.

Tabletop Training

Cabinet had a briefing this morning about the tabletop training. The District has hired a consultant who will help all three colleges conduct the training sometime between April and June. It will involve those personnel who are part of the incident command center. It will be presented as a 4 hour training. There will be training for a couple of hours and then the consultant will walk the group through the tabletop exercise. Each college has been asked to determine what type of scenario they would like to use in their tabletop; CSM determined they would like to train for an Active Shooter. Much different than the training we have had in the past, this disaster is over in maybe 20 minutes. Because active shooter situations usually only last a short time, the exercise will focus on what happens in the aftermath. Once a date has been determined for the exercise, appropriate staff will be notified about the training. Most of the people who are on the EOC will be part of the training, building monitors, and some members of facilities.

START Training

Sharon discussed a simple triage training program called START. Jennifer commented the fact that the training is very simple and effective. She recommended that CSM continue to offer this training. In addition to this training, Jennifer will work with Sharon to set up some additional AED/CPR trainings. Jennifer mentioned that they might want to offer this training at least once a year. Sharon, Brian and Jennifer have agreed to meet and look at some annual dates for

this training, coordinate it with the existing drills that are conducted, and then bring this information back to the safety committee for feedback. Brian suggested developing a repository at the library for all of our safety information, flyers, print outs, etc. Also some of this information can be placed on our Safety website.

Old Business – Rumble Strips

Although Karen was unable to attend today's meeting, she relayed to Jane that the rumble strips would be installed on the Perimeter Road in key locations during spring break.

Our next scheduled meetings are April 24th. and May 22nd. if needed. Jennifer has a conflict with the April 24th meeting as she will be out of town, so Brian will be chairing that meeting.

Jennifer thanked everyone for their participation at today's meeting.

The meeting was then adjourned.