

**College of San Mateo  
Campus Safety Committee Meeting Notes  
December 18, 2013**

**Members in Attendance:** Jennifer Hughes, Gloria D' Ambra, Bryan Gerbig, Jane Wong, Viji Raman, Annie Mitchell, Amanda Governale, Sharon Bartels, Paula Reyes, Chuck LaMere, John Galloway, Brian Tupper and Diana Thomas.

**Absent:** Mike Celeste, Lin Bowie and Jane McAteer.

The committee began the meeting by reviewing the day's agenda and asking if there were any items to add. John had some handouts to pass out regarding training and also an update on CERT training.

The Campus Safety Committee Meeting notes from October 3<sup>rd</sup> and November 18<sup>th</sup>. were reviewed and approved. It was requested that the elevator issues regarding the elevator phone be added to old business.

Protected White Board

John introduced the group to a new product; white boards and clipboards that are ballistic resistant. The larger boards are 20" X 40" and the clipboards are 10" X 13" They might be very helpful to have in classrooms in the event of an active shooter situation. Instructors and students could take cover behind the portable, ballistic resistant board. One disadvantage is that it may give people a false sense of security. While it may not be possible to place them in every classroom, there might be some areas that may be beneficial, specifically those areas that are entirely glass (e.g. Learning Center, areas in B36.). The committee was asked to think about key locations where the boards could be placed, and then Jennifer will take the recommendation to Cabinet. While on the subject of safety, John also noted the FEMA website has an online shooter course which is very helpful and also contains many other helpful resources such as wallet cards with instructions on what to do during an active shooting.

First Aid Kits

John passed out a handout, "Do One Thing" which contains some very informative information regarding emergency supplies and first aid. In addition, he presented a handout from the Wilderness Medical Associates on the distribution of over-the-counter medications to clients. The committee discussed what should be contained in the triage/emergency bags and determined that the aspirin, other pain medication, and lifesavers should be removed, as these should only be used by trained personnel who will come to any emergency prepared with these items. It was recommended that protocols be set up on who can dispense meds. Notification should be sent to the Building Monitors regarding their role/responsibility with respect to the use of the emergency bags. It was recommended that each division keep their own small first aid kit with bandages

and aspirin; it appears that divisions are using the supplies in the emergency bags for non-emergencies.

#### Proposed Student Pathway - Update

Currently, the district is moving forward to address the safety issue on the E. Perimeter Rd. where students walk in the roadway because there is no path of travel. The plan is to provide a connecting path from the crosswalk on the E. Perimeter Rd. (the cross walk is located at the intersection where the road leads to the football field) and wind up the grassy area behind building 9 and then meet with the crosswalk to building 10. The project is in the queue and should begin in the summer. At the same time, lighting will be provided in the bulldog softball lot.

#### Old Business – Fire Alarm in Building 5

Jane McAteer was unable to attend today's meeting, so this discussion will be postponed until the next meeting.

#### Smoking on Campus

There was a concern expressed that due to the fact that people are not allowed to smoke in the Socrates Lot (Lot 4) they must cross the street to the area that has lots of trees. The concern is that with no ash can, cigarettes might accidentally drop causing a fire. It was recommended that ash urns be placed in that area, but we would need to purchase new ones as the old containers were discarded. It was recommended that signs be posted in the area noting "fire hazard" to alert people to possible fire danger.

#### Elevator Phone during Power Outage.

Jane W. spoke with Brian Tupper regarding the status of the elevator phones and what happens to them during a power outage. Brian stated that if the network is still connected the phone will work; however if the network is down, the phones will be inoperable.

Bryan also commented that the call box is located in a very low position on the elevator, and with the low wattage lighting, it is very difficult to read the instructions for operation. Due to time constraints, this topic will be carried over to the next meeting.

Our next meeting has not been scheduled yet. Committee members will be notified of the date.

Jennifer thanked everyone for the participation in this meeting.

The meeting was then adjourned.