

**College of San Mateo
Campus Safety Committee Meeting Notes
February 26, 2014**

Members in Attendance: Jennifer Hughes, Jan Roecks, Gloria D'Ambra, Bryan Gerbig, Jane Wong, Viji Raman, Chuck LaMere, John Galloway, Brian Tupper and Lin Bowie.

Absent: Mike Celeste, Jane McAteer, Annie Mitchell and Sharon Bartels

The committee began the meeting by introducing Jan Roecks, the new VP of Administrative Services. Jan will be taking over for Jennifer for the Safety Meetings. Jennifer then asked everyone on the committee to introduce themselves.

Old Business

Pathway on E. Perimeter Road – update

The proposed pathway is moving forward. The plan is that by the stop sign and the small road leading to the track, there will be a crosswalk starting at the left side of the road and leading up to the lawn area behind the library and then connecting to the south end of Building 10. The project should begin this spring. It will be an approximately 2 week project that should be completed by the end of the semester.

Class Protocol

Viji asked about the protocol regarding parents attending a class in which their child is enrolled. This issue comes up with parents of concurrent enrollment students who want to attend classes with their child. The district policy is that no one other than a registered student may attend classes. Staff in Admissions are exploring the development of a set of guidelines for concurrent enrollment students and parents, which would include information about who may/may not attend classes, what to expect from a college class, appropriate courses to take, etc. Additional questions were raised about participation in field trips, including the transportation of student to field trip locations. The same procedures apply. Only registered students are able to participate in field trips. If a student is driven to the field trip location by a parent or someone else, the student needs to sign a waiver regarding their transportation. Again, the person accompanying the student is not able to participate in the field trip event. Jan will review all the field trip forms and determine if they can be streamlined.

Elevator Safety

Bryan would like to continue discussions about elevator safety; specifically, what is the protocol when someone is trapped in an elevator during an emergency evacuation? Should the building monitor remain by the elevator until help arrives? What is the role that a building monitor should take in this situation?

Brian Tupper whenever anyone is trapped in an elevator we should consider it an

emergency. Calls should be made to 911 and Public Safety. The Fire Department will respond. If it is safe to do so, the building monitor should ask someone to stay near the elevator to keep in touch with the trapped person. This will allow the building monitor to continue with his/her emergency duties. In the case of a power outage, it is the Public Safety staffs' first priority to check if someone is trapped.

Lighting in Horticulture Parking Light

Viji noted that there aren't any lights in the parking area by the horticulture building and after hours it is very dark. Staff often are leaving late and have parked in this area. Jennifer responded that the area is part of the litigation and at this time there can be no changes or improvements to that area. It was recommended that those who park in the area carry a small flashlight or contact public safety for assistance. Jan recommended placing a sign in that area that alerts those who park in this area that there isn't any lighting in the parking lot.

Pedestrian Safety Concerns

Viji noted that cars are moving quickly through the Forum lot and are not aware of pedestrians crossing in the grey crossing area. Jennifer suggested that this be discussed with facilities to see what can be done to highlight this crossing. This will also need to be discussed with Cabinet.

Status on Emergency Kits

Bryan asked if the emergency kit issues were resolved. It was determined that there should be some communication to the divisions that the triage bag (emergency bags) should not be used as a first aid kits. The committee agreed that all medications should be removed from the emergency bags. It was noted that first responders will always be coming with appropriate supplies in case of an emergency. We don't want untrained personnel using the medications contained in the emergency bags. Jennifer will coordinate with Sharon to remove the medications from these bags.

It was also suggested that each division purchase its own first aid kit for minor injuries. Jennifer will alert the deans to do this.

CERT Training

John reported that the CERT training is still forthcoming. Also the Emergency Operation Plan is still ongoing. It will be reviewed during our next emergency training exercise.

John wanted to inform the committee member that the doctors who reviewed the bullet-proof portable white boards used in active shooter situations were against their use because they provide a false sense of security and could only provide

protection to a limited number of people. Thus, we will not pursue the possible purchase of these white boards.

Our next Safety Committee Meeting is scheduled for March 25. Items that will remain on the agenda for future discussion will be the CERT training, emergency bags and first aid kits, field trip forms, and an inventory for the elevators.

The meeting was then adjourned.