



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

Meeting Agenda

DISTRICT SAFETY COMMITTEE

Date:	Start:	End:	Next Meeting	Next Time	Location:
May 3, 2018	10:00AM	11:00 AM	July 5, 2018	10:00AM	CSM 5-339

Purpose:
District Safety Committee Meeting Minutes #38

Attendees:	
Beverly, Katie – SMCCCD (Dist) Briones, Eloisa – SMCCCD (SKY) Dean, Rob – SMCCCD (CSM) Demissie, Yoseph – SMCCCD (Dist) Doctor, John – SMCCCD (SKY) Fullerton, Joe – SMCCCD (Dist) Griffin, Bruce – SMCCCD (Dist) Gutierrez, Robert – SMCCCD (Dist) Harrison, Sue – SMCCCD (Dist)	Marquez, Michelle – SMCCCD (CAN) Melgoza, Ingrid – SMCCCD (Dist) Nuñez, José - SMCCCD (Dist) Pinkham, Karen – SMCCCD (CAN) Reyes, Thommy – SMCCCD (SKY) Roecks, Jan – SMCCCD (CSM) Roecks, Lisa – SMCCCD (Dist) Rudovsky, Michele – SMCCCD (CSM) Tupper, Brian – SMCCCD (CAN) Vangele, Jim – SMCCCD (SKY) Warne, Carina – SMCCCD (Dist) Woods, Bill – SMCCCD (Dist) Wojsko, Sara – SMCCCD (CSM & CAN) Yoch, Owen – SMCCCD (CSM)

Item	Description	Action by	First Noted	OPN/ CLO
NEW BUSINESS				
	Revisit Item 30.2 Public Safety Study Update	JN/BW	5/3/18	OPN
38.0				
OLD BUSINESS				
37.0	Mandatory Evacuation Drill <ul style="list-style-type: none"> - Recent County Haz Mat Director Inspection at CAN - New requirement that every employee needs to be trained in Haz Mat with sign in sheets - BW working w. HR to add as an additional module with the current Sexual Harassment Training 	BW	3/15/18	OPN

36.0	AlertU <ul style="list-style-type: none"> - Need to communicate AlertU more - Encourage people to sign up, especially new Students 3/15/18: DPS handing out bookmarks for students at Canopy Day	BW	11/2/17	OPN												
35.1	Training <table border="1" data-bbox="228 411 1084 516"> <thead> <tr> <th data-bbox="228 411 605 447">Training</th> <th data-bbox="605 411 786 447">CSM</th> <th data-bbox="786 411 954 447">CAN</th> <th data-bbox="954 411 1084 447">SKY</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 447 605 480">EOC TTX – Spring 18</td> <td data-bbox="605 447 786 480"></td> <td data-bbox="786 447 954 480"></td> <td data-bbox="954 447 1084 480"></td> </tr> <tr> <td data-bbox="228 480 605 516">Lockdown Barricade – Spring 18</td> <td data-bbox="605 480 786 516">4/9/18</td> <td data-bbox="786 480 954 516">?</td> <td data-bbox="954 480 1084 516">3/7/18</td> </tr> </tbody> </table> 3/15/18: <ul style="list-style-type: none"> - CSM Lockdown Drill on 4/9 - CAN? 	Training	CSM	CAN	SKY	EOC TTX – Spring 18				Lockdown Barricade – Spring 18	4/9/18	?	3/7/18	BW	9/7/17	OPN
Training	CSM	CAN	SKY													
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Lockdown Barricade – Spring 18	4/9/18	?	3/7/18													
33.0	UHF Radios & Training 3/15/18: <ul style="list-style-type: none"> - New link on DPS Website “Emergency Preparedness Resources” with the full PPT training on UHF Radios 	BW	1/5/17	OPN												
32.0	DW Locks 3/15/18: <ul style="list-style-type: none"> - Phase 3 CSM & SKY Done - Phase 4 (ACAMs Doors) – went out to bid, bid rejected, going back out 	RG	10/6/16	OPN												
32.3	Building Safety Team 4/13/17: <ul style="list-style-type: none"> - CW working w. VPAs to standardize Go Bags on all 3 campuses 11/2/17: <ul style="list-style-type: none"> - Discussion happening at campus level: How many go bags do we already have for Building Safety Teams or other users? How many do we need? - CW to send content list of go bag to the group 3/15/18: <ul style="list-style-type: none"> - At a stand still - Will discuss w. EPM when she comes on board 	ALL	10/6/16	OPN												
31.1	Mandatory Campus Crisis Workshop Video 1/5/17: Idea to add this to the HR Professional Development class menu 4/13/17: BW working this. Captains working with Student Government on ways to get this info out to students – offer free food or other incentives or extra credit? 9/7/17: EPM will take over when they come on board	IM/BW	5/5/16	OPN												
30.2	2016 Public Safety Services Study ~ Update 3/15/18: <ul style="list-style-type: none"> - MB, KB and BW on a “roadshow” soliciting feedback from various groups regarding the Public Safety Study - BOT had an update last night (3/14). Discussion at BOT about the CARES Team and Threat Assessment. SMCCCD teams going to Boise, Idaho for Threat Assessment Training (Captains, Woods, VPSs). 	BW	3/3/16	OPN												
30.6	Waterfall Document & 911 Zones 9/7/17:	BW/ CW/	3/3/16	OPN												

	<ul style="list-style-type: none"> - CW has counts for each campus from the last order in 2010. Getting updates from VPAs and quote from SKY GAP (\$8 each). <table border="1" data-bbox="326 275 946 415"> <thead> <tr> <th>Campus</th> <th>2010</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>CAN</td> <td>250</td> <td>300</td> </tr> <tr> <td>CSM</td> <td>600</td> <td>#</td> </tr> <tr> <td>SKY</td> <td>400</td> <td>#</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Before ordering more Waterfall Docs, campuses want to do an audit to see how many are existing, how many are needed and what locations - SKY does not have any 911 Zones - Discussion about changing “911 Zone” to “Emergency Information” - Also noted that Campus Maps are continuously changing in the next few years - BW suggested forming a small subcommittee of 1 representative from each campus (assigned by VPA) and move this forward <p>11/2/17:</p> <ul style="list-style-type: none"> - DPS at all 3 campuses compiling #s for waterfall docs and 911 zones, etc. - Discussion about using QR codes for posters – quick access to emergency procedures <p>3/15/18:</p> <ul style="list-style-type: none"> - BW met with subcommittee 2 X so far. Moving forward with posters, QR codes and removing courtesy phone info. Jose Garcia working on prototype. 	Campus	2010	2017	CAN	250	300	CSM	600	#	SKY	400	#	EPM		
Campus	2010	2017														
CAN	250	300														
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SKY	400	#														
28.2	<p>DW Public Safety 30 Second Videos – Safety Escort Service</p> <p>10/6/16:</p> <ul style="list-style-type: none"> - BW, RD and JR met with Paul Naas - Doing Big 5 first, then See Something Say Something - Will be Spring Semester <p>3/15/18: Jan recently reached out to Paul, but he may be too busy. Do we have another contact or another idea? JF suggested the Reikes Center in RWC: http://www.riekes.org/professional-audio-video-photo-services/</p>	JR/BW/ RD	3/5/15	OPN												
26.1	<p>Evacuation “Plans” for each Building</p> <p>1/5/17:</p> <ul style="list-style-type: none"> - LR attended the meeting and gave us an update on the project. Swinerton has surveyed all campuses and verified measurements. Map art is being created for each one – will be at entrances, elevators, enclosed stairways and will include primary and secondary routes. LR will add the District Office to the project. <p>3/15/18:</p> <ul style="list-style-type: none"> - Project status: short list of punch items - RG will follow up with Lisa - KPink asked for the artwork files 	LR/RG	2/13/14	OPN												
	Roundtable	ALL														