

**College of San Mateo**  
**Campus Safety Committee Meeting Notes**  
**October 17, 2012**

**Members in Attendance:** Jennifer Hughes, Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Jane Wong, Jane McAteer, John Galloway, Brian Tupper, Nick Vasquez, Viji Raman, and Chuck La Mere

**Absent:** Mike Celeste and Karen Powell

The committee began the meeting by welcoming our new classified staff representative, Viji Raman, from creative arts and social sciences and John Galloway who will share the faculty representation with Lin Bowie.

Jennifer asked if there were any additional items to add to the agenda. Sharon would like to discuss the AED cards and John asked for some discussion on the scheduling of the emergency drills.

The Campus Safety Committee Meeting notes from October 17th. were reviewed. No changes were made to the meeting notes. However, Viji did bring up the subject of the problems with students crossing the perimeter road. Jennifer did respond that Karen Powell was getting estimates on possible pathways. It was suggested that until we have something permanent in place, there might be the possibility of placing some temporary signage such as "Please use the crosswalk" put in place. It was also decided that we would continue the discussion of stop signs in that area under Old Business.

#### Earthquake Drill

The earthquake drill was scheduled for tomorrow, October 18<sup>th</sup>. This is a state of California requirement. The Building Monitors have all been briefed and are prepared for the drill. We will conduct two drills, one at 10:20 AM and one at 7:15 PM. A reminder was sent out to all faculty and staff about the drill. A message was also sent out to all students yesterday afternoon. Starting tomorrow morning the electronic signage board at the 4 way stop will be changed to alert anyone coming on campus. An Alert U message will be sent out at 10:00 A.M. and again at 7:00 P.M.

It was noted that some students are having problems receiving their alerts in a timely fashion and some have not received them at all. This is usually the result of a problem with the provider they are using. It was determined that when we send out messages about signing up for Alert-U that we remind people that there could be some potential problems receiving messages depending on the provider they are using.

John commented on the scheduling of the drills, as both occurred on a Thursday morning at about the same time (10:20 a.m.) It was suggested that in the future

drills would not occur on the same day of the week. Instead one would be scheduled on a Tuesday/ Thursday, and another on a Wednesday/ Friday so we can capture all groups. Also staggering the times of the drills, such as one at 9:00 AM or 11:00 AM so we can reach out to the majority of students and faculty. Jennifer noted that calendaring these events will occur well in advance (at the start of the semester) so faculty will receive notice with sufficient time to plan class activities.

The lockdown drill was very successful. A question was raised about students going into the bookstore due to the fact that it became very hot and congested. It was recommended that students could also go to the first floor of the building to take cover provided that it is safe to do so. Discussion also took place on how to handle people that are very claustrophobic. The purpose of the drills is to practice how to keep people safe and alive. Most people will be able to deal with feeling of claustrophobia when they realize this is for their own safety. The also applies to people with disabilities. It is the responsibility of everyone to move people to safety rather than risking their lives. Jennifer noted that during the drill, Brian Tupper went through some areas where people ignored the warning and explained to them that they would have been dead if this had been an actual emergency. It gave people a different perspective on the purpose of the drill and its importance.

#### Maintenance and Repair of Parking Lots

Nick recommended that a procedure be put into place to review the condition of the parking lots for needed repairs. It was recommended that if student sees something wrong in the lot, s/he should immediately report this to public safety who will notify facilities. The committee recommended a quarterly review of the lots be conducted by facility personnel. Jennifer will speak with Karen Powell about assigning a crew on a quarterly basis to sweep the parking lots and check for problems.

It was noted that the Northgate project calls for updating the parking lots in the north end of campus. Until then, Jennifer asked Nick to let students know that they should report problems, particularly if they cause some damage to their cars to Public Safety.

#### Wallet Size Emergency Cards.

The emergency cards are now available to be distributed to faculty and staff. Credit was given to Gloria who checked all the phone numbers and placed the order. Viji noted that the phone number for the Social Science/Creative Arts division was incorrect. It was decided by the committee to still hand out the cards. We will make the correction for new cards to be in January.

A discussion followed about providing these emergency numbers to students. Several ideas were brought forth such as adding the number to the back of the student ID cards; making a template on the web that students could print out;

adding it to the temporary card that is on the scheduled bill and putting the card on the emergency website in an area where student could just print out the card. Nick agreed to take the suggestion about using the back of the Student ID card back to the Associated Students.

#### Status of Web Page

The campus safety web page is almost complete. Val Tyler has most of the content complete and is working on the layout. The site will contain some external links such as a link to the District Public Safety web site where there are additional links. John recommended adding links to the San Mateo Citizen Emergency Group.

Bryan suggested that the “Safety Tips for Faculty/Staff” that we viewed on Cabrillo’s website was too long and that it needs to be bulleted and easy to read. It was suggested that at the next meeting we review the document and revise it, so it is very crisp and clean and less wordy. Jennifer will send out the document for the committee to review and the group can discuss this more at the next meeting.

#### Improving the Safety of the Perimeter Road.

It was noted that speeding on the perimeter road has always been a safety problem particularly coming up towards College Heights from the eastern side of the campus. There have been “ear misses” as students walk in the roadway and vehicles are trying to go around them. Also causing a hazard are students coming from the Bulldog Softball lot and walking in the road. While Karen is looking into having some sort of pathway to install in this area (perhaps a DG path), it was recommended that we consider a stop sign be placed at the crosswalk, even though this may cause some backup on the Perimeter Road. Brian recommended that when coming up the hill before getting to lot 9, rumble dots be placed between there and between lots 9 and 8. This will slow people down.

Skateboarding on the Perimeter Road was also discussed. While public safety can enforce the school’s policy of no skateboarding while on campus, they have limited ability to prevent students who are off campus to not skateboard on the road.

#### Stairwell in Building 5 between the 2<sup>nd</sup>. and 3<sup>rd</sup>. Floor

Jane McAteer noted that the cosmetology students are continually sitting on the stairs during breaks and lunch hours and it is causing a hazard for people trying to use the stairs. Initially, the nursing staff spoke to the cosmetology faculty about this problem but the students feel they have not where to go and sit. Brian recommended that public safety be called every time they are on the stairwell. The decision was that faculty needs to enforce the policy of not sitting on the stairs. There was a recommendation that the policy be put into the cosmetology student handbook. Then students would be subject to disciplinary action if they do

not adhere to the policy. Also Jennifer and Brian will go over to building 5 and take a look at the number of tables and chairs present in the lobby and see if additional seating can be added. Brian also stated that he will have public safety officer do some sweeps of the area in order to reduce this problem.

#### AED Cards.

Sharon noted that Skyline has designed cards for the AED which provides people on campus with the location of each AED. The committee agreed that this could be placed on the emergency website and then those who would like to have the card could print it out. Brian and Jennifer also wanted to acknowledge the hard work of Gloria and Ulysses who designed a procedure for checking the AEDs. Ulysses will be responsible for checking the batteries at CSM and also at the District Office

Our next safety meeting is scheduled for November 15<sup>th</sup>. This will be held in the College Heights Conference room 10-468

The meeting was then adjourned.