

College of San Mateo
Campus Safety Committee Meeting Notes
May 22, 2013

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

Absent: Lin Bowie, Mike Celeste and Karen Powell.

The committee began the meeting by reviewing today's agenda and asking if there were any items to add. John had a request from Lin Bowie to notify Building Monitors regarding the different drills and provide a list of who the Building Monitors are.

The Campus Safety Committee Meeting notes from March 27th were reviewed and approved.

CERT Training Update

Chief Tupper spoke about the CERT training. They are currently in the process of putting the training all together. Skyline has already completed their training and now they will look at a schedule for CSM and Canada. Probably in the late summer, early fall. It was recommended that the training be held 2 days during a week and the workshop be completed on a Saturday. There was some discussion on what would be a good time and several members suggested between the end of summer semester before the beginning of fall semester. John has offered to have several people who conduct this training to come on campus to assist in the training. John and Brian will work on coordinating a schedule and will notify the members.

EOC Training Update

Jennifer began the discussion by thanking everyone who attended the table top training. A consulting firm conducted the training and asked individuals from each school to choose a scenario for the training. Cabinet determined that the activity for CSM would be an active shooter. The group met on a Monday afternoon. The group was broken up into the four different major groups in the EOC. The training consisted of a Power Point presentation and practical hands on experience. The focus was not on the paper requirement as was the last training, but rather on what should we be thinking about, what we should do. Shortly after the group gathered the consultant went through a quick safety briefing. He advised the group where the evacuation areas were, and identified someone who had a phone to be prepared to dial 911 in case of an emergency. Several members noted that this made the training more realistic. Many felt that this would be an excellent idea to incorporate into our safety meetings, possibly training instructors to do this at the beginning of each semester. Jennifer responded that she would discuss this with Mike Claire and see if this be advisable to do on Opening Day. It

was also suggested that this type of briefing be held at the commencement rehearsal.

The discussion about the training continued as Jennifer explained how the scenario developed. It was about 9:35 AM and there was a shooting in the cafeteria. The shooter then barricaded herself in the cafeteria with her two children. Within 30 minutes, the campus was lockdown and we received our next briefing, the scenario now turned into a hostage situation. After an hour, we were notified that there were 5 fatalities. All during this time, there was discussion on what to do next, what actions were needed. This training received excellent feedback to the consultants and to the campus personnel.

Jennifer noted that the EOC has now been set up on the second floor of Building 1. It was determined that our next table top training be held in that room. It was also determined that some cross training was needed in case the leads from one group were not able to attend, someone from another area could then step in and assume that position.

In addition, Jennifer and Annie will work on updating the current list of the various EOC members and building monitors.

UHF Radio Training

Brian addressed the radio training that has occurred over the last several months and it was determined that it has not been very successful. Only about 35% commit to participate in the radio check. It has been set up to piggy back the district check, but it was suggested that maybe another day or time would be more effective. Brian suggested that he initiate the check and those with radios take a pro-active approach by getting the call back to him. A schedule of the dates of the radio checks could be posted in Outlook.

Building 5 Stairwell

Jane M commented that things appear to remain the same with students sitting on the stairs. Jennifer updated the group on what action has been taken. Additional seating will be added to the tables in the Bistro in addition to adding 3 more tables. On the second and third floors, they will add additional benches and outdoors there will be 3 additional 4- seater tables. Jennifer also agreed to talk with Jennifer James about adding some signage on the stairways that state "do not sit on stairs".

Our next scheduled meeting is on Thursday November 7th. in 10-468 College Heights. Jennifer thanked everyone for the participation in this meeting.

The meeting was then adjourned.