

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

Members in Attendance: Gloria D'Ambra, Bryan Gerbig, Jane Wong, Annie Mitchell, Sharon Bartels, John Galloway, Oliver (Student Representative) and Jane McAteer.

Absent: Mike Celeste, Lin Bowie, Brian Tupper, Chuck LaMere, Jennifer Hughes, Viji Raman, and Paula Reyes

The committee began the meeting by reviewing today's agenda and asking if there were any items to add. Bryan would like to add Elevator issues.

Smoking Hazards.

John brought up the concern about the potential hazard of smoking ashes igniting the brush in the area. A suggestion was made about supplying ash trays in the parking areas which would alleviate the tossing of cigarettes into the brush. Several members asked why we were still allowing smoking on campus and recommended we go to a non-smoking campus. They were reminded that this did come up in College Council before and was voted down. The group wanted to know if College Council has the final say in this decision.

Elevator Issues

Bryan asked about phones in the elevators. It was noted by Jane W. that while there is no actual phone there is a speaker phone in each elevator. Bryan also wanted to know if when power is out, will the phone/speakers still work? Bryan also wanted to know how often the elevators are inspected and serviced. The group will discuss this with Brian Tupper about power outages and phone functionality. It was also mentioned that if someone is trapped in an elevator, and we have asked the building to be evacuated, who will stay with the trapped person? Bryan is requesting clarification to review best practice

Status of Fire Alarms in Building 5

Jane M asked if there has been an update on the fire alarm situation in Building 5. This was discussed at our last meeting and we were advised the Phil Wong was working with the fire department to determine the problem. The group has requested an update on the status.

Replenishment of Triage Bag Supplies

At this time, everyone who has a triage bag should also have a list of the supplies it contains. Bryan still expressed concern about the medicines contained in the bag and the potential for use by an inexperienced person which could be potentially dangerous. Sharon noted that only trained personnel should have access to the bag in case of an emergency. Bryan felt that we were sending mixed signals by dispensing the bags to many individuals who are not medically trained.

He recommended that all building monitors should have training on the use of the triage bag and first aid. Sharon agreed that they have tried offering first aid training several times but have received limited response. It was recommend that one solution was to approach the union leaders and ask them to assist in getting the word out to their members about the importance of this training.

Flu Shots

Oliver brought up the subject of students receiving flu shots. Sharon advised the group that they are giving flu shots out now; the flu has arrived earlier this year in California and recommended that students and staff receive their flu shots prior to winter.

Our next scheduled meeting is on December 5th in city view 10-401. However the CSEA Luncheon is also on that date. It was decided to hold our next safety meeting on December 18th.

Jane W thanked everyone for the participation in this meeting.

The meeting was then adjourned.