

College of San Mateo
Campus Safety Committee Meeting Notes
November 15, 2012

Members in Attendance: Jennifer Hughes, Sharon Bartels, Gloria D’Ambra, Bryan Gerbig, Jane Wong, John Galloway, Viji Raman, and Lin Bowie
Absent: Karen Powell, Jane McAteer, Nick Vasquez, Chuck La Mere and Brian Tupper

The committee began the meeting with committee member introductions

Jennifer asked if there were any additional items to add to the agenda. Lin would like to discuss an accident that occurred on the perimeter road. Jennifer will discuss additional committee appointments and Viji would like to discuss parking exemptions and the area by Campus Copy and Post outside building 10.

The Campus Safety Committee Meeting notes from November 15th. were reviewed. One change will be made due to a typo on page three; the word should be “near” not “ear” miss. No other changes were made to the meeting notes. Jennifer explained that the update on the Campus Safety Action would be delayed until Nick Vasquez returns.

Review Tips for Faculty and Staff

Jennifer presented a brief background on the development of an emergency preparedness website. Bryan took the lead by researching other college websites with Jane Wong’s assistance. It was found that the safety information for faculty and staff was too cumbersome and wordy and recommended streamlining a document for our website. Jennifer proceeded with the first modification and it was now brought to the committee for additional refinement. Jennifer asked for committee input on the overall document, what we may want to clarify and what links we might want to add. A lengthy discussion proceeded as the committee reviewed each heading and wording that followed.

The committee agreed on the broad categories: “Programming you cell phone”; “Disaster Preparedness”; “Campus Security and Safety”; “Injuries”; “Parking” and “Computer and Records Information”. Many recommendations were made under each subject. Under “Disaster Preparedness”, the main focus was for people to always be aware of safety hazards, particularly those who work in labs or have unusual safety considerations. Take role “if possible” before you evacuate could be changed to take role in designated evacuation area. It was discussed that there should also be a separate section for substitute instructors. A recommendation was made to add this information in the course outline or syllabus. There should also be a link to the Material Safety Data Sheets. Jennifer will check on the district website to see if that information is already listed there.

Some wording recommendations were made for “Campus Safety”, including a notation that instructors are expected to supervise students at all times. Also recommended was that the last bullet regarding locking yourself in your office or classroom be moved to the “Disaster Preparedness” category.

Under ‘Injuries’, it was recommended that the process be broken down between employees and students. It was explained in most situations, the instructor should use his/her own professional judgment as to who to contact to obtain care for the student.

Under “Computer and Records”, it was recommended that the information be reduced to two bullets. Following the IT guidelines, change password frequently, with additional information and secure confidential documents.

Under “Power Outages”, the standard procedure is to wait for an official call for classes to be dismissed. It was explained that we must assist in changing the culture on how we communicate during an emergency, the importance of the Alert U and EAS system.

Under the first heading “Programming your cell phone” it was recommended that we condense the information making it one paragraph.

Emergency Website Demo

Jennifer proceeded to pull up the draft version of the Emergency Website. The main landing page contained a brief overview and some context information. Links were placed off to the left side. Boxes were designed that contained information such as Evacuation Maps, Building Monitor information, Alert U link allowing students to sign up on the district website, the emergency response guide, which will take the user to the district waterfall document, Safety Information, a Suggestion box and an area to post our safety committee meeting notes and agendas. Some suggestions were made about removing the movable pictures at the top of the webpage, move the overview to the side or the bottom below the boxes and including running text that states in case of an emergency call 911, then below list other important contacts such as public safety and the health center.

Update on 911 Posters

Jennifer has worked with Jennifer James and Dave McLain regarding the update to the 911 posters and the evacuation maps. A list of the new locations for all of the AEDS has been completed and Jennifer James is having that list laminated. It will go directly over top of the current list. In addition, there will be seal added to the front door of each building that contains an AED and flags will be placed in the hallway to direct their location once inside the building

Accident on Perimeter Road

Lin wanted to call attention to the fact that recently there was a very serious accident that occurred on the Perimeter road due to a student speeding down that road. Jennifer noted that Karen has been working what can be done to that area to improve safety. Rumble dots will be installed and some type of walkway will be installed. In the meantime Jennifer suggested having Brian send out a general safety bulletin reminding everyone that due to daylight saving time, the area is often dark early morning and evening, and people need to take extra precaution when going from location to location.

Parking Exemption and the Area by Campus Copy and Post

Due to time limitations, Jennifer asked the committee if we could postpone discussions on these topics until our next meeting. Viji just wanted it noted that the problem with the area by copy and post is smoking and Jennifer is going to look into setting up a sandwich board listing our no smoking policy.

AFT Appointment

Jennifer noted that it has come to her attention that AFT has a faculty appointment to this committee and she is waiting for additional information about the appointment.

Scheduling Change

Jennifer asked the committee if we would consider changing the start time from 2:15 to 2:00 PM and going through to 3:30, or leaving the start time as 2:15 PM and going to 3:30. It was decided that starting at our next meeting we will schedule our start time at 2:15 PM and continue until 3:30 PM.

Jennifer thanked everyone for the participation in this meeting. Our next safety meeting is scheduled for December 13th. At that time Jennifer will pull up the tips for Students so the committee can review the document and make recommendations.

The meeting was then adjourned.