

**College of San Mateo
Campus Safety Committee Meeting Notes
October 25, 2016**

Members in Attendance: Jane Wong, Annie Mitchell, Maribeck Boosalis-Oler, Jane McAteer, Beth LaRochelle, Viji Raman, Jan Roecks, Diana Thomas, Gloria D'Ambra, Sharon Bartels, William Woods, Robert Dean, Mandy Wang and Claudia Menjivar.

Absent: Bryan Gerbig, Chuck LaMere and Michele Rudovsky.

The meeting began with Jan introducing our new Student Representative Mandy Wang. Everyone attending then introduced themselves.

The committee then reviewed the day's agenda and asking if there were any items to add. A question was asked about the ID/Photo Badges. William Woods noted that Public Safety is no longer taking photos, but is distributing the badges. Human Resources is now handling the badges for new hires.

Diana Thomas wanted to express her appreciation for the improvement in lighting and the speed bumps that are in place, accessing Building 5 and the San Mateo Athletic Club. It has really slowed down traffic. William also stated that we have an open invitation to the San Mateo Police Department to come to campus and conduct traffic enforcement.

Building Captain Training

Jan then began the meeting by discussing the Building Captain Training which is being offered on November 1st. at the district office. She explained that the building captains are responsible for taking inventory of the occupied building during an emergency or exercise and directing people to emergency exits. No formal training has ever been conducted before. This training will allow building captains to receive a more formal training and a list of procedures. Jan continued by discussing the role of the EOC during an emergency and what each group is responsible for, in the event of an emergency. Sharon also suggested that there needs to be more discussion on what we need in terms of first aid supplies and food and water if there is a disaster. Where these items should be located, what we need to store and who will have access to these supplies. It was recommended that a subcommittee be formed to continue to discuss the options available.

First Aid Training

Sharon and Gloria from the Health Center will be offering First Aid/ CPR training for staff and students. It will be held in the Health Center Conference Room in Building 1 from 12-5 PM. Dates to follow. In December they will also be offering AED training, which will be a one hour class without certification. It was suggested that the staff would like to have additional trainings on the use of the Evacuation Chairs.

A question was also asked about skateboarding on Campus. Not long ago, an accident occurred and Sharon asked if a citation would be issued. Rob explained that they cannot issue a citation, there aren't any posted rules for this on campus. If in the future this becomes a chronic issue, then possibly they can explore other options such as a citation.

Our next meeting date is November 22nd.

The meeting was then adjourned.