

College of San Mateo
Campus Safety Committee Meeting Summary
February 28, 2019

Members in Attendance: Gloria D’Ambra, Robert Dean, Cynthia James, Viji Raman, Jan Roecks, Michele Rudovsky, Dennis Tordesillas, Jane Wong, William Woods, Ben-Zara Minkin,
Student Representative: Taiye Martin
Guest: Michelle Schneider

Jan Roecks welcomes everyone to the Campus Safety Meeting. Everyone attending then introduced themselves.

The committee then reviewed the day’s agenda and asked if there were any items to add. Ben requested that an item regarding the Campus Map be added to the agenda.

Building Captain Program

Under the direction of Ben Zara Minkin, District Emergency Preparedness Manager, the Building Captain Program has been relaunched. The program is being implemented at the District Office and the three campus. The Building Captain Program is an initiative to have people trained to assist in time of crisis, such as emergency evacuation, shelter-in-place or lock down procedures.

The Building Captain and Floor Manager orientation for CSM is coming up. Ben would like to work with the Community Relations & Marketing Department to assist with recruiting orientation meeting attendees. It is a three days training that will include fire extinguisher, CPR/First Aid/AED, active assailant, utility control, and radio communications. Ben encouraged all district employees to attend the training because it provides invaluable information for workplace and home. He is hoping to have more people be trained so that in case of an emergency, we will have more people to help at emergency posts.

Jan thinks that the upcoming training is exciting and that it will benefit existing Building Captains and new members. Ben also mentioned that the Fire Academy Group will be assisting and providing special equipment, mannequins, fire extinguishers, and AED machines for the training sessions.

Campus Map

Ben mentioned that he would like to work on revising the campus map to include evacuation directions and to better assist in locating AEDs, fire extinguishers, evacuation chair, lock down buttons, and designated evacuation areas for each building. His goal is to have the map updated by July 2019.

Emergency Information Zones and Waterfall Document

The 911 Zone posters will be rebranded as Emergency Services Information posters to alleviate any confusion. Bill stated that the information on the waterfall document needs to be updated. The existing waterfall document uses an outdated system of flipping pages to get instructions how to respond to emergency situations. We are working towards a system that will have emergency procedures uploaded directly to a user's cell phone. This function is part of Regroup emergency response system that replaced AlertU.

Safety Videos

Rob stated that Public Safety offers several services to the campus, such as night escorts on request. Not many people are aware of the available services. Rob suggested that a 3-minute Public Safety video be presented on the first day of each semester to provide students with an overview of the department's services. The videos would be produced in-house and posted on the Public Safety website.

Dennis mentioned that it might be a good idea to post the videos on the Enrollment Services site or on WebSMART. He noted that information about Title IX and sexual harassment is already posted online. It was also suggested that instructors be encouraged to add emergency response information to their class syllabus.

Push-Bar Lock Issues

It was reported that the push-bar locks in Building 12 rooms 102 and 108 are malfunctioning. Michele R. stated that the retrofit equipment hadn't worked and there are plans to install new hardware. The Facilities team is working on this.

Ben asked how traditional keys are used in relations to the ACAMS. Michele R. stated that a physical key should never be used on ACAMS equipped door. If a key is used, it bypasses ACAMS and the door may only be locked or unlocked with a key.

Campus Lost and Found

Bill asked for assistance in getting the word out that any lost and found items should be turned in right away to the Public Safety Office. Folks may call Public Safety and ask an officer to come pick up any items. The only exception should be in cases where folks know the owner will come back to claim the item within 24 hours. Currently, departments are keeping lost items for extended periods and hauling a box of goods into Public Safety months later. In some cases, these include phones and laptops. Oftentimes, Public Safety can use information from the lost item and contact the owner much sooner.

Speakers

Cindy reported that during drills, the Cosmetology labs in Building 5 cannot hear the emergency announcements. Ben stated that he has provided ITS a map of the dead zones in order to have speakers installed in these areas. He will follow-up with ITS to determine the progress on this project. It may also be the case that the speakers are not functioning correctly.

Pickup/Drop-Off Issues in Forum Lot 8

It was reported that in the Forum Lot (Lot #8) adjacent to College Center (Building 10), cars are stopping and blocking access to the Redi-Wheels pick-up and drop-off area, which is impacting students in wheelchairs. It was suggested that the curb be marked in some way to discourage cars from waiting there for extended periods.

Ride-Share Service Pick-Up on Campus

Concerns were voiced regarding the location of pick-ups by ride-share services such as Uber, Lyft, and taxis. The pick-up location is based on where the request comes from. Drivers are simply following a map (usually provided by Google) that indicates a spot on campus. It was suggested that one specific location be designated on campus for all ride-share pick-ups, similar to what is done at airports.

The meeting was then adjourned

Next meeting date is March 28, 2019.