

College of San Mateo
Campus Safety Committee Meeting Summary
October 24, 2019
2:30 -3:30 PM
B10-401

Members in Attendance: Emily Barrick, Robert Dean, Cynthia James, Chuck La Mere, Beth LaRochelle, Ben Zara Minkin, Micaela Ochoa, Viji Raman, Jane Wong

Guest: Yen Tran, Vince Garcia

Student Representative: Ariana Davarpanah

Micaela Ochoa began the meeting by welcoming everyone, and asked that everyone to introduce themselves. She reviewed the agenda.

The meeting summary from September 28, 2019 were reviewed and approved.

Update and Discussion: The Great California Shakeout from October 17, 2019

Ben Zara Minkin, District Emergency Manager provided an update on the October 17 Great Shake-Out Drill. Ben is meeting with the three campus building captain supervisors to collect feedback. Vince Garcia is in the process preparing the after action report.

Ben reported the following gaps that have been identified so far:

Delay in Alert Message

There was a delay between the time the alert message was sent and the time it was received. The message was sent at approximately 10:20 a.m., but was not delivered to until 10:24 a.m. Such a delay, even one as short as 4 minutes, is not acceptable in the case of a serious incident, such as a shooter on campus. The problem was traced back to the amount of time the Regroup interface. The Public Safety Dispatcher had to re-login several times to send the message. Ben is working with Regroup to address these issues.

Campus Participation

Yen Tran shared that non-building captains experienced significant frustration in trying to get people to evacuate. Some people refused to leave their areas, commenting that you can advise but not force. Ben stated that it may help if building captains walk through hallways in emergency vests, with hard hats on, and radios in hand.

Roll Call Communication Delay

The procedure for reporting buildings as cleared was changed for this drill. Rob Dean provided assistance to the building captains and supervisors in communicating during the building roll call. There was also a challenge because the building captain supervisor at the District Office was overseeing the evacuation of the District Office building while trying to coordinate the building roll call for CSM. After 12 minutes, Public Safety ended the drill because the process was taking too long. This is a most likely a result of CSM not having enough building captains.

Building Captain Radios

It was reported that some of the building captain radios did not last through the drill and that some building captains do not have radios. There will be a check done to make sure every building captain has a radio and that they are instructed how to do route battery tests.

EAS system in Building 5

Beth LaRochelle reported that no one in B5 was able to hear the EAS speakers. Some folks were aware of the timing of the drill or saw the message come through on their phones and just started evacuating folks. Ben stated that he will be present in B5 during the next EAS testing to check on the EAS speakers.

Overall, CSM's compliance with the drill was at about 50%, though again this is due to not having enough building captains. Skyline was at 98%, but they have three times as many building captains. Information for Cañada College was not available. Ben stated that it would be ideal to have at least one building captain per building floor and one manager for each building. Micaela asked about encouraging participation in the drills and in the building captain program. Ben suggested that the best way is for folks to be recruited and stressed that this should be voluntary, not "volun-told," position.

Emergency Management Videos

Ben reported that Public Safety and Emergency Preparedness are progressing with the development of two videos that include helpful information. Each video runs 5 to 7 minutes long.

- Run, Hide, Fight
<https://youtu.be/VUerkf3XEEs> (presentation at meeting by Ben)
- Information Video (in development)
Video for faculty to show to the students on their first day of class:
Locations of fire extinguisher, AED, Student Health, lost and found, emergency evacuation areas, counseling, mental health.

The videos will be filmed at District and college locations and turned into an animation motif. This is a collaboration between the District Office and the three campuses. The project will be completed no later than March 2020.

CPR Training

The District is contracting with the American Heart Association to provide advanced licensing in CPR training. The training will cover:

- Advance licensing –pediatric life support
- CPR, first Aid, life support (3 hours training; SMAC, PE)
- CPR, first Aid, AED

Yen Tran asked if the trainings can be scheduled at different times in order to accommodate people that are interested but unable to attend during the day. Micaela will bring this suggestion to Cabinet for discussion.

Skateboarding on campus follow up

Micaela discussed this issue with Michele Rudovsky. The plan is to put “No Skateboarding” lawn signs on campus but not to attach any signage to the buildings. Michele is the lead on completing this task.

Vaping follow up

Micaela provided a copy of the Board Policy No. 2.27, which states:

- #3. “Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.
- #4. This policy shall apply to all owned or leased District facilities and all owned or leased district vehicles.

Student Representative Ariana Davarpanah shared with the committee that she approached many students regarding vaping. Several students she spoke with stated they were not aware that vaping was prohibited on campus and thought the policy only applied to smoking. It was suggested that signs be placed on campus that include no vaping messaging. Micaela will discuss updating the signage and communication with the District Office.

Other Items

Yen Tran mentioned that the staff in B36 are creating coverings for the windows on the classroom doors in order to prevent folks from looking in (during emergencies). Yen inquired about a possible funding source for this project. This might be a Districtwide issue. Micaela and Ben will bring this to the District safety meeting for discussion.

Ben reminded everyone to take the online hazardous material training, which is mandatory for all district employees.

Meeting adjourned at 3:30 PM

Next meeting on November 21, 2019, 2:00 – 2:45 PM
B10-401 (City View Conference Room)

