

# College of San Mateo

## Campus Safety Committee Meeting Summary

**May 28, 2020**

**2:00 -3:00 PM**

**Via Zoom**

**Members in Attendance:** Ben Zara Minkin, Viji Raman, Emily Barrack, Cindy James, Chuck LaMere, Micaela Ochoa, Kurt Scholler, Janis Wisherop, Jane Wong, Bill Woods

**Guests:** Yen Tran, Edna Letran, Vince Garcia, Kathy McEachron, Kay Hunter, Cheryl Navarrete

Micaela Ochoa began the meeting by welcoming everyone and reviewing the agenda. The meeting agenda for was approved as presented.

The meeting summary from the April 23, 2020 meeting was approved with the following revisions:

### **Under COVID 19 UPDATE:**

- Paragraph 3: Change “For us” to “For SMCCCD”
- Paragraph 4: Change “Ben Zara is director of the EOC, which takes direction from the Policy Group” to “As director of the EOC, Ben Zara takes direction from the policy group”

### **Review Student Safety Video**

Ben Zara Minkin presented an overview of the safety video which covers safety training information for students, staff and faculty.

Topics covered by the video include:

- Drop, Cover, and Hold On: Steps to take to protect from falling debris in an earthquake or explosion.
- Lockdown Barricade: Stay inside, barricade all doors, cover windows, and turn off lights. Remain quiet and alert. No one can enter or exit for any reason, unless directed by law enforcement.
- Evacuation: Necessary when there is a bomb threat, chemical or organic fire inside the building, or after an earthquake or explosion.
- Run/Hide/Fight: Response when an active shooter on campus.
- Shelter in place: Environmental, hazardous materials, or other dangerous situations.

The video is made in animated format and is in the final phases of development. The final version will be presented to the Board of Trustees for approval.

Ben Zara emphasized that the goal of the District Office of Emergency Management is to provide a safe and secure environment for students, faculty and staff. He reminded the group that it is important to practice safety procedures not just when something happens. We should always be aware of our surroundings whether in a classroom, in the cafeteria, or in other public places. Everyone should practice situational awareness, and identify the nearest emergency exits from inside areas and parking in well-lit areas at night.

When the video is complete, the Office of Emergency Management will propose that all faculty show the video on the first day of instruction for all courses throughout the District. Ben Zara mentioned that there is a law that mandates that all students and employees be provided training on emergency procedures.

Ben Zara noted that students and employees can contact the Public Safety Office at 650-738-7000 to request campus escorts. In addition, Public Safety uses AlertMe to send emergency notifications via text message. Currently, enrolled students and employees are automatically registered for AlertMe. Members of the community can sign up at <https://smccd.edu/alertme/>.

### **Smoking and Vaping on Campus**

Micaela reported that the District administration is planning to take a revision to the current smoking policy to the Board of Trustees for recommended approval. The new policy will recommend smoke free college campuses. Given that we are currently operating remotely, it was reported by the District Office that this board item is planned to move forward in the fall.

### **Other Items Related to Safety Committee**

Chuck La Mere asked if there is a specific estimate as to when some of the key people in Human Resources will be holding in-person office hours. Micaela said that the operations of the District Office are continuing and that staff can contact departments directly to schedule meetings. Barring any disruptions, all functions will continue, just in a different manner. Ben Zara noted that everything that can happen remotely will continue to happen remotely.

Ben Zara noted that we are following access protocols that take into account District policies, County mandates, and State guidelines. Everyone who comes to our District facilities must practice social distancing, utilize the appropriate personal protective equipment (PPE), and undergo the required health screenings. When folks do return to campus, the District is going to need to make sure that the necessary infrastructure and support is in place to provide proper cleaning and disinfecting and proper access protocols. Ben Zara said operating procedures across the District are being standardized, so folks should communicate their needs to their department administrators.

Ben Zara shared that the Emergency Operations Center, through the shared governance process, is working on the phases of recovery and how the District will return:

### **Phase 1**

The District is preparing to allow classes that are exempt under the governor’s order to return to campus. These include courses like Nursing and EMT training. The District is in the process of identifying all the classes that are eligible to return to campus and meeting with the deans and faculty in those areas to work out plans. The plans will be presented to the EOC and evaluated. All the plans will be reviewed for access, health screenings, sanitization, and PPE utilization guidelines.

**Phase 2**

The District will conduct a trial run to see whether the plans work. Based on feedback, the plans will be revised to address any issues.

**Phase 3**

The District will operate under the “new normal” procedures. This includes people washing their hands longer, wearing facial coverings, and engaging in social distancing. It may also include decreased occupancy load in common areas and in classrooms, utilizing hybrid instructions modality on an ongoing basis, and continuing to have staff work remotely.

Micaela noted that no clear indication has been given as to when the shelter in place order will be lifted.

Micaela reviewed the 2020-21 meeting calendar and asked for a motion to approve the 2020-21 meeting calendar. Committee meetings approved the meeting calendar as presented below.

**Approval of 2020-21 Meeting Calendar**

<b>2020</b>	<b>2021</b>
<b>Thursday, September 24</b>	<b>Thursday, January 28</b>
<b>Thursday, October 22</b>	<b>Thursday, February 25</b>
<b>Thursday, November 19</b>	<b>Thursday, March 25</b>
<b>Thursday, December 17</b>	<b>Thursday, April 22</b>

The meeting was adjourned at 3:00 p.m.

