

# College of San Mateo – Safety Committee

December 11, 2025 2-3pm

Building 18 Room 206

## Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services (Chair)	Y
Brian Tupper	SMCCCD Director of Public Safety (Non-voting member)	N
David Crafts	Dean of Enrollment Services and Support Programs, College Title IX Officer	N
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	N
Robert Gutierrez	Facilities Operations Manager	Y
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	Y
Christy Baird	Faculty At-Large	Y
<i>Vacant</i>	<i>Classified Representative At-Large (CSEA)</i>	
<i>Vacant</i>	<i>Classified Representative At-Large (CSEA)</i>	
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Thiri Thu	Student Representative	Y

## Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, Administrative Services	Y
Vince Garcia	Emergency Management Coordinator	Y
Michele Rudovsky	Facilities Operations Manager	N

## Guests

Name	Representation/Position	In Attendance
Justin Merritt	Web Content Coordinator, representing Community Relations & Marketing	Y
Heidi Pereira	Executive Director Strategic Initiatives & Economic Development	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> <li>• Invite Krystal Duncan &amp; Gil Perez back for follow-up in spring to discuss Crisis Co-Responder Program Development</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Lantz</li> </ul>	<ul style="list-style-type: none"> <li>• 2/1/26</li> </ul>
<ul style="list-style-type: none"> <li>• Check emergency pulleys in the Wellness Center restrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Robert Gutierrez</li> </ul>	<ul style="list-style-type: none"> <li>• 2/1/26</li> </ul>
<ul style="list-style-type: none"> <li>• Send suggestions to Kim &amp; Gerardo for next meeting topic(s)</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• 1/26/26</li> </ul>

**Minutes**

The Committee approved minutes from November meeting.

**EMT Drill**

The Committee reviews the campus emergency response from 1<sup>st</sup> week of December, and the resulting campus communication via CAT (Crisis Action Team) regarding EMT training drill, which was reported by passersby as a gun threat on campus.

- There’s a need for communication to Public Safety and San Mateo Police Department regarding such drills, and communication to the campus community to prepare our campus beforehand.
- Leadership is currently working to improve the protocol for communicating about such drills/simulations, such as alerting the campus earlier when possible.
- This week, the Fire Academy had a drill and notified the administration, and a message was sent to the campus community.
- Rob Dean – follows up that the RAVE alert system is helpful for emergencies because it is distinct from a person’s typical emails. DPS was not aware of these EMT drills, so there is a known gap in communication on campus, and between police departments in the county. SMPD will send officers to an emergency call unless there is verification that it is a drill or not an actual emergency. Agrees with Gerardo that a notice going out to let community know that whatever situation there is, that the administration is investigating.
- Vince Garcia – no RAVE text was sent out, only an email. Gerardo wonders how we can determine what level of emergency (considering day, time, severity) the campus prioritizes sending on RAVE.
- Christy Baird – recognizes that communication can be better prepared in the future; and that this was a learning experience for seeing the gaps in the campus’ response to emergencies, in a different way from a communicated drill. Good opportunity to make adjustments.
- Gerardo says that a further report will come back to Safety Committee once it is compiled.

- Justin Stevick – even if we send out a communication, not everyone will read it or remember. Could signage be placed on campus to alert persons in close proximity?
  - Justin Merritt – historically Marketing has placed digital signage for emergencies such as air quality emergencies.
  - Gerardo says that the more modes of communication, the better to cast our net wide.
- Rob Dean – if you move a landline on campus, the employee information needs to be updated to reflect the new room, so that DPS can track where any 911 call comes from.
- Student representative Thiri Thu received the email. The Committee agrees that the email communication from the College was vague and didn't explain why the drill had taken place.

### **Fire Alarm Event on 12/11/25**

Dr. Yang asks what are the different alarms we have on campus.

- Fire alarm – fire department is called immediately, sound and strobe light
- Lockdown button/alarm – just local to each individual room, disable the electrical door locks; cost-prohibitive to run new wiring to make one alarm lockdown all rooms.
- Panic buttons – sends a notice to DPS
- PA/Loudspeaker – for drills & for real emergencies involving shelter-in-place (active shooter, other threat)
- Elevator call button – goes to the elevator service company who may send a technician or call our DPS
- Elevator alarm button – does not call out, but just alerts people around the elevator

Fire alarm was a false alarm. Gerardo says that communication could be improved to convey whether people can return to the building. Robert says this was likely caused by a software update from earlier in the week, Facilities was working on part of the emergency alarm system and had placed it into test mode, but while reassembling the alarm it was triggered. Fire department was not called since the system was in test mode still. Device needs to be replaced, and the alarm monitoring company needs to verify whether there is an issue with software. Gerardo says that there need to be a way to alert the campus to these events, since there is a possibility that a false alarm could go off. Christy brings up concern that telling people to ignore an alarm during a testing period could deter people from responding if there is an emergency.

### **Presentations & Documents**