

## College of San Mateo – Safety Committee

February 20, 2024 2pm-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	Y
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	Y
Robert Gutierrez	Facilities Operations Manager	Y
Eddie Flores	Acting Director of Community Relations & Marketing	Y
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	N
Christy Baird	Faculty At-Large	Y
Todd Windisch	Faculty At-Large	N
Viji Raman	Classified Representative At-Large (CSEA)	Y
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	Y

### Support Staff/Ex Officio

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

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> <li>Cabinet emergency process follow-up to ensure consistency</li> </ul>	<ul style="list-style-type: none"> <li>Gerardo Ramirez, Eddie Flores</li> </ul>	<ul style="list-style-type: none"> <li>3/1/2025</li> </ul>
<ul style="list-style-type: none"> <li>Create a QR code for emergency contacts on campus</li> </ul>	<ul style="list-style-type: none"> <li>Eddie Flores, Vince Garcia, Rob Dean</li> </ul>	<ul style="list-style-type: none"> <li>3/20/2025</li> </ul>
<ul style="list-style-type: none"> <li>Post the after-action report for the upcoming barricade drill online as educational resource</li> </ul>	<ul style="list-style-type: none"> <li>Ben'Zara</li> </ul>	<ul style="list-style-type: none"> <li>4/1/2025</li> </ul>
<ul style="list-style-type: none"> <li>Link recording of run/fight/hide to the Committee resource page</li> </ul>	<ul style="list-style-type: none"> <li>Ben'Zara, Kim Lantz</li> </ul>	<ul style="list-style-type: none"> <li>4/5/2025</li> </ul>
<ul style="list-style-type: none"> <li>Add Wellness Center services pamphlet scan to Committee resources webpage</li> </ul>	<ul style="list-style-type: none"> <li>Kim Lantz</li> </ul>	<ul style="list-style-type: none"> <li>3/20/2025</li> </ul>

## Minutes

Last meeting minutes not yet available, those will be approved at next meeting or in email between meetings.

Gerardo Ramirez calls for any suggestions for resources for the Committee website.

Christy Baird says that she may bring the fire safety topic from our recent newsletter to a Flex Day session soon, and the Committee agrees that this is a good idea.

## Lockdown/Barricade Drills

The Safety Committee has to determine dates for spring lockdown/barricade drills and let campus know in advance via email.

Ben'Zara suggests a name change in order to make "lockdown" more realistic, since it is not always possible to "lock down" in a secure spot, such as when walking on campus—so that everyone is better prepared whether they are near a lockable space or not. Perhaps the trainings should shift their focus to "run, hide, fight" instead of "locking down".

## Power Outage in February

Crisis Action Team (CAT) was activated for the recent CSM campus power outage; this is the team of CSM leadership that will communicate out to the College via AlertMe notifications on text/email; members list:

- Gerardo Ramirez
- Alex Guiriba, VPSS
- Ben Zara Minkin

- Daman Grewal
- Danni Redding Lapuz
- Eddie Flores
- Kurt Scholler
- Manual Alejandro Perez
- Michele Rudovsky
- Robert Gutierrez
- Rob Dean

Lessons learned from this power outage are that going forward, CSM needs to ensure that the emergency process for leadership is timely and consistent, and that everyone on CAT is connected by Zoom or text message for communication. CAT now has a Zoom link for emergency meetings at any time, and are connected in a messaging group by text.

Gerardo noticed that many faculty and students were not evacuated during the power outage. This is a hazard because of the ventilation system going offline during a power outage, so evacuation is necessary for all affected areas. Christy mentions that emergency communications need to be specific that all persons on campus need to evacuate during such an outage due to safety concerns while not creating panic. Gerardo Ramirez mentions that educating and informing the campus community is a key component to ensuring compliance with emergency alerts.

Eddie Flores mentions that, in addition to text and email, alerts are available for anyone who going to the CSM website on a banner on top of the webpage. This is one avenue to check on emergency status for those who are not signed up for AlertME, such as members of the public who are on campus. CSM social media posts also push out emergency alerts.

## **Presentations & Documents**

[CSM Wellness Center Infographic](#)