

College of San Mateo – Safety Committee

July 10, 2025 10-11am

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	N
Ben'Zara Minkin	Emergency Preparedness Manager	Y
Robert Gutierrez	Facilities Operations Manager	N
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	Y
Christy Baird	Faculty At-Large	N
Todd Windisch	Faculty At-Large	N
Viji Raman	Classified Representative At-Large (CSEA)	N
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N

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	Y

Guests/Speakers

Name	Representation/Position	In Attendance
Juan Escobar Martinez	Student Intern, Administrative Services	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Propose dates and times for the Violent Intruder Drill for Fall semester 	<ul style="list-style-type: none"> Gerardo Ramirez 	<ul style="list-style-type: none"> 8/19/25
<ul style="list-style-type: none"> Invite Committee to the Building Captain Great Shake Out training 	<ul style="list-style-type: none"> Ben Zara 	<ul style="list-style-type: none"> 9/1/2025
<ul style="list-style-type: none"> Train Elizabeth Smith as new PIO 	<ul style="list-style-type: none"> Ben Zara 	<ul style="list-style-type: none"> 9/1/2025
<ul style="list-style-type: none"> Confirm that the Committee can host a booth at Spring Health Fair 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 9/1/2025

Minutes

Violent Intruder Drill

- Target date to be determined; suggested for the first couple of weeks in October.
- Gerardo Ramirez to request Cabinet assistance in identifying open times while avoiding conflicts with midterms, recruiting events, college-wide events, and board meeting nights.

Great Shake Out (GSO)

- Scheduled for **Tuesday, October 14, 2025, at 10:14 AM.**
- Ben Zara emphasized connecting more closely with Building Captains via newsletter and training them in preparation for GSO.
- Public Information Officer (PIO) to send an announcement to campus email 3–4 days prior to drill; RAVE alert will be sent the morning of the event.
- Safety tip for GSO: individuals should move 1.5 times the distance of the nearest building's height.

Skyline Campus Power Outage Review

- In case of a power outage, college leadership texts the Crisis Action Team (CAT) group, triggering PIO to send awareness messages.
- CAT reviews the PG&E website, contacts PG&E if necessary, and determines whether to close campus.
- Concerns raised regarding decision timelines for canceling classes, especially for short outages.
- Considerations for closure decisions may need to be building-specific (lighting, ventilation, program requirements).
- Campus community has expressed frustration over closures when power is restored quickly.
- In power outages, the Planetarium goes completely dark; emergency lighting is available for 90 minutes to 4 hours.

Building Captain Picnic

- Recognition event for Building Captains, providing resources and light educational content.
- Opportunity to reinforce knowledge of drills (GSO, Violent Intruder Drill, fire drills) and address Building Captains' requests for role clarity.
- Consider establishing once-a-semester Building Captain gatherings for engagement.

Format & Schedule:

- **10:30 AM** –event setup.
- **11:00 AM** –lawn games, and social time.
- **12:00–1:00 PM** – Lunch for Building Captains and Safety Committee members.
- **1:00 PM** –one hour of skills and knowledge review with Ben Zara and Vince Garcia.
- Potential skills demo (e.g., Narcan use). No burn-pan demonstration due to logistics.
- Consider late picnic start to accommodate Student Services event.

Presentations & Documents