

College of San Mateo – Safety Committee

September 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	N
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	N
Robert Gutierrez	Facilities Operations Manager	Y
Elizabeth Smith	Acting Director of Community Relations & Marketing	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
Viji Raman	Classified Representative At-Large (CSEA)	Y
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
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, 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
Follow up with District Safety Committee on having managers at CSM get Building Captain training	Gerardo Ramirez	December 2025
Follow up next meeting on resources for faculty	Vince Garcia	10/23/2025
Draft newsletter about emergency event resources for faculty and students	Kim Lantz, All	10/23/2025
Meet with VPI to review and distribute faculty/student safety info	Gerardo Ramirez	11/1/2025
Discuss whether there should be direct RAVE alerts sent to BCs with additional information	Gerardo Ramirez, Vince Garcia, Ben'Zara Minkin	10/23/2025
Let Kim know about volunteer availability for Fall Health Fair	All	10/23/2025
Print RAVE and "run, hide, fight" flyers for the table	Vince Garcia	10/30/2025
Think of a game/prize/goodie to give out (Dr. Yang says glow stick/safety light sticks) for Health Fair	All	10/23/2025

Minutes

Committee reviews and approves minutes from August meeting.

Notes concern about propping open doors that are behind badge access—potential to note this in future drill instructions, that the doors need to not be propped open. This may also be added to the CSM website as part of standard safety procedures.

Debrief of Recent Safety Drills & Power Outage

Vince Garcia recaps the Violent Intruder Drill (VID) from September 10. Justin Stevick sent in feedback about the PA system inaudible in classroom(s) in building 36—Vince will work with ITS and Emergency Management to test and address this issue. VG says that once a BC is out of the building, they do not re-enter the building—Public Safety or Emergency Management will do a secondary sweep. Vince will get managers signed up as Building Captains to increase staffing, and is working on safety training for faculty, pamphlet, presentation, safety video. Potential to make a 1-sheet about campus safety that can be added into any class syllabus

Clarification of steps taken by College leadership during an outage:

- Building evacuation begins immediately.
- CAT (Crisis Action Team) convenes and evaluates sit. and sends out RAVE message saying to remain safe in dark areas of buildings, while seeking info from PG&E about locality of the outage, estimated repair time, which usually takes about 30 minutes to get clear picture of the situation.
- Robert Gutierrez gets an automated call from PG&E to help College assess severity of outage. PG&E outage map online is available to anyone.

Justin has concerns about door access/locking and re-locking during an outage or emergency--Vince will do a building walkthrough.

Whoever set the emergency lockdown button in an emergency should also re-set the button after all is clear.

Health Fair Update

Health Fair table will focus on promoting RAVE. Dr. Yang says glow stick/safety light sticks.

Thiri Thu says that a keychain with a mini flashlight could be good, perhaps as a prize for answering a quiz.

Presentations & Documents