

## College of San Mateo – Safety Committee

March 20, 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	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	Y
Christy Baird	Faculty At-Large	N
Todd Windisch	Faculty At-Large	Y
Viji Raman	Classified Representative At-Large (CSEA)	Y
Heidi Pereira	Classified Representative At-Large (CSEA)	N
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> <li>Create April newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Yang, Max Magidin, Justin Stevick</li> </ul>	<ul style="list-style-type: none"> <li>4/1/2025</li> </ul>
<ul style="list-style-type: none"> <li>Add violent intruder drill instructions email to Safety Committee minutes</li> </ul>	<ul style="list-style-type: none"> <li>Kim Lantz</li> </ul>	<ul style="list-style-type: none"> <li>4/21/2025</li> </ul>
<ul style="list-style-type: none"> <li>Update Committee on District traffic study final draft date</li> </ul>	<ul style="list-style-type: none"> <li>Robert Gutierrez</li> </ul>	<ul style="list-style-type: none"> <li>4/24/2025</li> </ul>
<ul style="list-style-type: none"> <li>Identify best ways to loop in our surrounding community for safety alerts and having neighbors sign up for RAVE</li> </ul>	<ul style="list-style-type: none"> <li>Eddie Flores</li> </ul>	<ul style="list-style-type: none"> <li>4/24/2025</li> </ul>

## Minutes

Committee reviews and approves minutes from February meeting.

Proposed topic for April newsletter is travel safety, Dr. Yang suggests that the newsletter focus on the recent measles outbreaks across the county.

Gerardo Ramirez gives an overview of his recent roadshows with Classified and Academic senates and ASCSM. The ASCSM suggested a badge or badge sleeve that has emergency information on them for easy access.

## Building Captains

At Classified Senate on 3/20, Joseph Puckett suggested that Facilities employees could be particularly useful Building Captains due to their knowledge of the campus.

The next Building Captain training is scheduled for April 30<sup>th</sup>-May 1<sup>st</sup>. Todd asks if these are requirements for being a Building Captain, such as working full-time hours, or if part-time and adjunct employees can participate. Ben'Zara says that recruitment is already difficult and so having as many captains as possible is a benefit, and trained Building Captains can work in any building on any campus. Ben'Zara is working on having trainings on all 3 campuses so that those who cannot commit two days in a row are able to mix-and-match training days when they are available.

Todd Windisch suggests revising the Building Captain recruitment email to clarify that Building Captains don't need to be in any particular building, and that even if faculty are on different campuses or in different buildings each day, that is not a barrier for them.

## **Lockdown Drill**

Ben'Zara will send out drill instructions on Friday March 21. Alerts will go out via text, email, and on PA system the morning of the drill. Language has been changed "violent intruder" drill as opposed to "lockdown" drill so that we emphasize that "run" is the most important course of action. These instructions clarify the best course of action if a person encounters a locked door.

Ben'Zara and Public Safety officers will lecture to groups during the drill to go over "run, hide, fight". Gunfire is not part of the drill and if heard, 911 should be called.

Justin Stevick heard concerns from surrounding neighborhoods on campus. Ben'Zara notes that all community members on RAVE get these alerts already, however CSM could in fact canvas the surrounding neighborhoods and encourage those households to register for RAVE alerts.

## **Traffic**

Robert Gutierrez brings up recent concerns about footpaths by the crosswalk from Lot F to Lot G by Building 10. Over spring break, Facilities will install flashing lights for the pedestrian crosswalk. The remaining false stop sign nearby this crosswalk may confuse pedestrians and drivers, so Facilities will black-out that stop sign.

Rob Dean expresses concern for that area of road, due to curve in road and incline of the road. Perhaps speed humps by this crossing would prevent speeding and improve visibility.

Robert Gutierrez says that the traffic report from District Office is detailed and may inform this discussion.

## **Debrief from Recent Power Outage**

Justin Stevick reports that in Building 36, doors will lock during power outage. Because there is no key for the Planetarium, there needs to be a way to get in to shut down equipment and evacuate classes.

Additionally, the door to the roof unlocks during an outage, which exposes the Observatory space—this is a problem during long outages when nobody can monitor rooftop access. Robert Gutierrez will have John Doctor look into this and see if there is a way to rectify. Robert also says that all doors are supposed to lock when power goes out. While the directive in an outage is to evacuate, the inability to get access to equipment, is a concern—perhaps there can be a short-term solution with a key, or a system update could be done in the future.

Gerardo Ramirez suggests that perhaps messaging can be amended with a note to the campus to wait and be patient, perhaps to be covered in a future newsletter on "what to expect in a power outage".

Meeting adjourns at 2:59pm.

## **Presentations & Documents**

[District Office & College of San Mateo Violent Intruder Drill Instructions, March 24, 2025](#)