

College of San Mateo
Campus Safety Committee Meeting Notes
March 27, 2008

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Kathy Diamond, Bryan Gerbig, Fauzi Hamadeh, Diane Martinez, Virgil Stanford and John Wells.

Absent: Chuck La Mere and Al Gotelli

The Safety Committee Meeting notes from November 15, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

S.T.A.R.T. Film Viewing

Sharon requested that an emergency movie be presented to the group at the meeting. She felt that it would be good information for everyone and that it would assist in empowering people during an emergency. The movie was titled: "S.T.A.R.T. (Simple Triage and Rapid Treatment). "The Race against Time". The movie demonstrated triage identification method and rapid treatment answering three basic questions during an emergency situation:

- a. What do I do now?
- b. How to assess victims in less than 1 minute
- c. How to effectively utilize triage methods

All members responded positively to the film which led to considerable discussion on its purpose and value. Kathy stated that she found it very useful in understanding what could be taking place during an emergency and how she could assist. Virgil felt that this film would provide valuable knowledge to people so that if an emergency did occur, people would not feel so overwhelmed. Sharon expressed that this training would help to assist her and John during an emergency.

Several members felt that the movie could be presented to others during scheduled division and department meetings and couple it with first aid training and discussion. Virgil suggested that the film be presented to Management Council and solicit their feedback. The film might also encourage many to pursue first aid training.

MPC Consulting

Virgil and John presented information about the upcoming district meetings with MPC Consulting Group. The group is comprised of three retired police chiefs whose purpose will be to study the three campus security operations and making recommendations. This will be tied into the possible consolidation of all three security operations. Virgil stated that at the last Management Council Meeting, Jose Nunez brought up the fact that there was a possibility that security operations would be centralized on CSM's campus.

Security Cameras

Requests for bids have been sent out to various vendors for procuring security cameras. These cameras will most likely be placed at building entrances and exits. Parking lots were not considered because of the expense. Costs considerations will include the cost of the initial purchase, plus the longevity of the camera and annual maintenance.

Shooter on Campus

Virgil reported that he has been working on developing more comprehensive “Shooter on Campus” procedures. He explained that he has studied several other schools’ procedures and decided to use UC, Berkeley’s procedures as a basis for his draft. In conjunction with this, it was reported that over 1100 students have signed up for our text messaging service.

Evacuation Chairs

It was reported that the evacuation chairs are now in place. In addition, math classes just completed their chemical hygiene training. Instruction was presented to faculty members who have or use potentially harmful substances in the classrooms.

The meeting was then adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
May 10, 2007

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Al Gotelli,
Robert Kowerski

Absent: Chuck la Mere, Diane Martinez, Steve Robison, Virgil Stanford

This meeting was conducted by John Wells in the absence of Virgil Stanford

The Safety Committee meeting notes of March 22, 2007 were reviewed.
No changes to the meeting notes or the agenda.

Evening Supervision

Bryan Gerbig provided a draft of evening supervision contact numbers and led discussion. After verifying information with committee members, Bryan will forward the finalized list to Business Services. Virgil will then contact student services and suggest that the information be added to the information that is distributed each semester.

It was also mentioned that the emergency contact numbers for the evening contacts in each division need be updated.

Emergency Medical Supply Bags

Based on the information provided by Sharon Bartels, Jane Wong reported that Business Services had purchased two multi-person emergency kits. Each 217 piece kit contains everything needed for any first aid or trauma situation. It comes packaged in a convenient fold out kit for quick and easy access to whatever is needed. After a thorough check, Sharon mentioned that a few essential medical items that are must haves for emergencies were not provided with the kits. The items will need to be purchased separately, and the Health Center will move forward with this. In addition to the two medical supply bags that were purchased, Sharon requested for two more emergency kits to accommodate the need of covering other areas on campus for emergency medical response. Jane will request approval from Virgil then proceed with the additional purchases.

Al Gotelli will design display cases for the emergency kits, which will be displayed next to the AED locations.

Evacuation Chair (Emergency Chair) Update

John Wells shared information from the district meeting regarding emergency chairs. The District Safety Committee is recommending safety chairs for multistory buildings. At the district meeting, Keith Marshall, Fire Technology, provided photographs and information on emergency chairs that Genetic Labs use. He felt they should only be used in real emergencies. This model evacuation chair has a track mechanism, automatically rotates to a 45 degree angle and has a breaking system on it. The cost is about \$2,000 per chair.

The committee was asked to consider the following issues before purchasing the chairs:

1. How many will be needed?
2. Where are the chairs going to be stored that is secure but provides for easy access?
3. Who will be qualified to operate these chairs?
4. Who will require training to use the chairs? Will that training need to be renewed and, if so, how often?

Emergency Evacuation Placards

Bob Kowerski led a discussion regarding the necessity of emergency evacuation placards in campus buildings. Bob mentioned that this is a potential liability for the college. Building 36, the newest building on campus, doesn't even have emergency placards. Members suggested that Virgil contact the district regarding this matter.

Cart for Health Services

The Business Services is currently in the process of contacting Bob Domenici in the district purchasing office regarding transferring the ownership of the mail jeep to the Health Center. Prior to submitting the title transfer documents, the jeep would need to have a safety check performed.

Next meeting agendas:

- Sharon will provide a list of keys to the emergency medical supplies storage locations on campus
- Update on emergency evacuation placards (Virgil)
- Update on emergency equipment storage space in Building 36 (Virgil)

Next meeting will be in fall 2007

The meeting was adjourned.

College of San Mateo
Campus Safety Committee Meeting Notes
March 22, 2007

Members in Attendance: Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Al Gotelli, Robert Kowerski, Chuck La Mere, Diane Martinez, Virgil Stanford, John Wells

Absent: Steve Robison

After review of the November 16, 2006, meeting notes, it was noted that funding was available for 2 emergency medical supply bags. No changes to agenda.

Emergency Chairs

John Wells tested a chair that is used by Skyline. Bob Domenici will do some research on other types of chairs that are similar but less expensive. For safety reason, chair should have a break system and a retracting belt.

Keith Marshal, Fire Technology, provided information on emergency chairs that Genetic Labs use. Keith indicated that they only provide chairs for buildings of more than two stories. He felt they should only be used in real emergencies. This model evacuation chair has a track mechanism, automatically rotates to a 45 degree angle and has a breaking system on it. These chairs would be safe, but probably expensive.

Evening Supervision

Bryan Gerbig suggested some improvements relating to evening supervision on campus.

It was noted that an updated list of contact numbers is needed, including contact numbers for after 7 p.m. when the evening supervisor is no longer on duty. It was also noted that a valid contact number for facilities for after normal business hours is needed. There also needs to be clarification on procedures and a valid contact number for the Security Officer on duty. Facilities will forward information with contact numbers and information for use during business hours as well as information for use after normal business hours. He suggested that information be added to the information that Student Services sends out each semester. Virgil said that he would contact student services regarding this suggestion.

Smoking Survey

Virgil updated the committee on College Council's effort to develop a new campus smoking policy. He distributed the results of the survey sent to students and staff with regards to CSM's current smoking policy. The students' results were pretty much 50-50 between the beliefs that the current policy is fine, and that it is not restrictive enough. Both students and staff responded highly to the idea of creating multiple, easily accessible areas designated for smoking. College Council will continue to work on developing a smoking policy.

Building 1, Back Door

The problem with the back door locking mechanism has been repaired and is now working properly.

Cart for Health Services

Sharon asked for a status update on the motorized cart for the Health Center. Virgil has contacted the District and, at this time there is nothing available. There is the possibility of using the mail jeep, which is currently not in use. The jeep would need to have modifications made and a safety check performed. We would also need to contact District purchasing and transfer ownership of the vehicle to the Health Center.

Emergency Medical Supply Bags

Sharon provided information on emergency medical supply bags to Jane. Business Services will make the purchases.

The meeting was adjourned.