



SAFETY COMMITTEE MEETING MINUTES

Thursday, October 24, 2024

Via Zoom

Regular Meeting: 2:30 p.m. – 4:00 p.m.

Draft

Members and Resource Staff present: John Cuevas, Max Hartman, Ben’Zara Minkin, Ludmila Prisecar, Megan Rodriguez-Antone, Michele Rudovsky, Grey Sanderson, Jessica Silver-Sharp, Nathan Staples, Jason Wendt.

Members and Resource Staff absent: Tony Burrola, Arman Eshraghi, Casey Fortier, Vince Garcia, Yesenia Haro, Chialin Hsieh, Kim Lopez, Ingrid Melgoza, Paul Naas, Karen Pinkham, Laura Roston, Brian Tupper.

Guests and others present: RoseMarie Mendoza Morrison, Kat Sullivan-Torrez.

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	The meeting began at 2:35 p.m. Quorum was not established so all action items will be held for the next meeting.
Review and Approve the Consent Agenda	The draft agenda and minutes from September 26 were presented. The consent agenda could not be approved without quorum, so it will be considered at the next meeting.
Reports and Updates	<p>Public Safety: Jason Wendt reported the following:</p> <p>Public Safety received a report that the left-turn signal at eastbound Farm Hill Blvd. turning onto Campus Drive was malfunctioning. Jason Wendt reported that the town of Woodside, which operates the light, said it would be a costly repair and may take time to fix. Jason did notice traffic backing up, but recently he timed the light and the green arrow is on for 53 seconds and the red light for 53 seconds. Woodside may have fixed the signal and not alerted the campus because it appears to be working appropriately now.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Nathan Staples noticed the problem with the signal last week and said it has been fine for the last few days. Jason will get confirmation from Woodside. • VP Prisecar said a communication about the traffic signal was sent out to employees via RAVE, however not all employees received it. <p>Facilities: Karen Pinkham was unable to attend and will provide a campus traffic update at the next meeting.</p> <p>Emergency Preparedness Office: Ben’Zara Minkin reported the following:</p> <p><u>Lockdown Drill Feedback</u></p> <p>Ben’Zara Minkin reported that the Cañada morning lockdown drill went well except that the decibel rating in several areas, including in Building 1, was low for the first part of the drill. There were parts of the campus where the drills were</p>

not heard, however it was less than the prior drill. They are now practicing instruction on the drill in a communal way in Building 1 using the run/hide/fight strategy. They are asking community members to self-enroll in the RAVE program and that helps in locations on campus that are expanded to use by community members. Staff and students get notification through Banner and are automatically enrolled.

The night drill was pre-programmed and there was no EAS, only an email of the template. There are 50-60 templates created on the RAVE sight and Ben'Zara mistakenly chose the announcement instead of the drill. They will utilize the most-used templates and leave them on the RAVE site.

Great Shakeout Drill Feedback

The Great Shakeout Drill was a districtwide drill and all of the systems worked very well. Ben'Zara said all EAS systems went off at the same time. They were only supposed to go off at CSM, but they also went off at the other colleges. After the lockdown drills at Skyline and Cañada, feedback showed that a lot of people did not receive the alert, so it was important to expand to a greater population. Ben'Zara mistakenly selected everyone on the RAVE list and the alert was sent to everyone's phones, email addresses and announced over every EAS system.

They will now limit the drill to just the campus that is participating. They think that is a better strategy so people don't get communication fatigue by getting alerts that don't pertain to them. They do not want people to opt out of the emergency communication platform.

For pre-programmed alerts, they want to make sure they are proofread, that the right campus is chosen and the right information is sent out.

Communication Matrix Gaps: There is a gap with the communication matrix, which includes campus notifications, Clery notifications, emergency notifications and critical notifications. A critical alert is distinguished from an emergency alert in that it includes a decisive direction for people to take self-protection actions. The alerts are color coded: campus notifications have a yellow banner on top of the communication, Clery alerts have blue banners, emergency alerts are orange and critical alerts are red. They need to make sure they are using the appropriate banner. Their intent is to standardize all of the templates within RAVE to match the communication matrix and there were some small gaps when they sent them out.

Ben'Zara will provide an official after-action report to Ludmila.

Ben'Zara is meeting with David McLain and the PIOs to address these issues. On the RAVE side, the district is working with the rep and will create new lists within RAVE that bring in the EAS system from the campus, all three groups from the campus and the essential service leadership groups (the required Chancellor's and District Office staff, PIOs, the DPS officers and management) to simplify the process.

The district is improving its campus PA systems and all three are being tested and texts are going out. With the Great Shakeout drill, there was a nearly two-minute delay on the text side by RAVE. Shakeout drills are being held throughout the state and in other states and the system gets bogged down. There is a suggestion to hold the Shakeout drill on a different day. Ben'Zara will check with district leadership. They want to make sure the Shakeout drill is held districtwide, all in one day, when the RAVE system is not bogged down. He will also suggest taking into account the timing to allow people who have mobility issues and children in the CDCs time to get to the evacuation sites. They would like to switch days and expand the time of the drill.

Building Captain Training: VPA Prisecar forwarded all feedback she received to Ben'Zara. She would like to have training and a process for engaging the campus building captains so they understand the procedures.

Building Captain Program Oversight: Ben'Zara said there is a recommendation that building captains are managed locally at the campuses because it is challenging to manage the control at the district office. Ben'Zara feels the public safety captains can assist with that oversight and branching it out to the campuses will help Ben'Zara. While the policies are managed districtwide, the building captain management would be at the local level. There should be meetings held prior to drills to shore up training and make sure roles are clearly identified. There should also be cross-training.

Building Captain Website: The building captain website will need to be updated to include specific locations for the captains. They would develop a shared document showing vacation time, sick leave and extended absences so they can see where the gaps are.

Megan Rodriguez-Antone suggested people review the site. There has been a lot of planning over the years and with it some trial and error. Megan thanked Ben'Zara and Vince Garcia for the work they put in to make it more efficient.

Comments:

- Jessica Silver-Shark said faculty in the ASLT division reported that they are not receiving text alerts for the drills, but said they used to get them. She said there is also a request for active shooter drills to be communicated in Spanish. The Library did not hear the first announcement on the Great Shakeout drill, but the door locked. They did get a notification when the drill ended. For the campus power outages, faculty said they did not receive texts. She noted that there are two different evacuation maps in the Library and they are contradictory. She will email the list of concerns to Ben'Zara and include a list of the employees that did not receive alerts so he can make sure they are enrolled in RAVE.
- Nathan Staples said most of the feedback was sent by David Eck whose students shared questions, mainly around the lockdown drill. People in classrooms are encouraged to use tables and chairs to barricade entry and also

pre-cut paper to cover the windows in the doors. Nathan asked if those measures would alert a shooter that there are people inside.

- Ben'Zara said they do want people to block the door and cover the window in the door because it buys time against the intruder because barricading is reinforcement and provides extra security. It is best to conceal and that can be done by barricading.
- Michele Rudovsky said when the ACAMS schedule is restored following a lockdown, any doors on the ACAMS system that were manually opened via the * command will have to manually be unlocked again. Interior doors are not on a scheduled, but exterior doors are. If Jessica Silver-Sharp does not have access to do that, please check with Karen Pinkham and Public Safety to obtain that access.
- Nathan Staples said the Building 23 evacuation center is not clearly marked. People knew to go down the staircases, but weren't sure where to go. Most people go to the right to go down the stairs to the grassy area in the courtyard. He asked if there could be a sign posted in the internal hallways.
 - Ben'Zara said they are ready to update the signage in the buildings and will make sure that Building 23 signs are included.
- Jessica asked if they can get an AED on the third floor in the Library because they are open on the weekend, and there are some elderly patrons.
 - Michele said the district is strategically bolstering the program with the latest technology using portable AEDs. There will be one placed in every building and larger buildings would have one on each floor. They do not yet have them in specific program areas, but agreed that the library is big. As they strengthen the program, they plan to provide additional equipment in strategic areas. In terms of resource requesting, they are standardizing throughout the district. Jessica thinks CSM has an AED in the Library, but Cañada and Skyline do not. Michele will make sure there is adequate coverage and place them where they are readily accessible. Please see this link for a list of AED locations at Cañada College and their locations on the campus map:
<https://www.canadacollege.edu/about/campusmap.php>
Jason confirmed that a mobile DPS vehicle indicates an AED stored in Public Safety Vehicles.
- Nathan Staples asked about an active shooter situation and what students should do if they are in the hallways and the doorways are locked.
 - Michele said students should get away from the intruder and run. Ben'Zara said once the campus is on lockdown, no student or staff should be in an insecure position. If a student or staff does not know where the intruder is, they should move as far away from a situation as possible and run off campus if needed. They should let faculty and supervisors know so that they know you are accounted for. People should take the safest route, based on risk and mobility, and simple, self-protective actions are essential.

Ludmila asked Ben'Zara to attend the division meetings to provide information to staff and faculty. She will ask the deans to invite him once a semester for the division meetings. Michele said the training is important and the more Ben'Zara can train us, then we can communicate and train others. Ben'Zara said they want

	<p>to advocate for the Public Safety captains to work to train the trainer and try to reach every person on campus. Michele said it is why they want Public Safety to be present at all the Flex Days.</p>
<p>District Managers’ Health and Safety Committee (DMHSC) Meeting, June 3, 2024 and September 4, 2024 Update (Michele Rudovsky)</p>	<p>Michele Rudovsky provided the following update:</p> <ul style="list-style-type: none"> • The VPAS reported at the meeting and talked about traffic safety concerns at all three campuses. Cañada is having its traffic study conducted by BKF. CSM is working with the San Mateo Police Department to assist with their concerns and Skyline has fewer problems on its campus. The colleges are looking at how to calm traffic. • Michele provided a COVID briefing and the district must still uphold OSHA’s COVID standards. • They talked about animals on campus, specifically dogs off leash. They need to prepare signage and have an outreach program. They are working with Facilities Manager Robert Gutierrez on the signage. The signage allows Public Safety to point to the sign when engaging with the public. The signage will include wording that states that the community needs to follow the San Mateo County Ordinance Code 6.04, which states that within San Mateo County, people must have their dog on a leash. • The workplace violence protection plan was reviewed and there is still work to be done. Julie Johnson, Chief Human Resources Officer, is continuing to work on getting the draft published and Julie met with union membership to solicit feedback. Michele said she still needs to do physical plant evaluations. <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Jessica Silver-Sharp noted that in the district minutes, it said the workplace violence protection plan is not fully written. <ul style="list-style-type: none"> ○ Michele said OSHA creates standards that we have to adhere to, but OSHA has not created and published the standards associated with that yet, which may not be ready until 2025. • Jessica asked if the Cañada Safety Committee is going to work to get feedback from our constituents. She said it would be hard to get feedback if the plan is not yet published. <ul style="list-style-type: none"> ○ Michele said we do need to get it published in order to solicit feedback and it would be helpful if the Safety Committee members could gather that feedback and report back. Safety hazards can be reported to managers, union reps, Public Safety or through a Facilities work order, but they need to continue to strengthen the procedures. ○ Jessica noted that the law says feedback should be done prior to the development of the plan and not after it is published.
<p>November Meeting Conflict – Proposal to Reschedule to December 5 (instead of December 15)</p>	<p>Due to a conflict with the PBC position presentations on November 21, Vice President Prisecar recommends canceling the November 21 Safety Committee meeting. The next meeting is scheduled for December 12 and she proposed moving the meeting to December 5.</p> <p>Linda Bertellotti will email the Safety Committee members letting them know that the November 21 meeting is canceled and ask for their approval to reschedule the December 12 meeting to December 5.</p>

<p>December 5, 2024 Preliminary Agenda Items</p>	<ul style="list-style-type: none"> • The draft agenda for the October 24 meeting and draft September 26 minutes will be reviewed and approved at the next meeting when there is quorum. • Reports and Updates • Other
<p>Round Table</p>	<ul style="list-style-type: none"> • Nathan Staples said the lab instructors have a lot of extra hazards to consider during earthquake/fire/active shooter drills. He would like to see some language added to the protocols around these extra hazards. • Nathan would also like to get advice on an effective barricade strategy for his chemistry lab since he has at least three entrances to his lab. <ul style="list-style-type: none"> ○ Ben’Zara would like to meet with Nathan so he can address these questions. • Jessica reported that people in the animation department in Building 22 were trying to contact Public Safety from the phone outside of Building 22 but the phone rang and no one answered. <ul style="list-style-type: none"> ○ VPA Prisecar asked her to provide the date and approximate time when people called so they can look at the log and see what happened. ○ Jason Wendt asked if the voicemail they received specific to Public Safety and Jessica will ask the department if they remember. Jason said it will help them to know where the call was going to. They need to know if there are issues trying to reach them on the phone.
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 3:59 p.m.</p>