



SAFETY COMMITTEE MEETING MINUTES

Thursday, October 26, 2023

Via Zoom

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

Approved

Members and Resource Staff present:

Casey Fortier, Yesenia Haro, Bettina Lee, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Graham Sheardown, Nathan Staples, Jason Wendt.

Members and Resource Staff absent:

Tony Burrola, John Cuevas, Vince Garcia, Max Hartman Michael Hoffman, Chialin Hsieh, Kim Lopez, Ingrid Melgoza, Paul Naas, Manuel Alejandro Pérez, Michele Rudovsky, Grey Sanderson, Brian Tupper.

Guests and others present:

Celia Arceo, Jason de Castro, Zorie Gomez, Robert Gutierrez, Carlos Luna, Kat Sullivan-Torrez

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	Quorum was established at 2:02pm
Review and Approve the Consent Agenda	ACTION: A motion to approve the October 26 draft agenda and the September 28 draft meeting minutes was made by Casey Fortier and seconded by Yesenia Haro. Motion passed.
Reports and Updates	<p>Public Safety: Captain Jason Wendt reported the following:</p> <p><u>Public Safety Contact Information Reminder</u> If people need to contact Public Safety, please dial 650-738-7000 or dial ext. 7000 from any district phone. The call will go directly to the dispatcher and is relayed to Public Safety officers via the two-way radios. Should the dispatcher be away from their desk, the call is forwarded to a phone tree and from there it is forwarded to the individual campuses. Calls made after hours will go to voicemail and are then converted to email and sent out to all officers so they can be reviewed. If it is a life-threatening/safety emergency, please call 911 or 9-911 from a district phone.</p> <p>On the district Public Safety website, there are links for contacting Public Safety, anonymous reporting and parking. The anonymous reporting tab allows people to report an incident or other concern anonymously. It is for non-urgent purposes and provides information to Public Safety. VP Prisecar will work with Megan Rodriguez Antone in Marketing to provide easier links for people.</p> <p><u>Smoking Policy Reminder:</u> There is no smoking or vaping on the SMCCCD campuses. Megan Rodriguez Antone said the policy will be communicated around campus for the next few weeks. There will be signage posted in every campus restroom, in all Building 13 classrooms and on the digital screens around campus. The link to the board policy is: Smoking Board Policy 2_27</p> <p>Facilities: Karen Pinkham provided the following update:</p>

Karen Pinkham said Facilities is working on the fire alarm issues in Building 13 and the Marketing Office sent a campus-wide email update on October 25. Building 13 is functioning as intended. Facilities may reduce some of the sensitivity in the building and work with the fire marshal to make sure we are following code. There have been seven fire alarms and six of the alarms have been in single-stall restrooms. The College is promoting that it is a smoke-free campus and when someone smokes indoors, it will set off alarms.

The local fire department finds the situation challenging and it has been very disruptive to instructors and students since the building has to be evacuated and cleared. Woodside Fire is responding with three to four trucks and a battalion chief at every incident. The concern is that if there is a life/safety issue, the resources are tied up because they are at Cañada. The College is partnering with Woodside Fire to find the best solution as quickly as possible.

Comments:

- Yesenia Haro is noticing a group of students outside of Building 5 who are vaping. She is not sure if they are Cañada students or Middle College students. She asked if the messaging is being sent to Middle College students and the staff who are teaching.
 - Megan Rodriguez Antone said if they are not getting the message, they should contact district ITS to be placed on the Cañada employee LISTSERV.
 - VP Prisecar will talk to VP Chialin Hsieh about ensuring that any communication regarding our smoking policy is shared with other groups who are on our campus.
 - Jason Wendt said Public Safety officers are walking around campus and they have talked to students near Building 5 and advised them on our smoking policy. He said there have been reports about students smoking in that area. He asked people to please call ext. 7000 and report the situation.

Emergency Preparedness Office

Ben'Zara Minkin provided the following update:

Ben'Zara Minkin reported that the Great Shakeout earthquake drill at Cañada was problematic. Just before the drill began, the Employee Alert System (EAS) at Cañada went down and he had just been made aware of the problem by ITS. At the same time, the fire alarm in Building 13 had been activated and the building was under evacuation. RAVE (the company the district uses for our emergency notifications and timely warnings) was late sending out the Great Shakeout announcement. Ben'Zara felt it was too difficult to proceed with the drill at Cañada.

Skyline and CSM did not have problems with their EAS systems, but they experienced delays with RAVE text messages. Ben'Zara said the state Office of Emergency Services and all institutions of higher education are using RAVE and these groups were holding the Great Shakeout drill at the same time. He is working with RAVE to find out why the messages were delayed and how they can address the problem when the system is overloaded. The original text messages were sent at 10:19am and his report showed the delay by carrier of when the messages were actually received by the end user.

The district is addressing the following problems:

- They are working with RAVE on the onboarding of a new part of the platform that is for end users and he is working with ITS to build a specific district application for RAVE.

- The Employee Alert System is not a true employee alert system because it is not compliant with the National Fire Protection Association. Facilities and Emergency Management is working to replace this system with a NPFA-compliant system. He said it will be difficult and costly and will have to be prioritized with the other projects that the district has.

Building Captain Training

The Building Captain training was held at Cañada on October 23-25 and went very well. Facilities teams, staff, deans and VP-level personnel attended, as well as people from other campuses in the district. The training has been shortened. The first and third days are half-day trainings and the second day is a full day with CPR/AED training. In the spring, Ben'Zara wants to combine everything so the training is two full days.

They had a specific training on the new first aid kits. They covered hazardous materials and how to help those who are mobility impaired. They also held training on how to use the radios and fire extinguishers. One of the gaps in communications that was identified is that Building Captains have a different radio than Public Safety carrier and they exist on different channels. Eventually, Ben'Zara hopes that the district will use one single radio.

VP Prisecar said there was a decision made district-wide to appoint all managers to be Building Captains, so there will be at least 100 employees ready to assist during any emergency. Ben'Zara is currently working with Human Resources to update the language in the new job descriptions for all of our managers.

Ben'Zara and his team want to utilize the trainings and develop in-depth plans to assist the deans since they all have safety needs that are unique to their areas. The next Building Captain training is at Skyline during the week of November 6-8, followed by training at CSM on November 27-29. The training schedule may be found here: [SMCCCD PDA 2023-24 - Safety Training](#)

Comments:

- Carlos Luna asked how often people should refresh their Building Captain training.
 - Ben'Zara said CPR certifications are good for two years, so the required training will have to be done very two years. If there are any changes to the district's safety protocols or Emergency Action Plans, then by law the training must be updated. Perishable skills training needs to be done every two years, and EMS and radio training needs to be every other year.
- VP Prisecar asked if students can attend the training.
 - Ben'Zara said he and his team are unable to train students as Building Captains because the training the district is doing is CalOSHA training for the employer and would not be appropriate for students.
- Yesenia Haro asked when Cañada will have a list of Building Captains by building.
 - Ben'Zara said the list of Cañada Building Captains is being updated and will be posted to the Emergency Management website by next semester. The list will include Building Captains' photos, office hours and building/office locations.
- VP Prisecar said they need to make sure that anyone on campus gets the emergency notifications. Middle College students with Sequoia Union High School District did not know about the notification and that is a gap that needs to be addressed.
 - Ben'Zara will work with David McLain and get the opt in short code that RAVE provides. People who are in Banner and automatically enrolled in RAVE have the opportunity to opt in by texting into a short code. Cañada has its own specific short code and those posters have been finished. He wants to work with

	<p>David and Megan to have those posters approved and placed in the right locations on campus.</p> <ul style="list-style-type: none"> ○ The same could apply for community members who are on campus. Ben’Zara said at the CSM Commencement, they have an opt in feature posted on A-frame signage. He said there should be design standards for emergency signage for the campus to make sure we are compliant. ○ VP Prisecar would also like the information included in any external facilities rental agreements. ● Carlos Luna asked if the RAVE delay is what made the drill seem so short. <ul style="list-style-type: none"> ● Ben’Zara said the announcements were stacked up so by the time the “all clear” came out, people did not have the time to evacuate their buildings. The original announcement for the Great Shakeout came out at 10:19am and the “all clear” was scheduled for 10:25am. The entire drill would only have been six minutes and he said it is impossible to evacuate a building in four minutes, let alone the entire district. The drill is limited in its capability, but the main goal is to test the campus communication systems, radio communications, emergency assembly areas and evacuation maps so people know how to get out of their building. In the future, they can design better evacuation processes, but is difficult to evacuate the entire district during normal operating hours.
<p>District Managers’ Health and Safety Committee (DMHSC) Update</p>	<p>Brian Tupper provides updates from the District Managers Health & Safety Committee (DMHSC) to the Cañada Safety Committee. At the last meeting, VP Prisecar said they discussed the Emergency Action Plan website. The DMHSC website and minutes from prior meetings may be viewed at: https://smccd.edu/publicsafety/District%20Safety%20Committee.php</p>
<p>Parking on the Loop Road Across from Baseball Field – Concern/ Recommendations</p>	<p>Kat Sullivan-Torrez, Dean of Kinesiology/Athletics/Dance raised a safety concern about parking on the Loop Road, down the hill past Building 1 across from the baseball field. She asked if the gate by the lower part of Lot 6 could be opened to help with traffic flow.</p> <p>There is a portion of the Loop Road that has a red line (no parking), near the crosswalk followed by the area where you could park along the road. The gate is just beyond that section.</p> <p>Jason Wendt said people drive fast and there are cars and busses parked there. The concern is that if cars are exiting out of the Lot 6 gate and cars are parked on the Loop Road, it will be hard to see them. To improve traffic and safety, Karen Pinkham recommends striping the Loop Road red on the right side and open the Lot 6 gate so cars can exit onto the Loop Road.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> ● Nathan Staples feels it would be convenient if cars could enter/exit in Lot 6. He suggests leaving it red on the right side of the Loop Road and white on the left side so people can park on that side. ● Kat Sullivan-Torrez said it is difficult for busses to maneuver in and out of Lot 6, so be able to park on the side of the Loop Road near the baseball or soccer fields is better. She asked if one or two speed bumps could be installed on the Loop Road to slow down traffic. <ul style="list-style-type: none"> ○ Jason Wendt said there would need to be more discussion since it is not a simple decision. ● Kat also spoke with the President’s Cabinet and Jason about the traffic congestion outside of Building 1 around Lot 6. The KAD enrollment and community fitness

	<p>membership have both increased and there are a lot of people crossing back and forth from Lot 6 to Building 1. The traffic congestion is at the three-way stop where Building 1, Lot 6 and the Loop Road heading down to Farm Hill Boulevard intersect. She brought it to Jason’s and Cabinet’s attention because she is concerned that it may be getting more dangerous. They have also seen a driver coming up Campus Circle and turning left onto the Loop Road (wrong way) instead of turning right and going down the hill.</p> <p>VP Prisecar invited people to send her feedback on the issue. She will work with Karen Pinkham and Jason Wendt to look at different possibilities and report back at the next Safety Committee meeting.</p>
Night Deans Update	<p>At the September 28 Safety Committee meeting, it was mentioned that the College is holding a pilot program called Cañada at Night. Deans are staying late on campus and people would like more information. Because it is a pilot program, it was not advertised. VP Prisecar said there is a schedule and there are deans who are on campus late. They are collecting information to see if it makes sense to have the program. If it is decided that the program will continue, then information will be shared.</p>
November 16, 2023 Preliminary Agenda Items	<ul style="list-style-type: none"> • Review and approve October 26, 2023 meeting minutes. • Reports and Updates • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>
Round Table	<ul style="list-style-type: none"> • Jamie Hui said while driving onto campus in the morning, she is noticing that community members are partially walking on the Loop Road, but they are walking on the opposite side of the road. She reported it to Officer Zorie Gomez. Jamie said it is hard to see them and is concerned for their safety. <ul style="list-style-type: none"> ○ VP Prisecar said that people should be able to walk safely around campus. The College has included a walkway project in the Educational Master Plan because it is something the College really wants to do. The College is working with Facilities to see if they can prioritize the project.
Next Meeting	<p>The next Safety Committee Meeting will be held on November 16, 2023, from 2:30-4:00pm.</p>
ADJOURNMENT	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Casey Fortier and seconded by Megan Rodriguez Antone. Motion passed.</p> <p>Meeting adjourned at 2:57 p.m.</p>