

All College Meeting

Cañada Safety and Security

October 15, 2007



Cañada Safety Committee Members and Meetings

Administrators	AFSCME	Classified	Faculty	Student	Swinerton
Linda Hayes	Danny Glass	Jacquelyn Holley	Leslie Sachs	Loretta Farris	Anne Daley
Phyllis Lucas-Woods (Ex-Officio)	Jozsef Veres	Peter Katsumis			Sandy Wong
Vickie Nunes (Ex-Officio)		Dottie Shiloh			
		Kathy Smith			
		Susan Traynor			

Meetings are held in 9-153 on the fifth Tuesday of each Month from 10:30 am to 12 noon

911 Zone Postings

IN CASE OF EMERGENCIES

IN CASE OF EVACUATION:

You are in Building **1** and you should evacuate to **Track area on East side of building or Facilities parking lot on West side of building**

IN CASE OF A FIRE:

- Evacuate the room.
- Close the door to the room in which the fire is located and immediately sound the nearest fire alarm.
- Notify Campus Security 306-3420 or 642-7001.
- Fire Extinguishers are located **Main Gym, lower floor west corridor**

IN CASE OF AN EARTHQUAKE:

- If indoors, stay there. Instruct students to get under a desk or table, or stand in doorway bracing against door frame with your foot. Stay away from glass, shelves and heavy equipment. Be aware of falling objects.
- If outdoors, get to an open area away from trees, building walls and power lines.
- Proceed to Evacuation location. **See map below.**

IN CASE OF A POWER OUTAGE:

- The President or the Administrator-in-Charge will provide information concerning dismissal of classes.
- If the power failure occurs during the evening hours, normally power is restored within minutes. However, in the event 15 minutes have passed and power is not restored, a College Official with a flashlight will come through the building to escort students and staff out of the building safely. Students and staff are urged to remain in offices and classrooms for at least 15 minutes. Once outside, DO NOT re-enter the building until advised to do so by a College Official.
- Turn off all computers.
- In Science Labs, turn off gas and electricity.

EMERGENCY EQUIPMENT:

- The nearest First Aid Kit is in **Building 1 Room 204**

Automatic Defibrillators (AEDs) are stored in the following locations

- Building 18 Room 109, Science and Technology Division Office
- Building 1, Room 204, Physical Education Department Office
- Building 13, Room 28, Security Office

Evacuation Chairs are stored in the following locations

- Building 18 Room 330
- Building 13 (ground floor next to elevator)



911 Zone



Cañada College
4200 Farm Hill Boulevard, Redwood City
(650) 306-3100

EMERGENCY CONTACT INFORMATION

College Security: (650) 306-3420 or cell (650) 642-7001
College Nurse: (650) 306-3309 or cell (650) 642-7002
Evening Administrator: (650) 306-3191 or cell (650) 642-7743
Police/Fire: Dial 911

NOTE: When using a campus phone dial 9 to access an outside line.
Example: If calling Police/Fire dial 9-911.
Please call this number only in an emergency.

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No Posting Zone

Automated External Defibrillators



Current Amount	Proposed Amount
3	10



CPR and AED Training Sessions

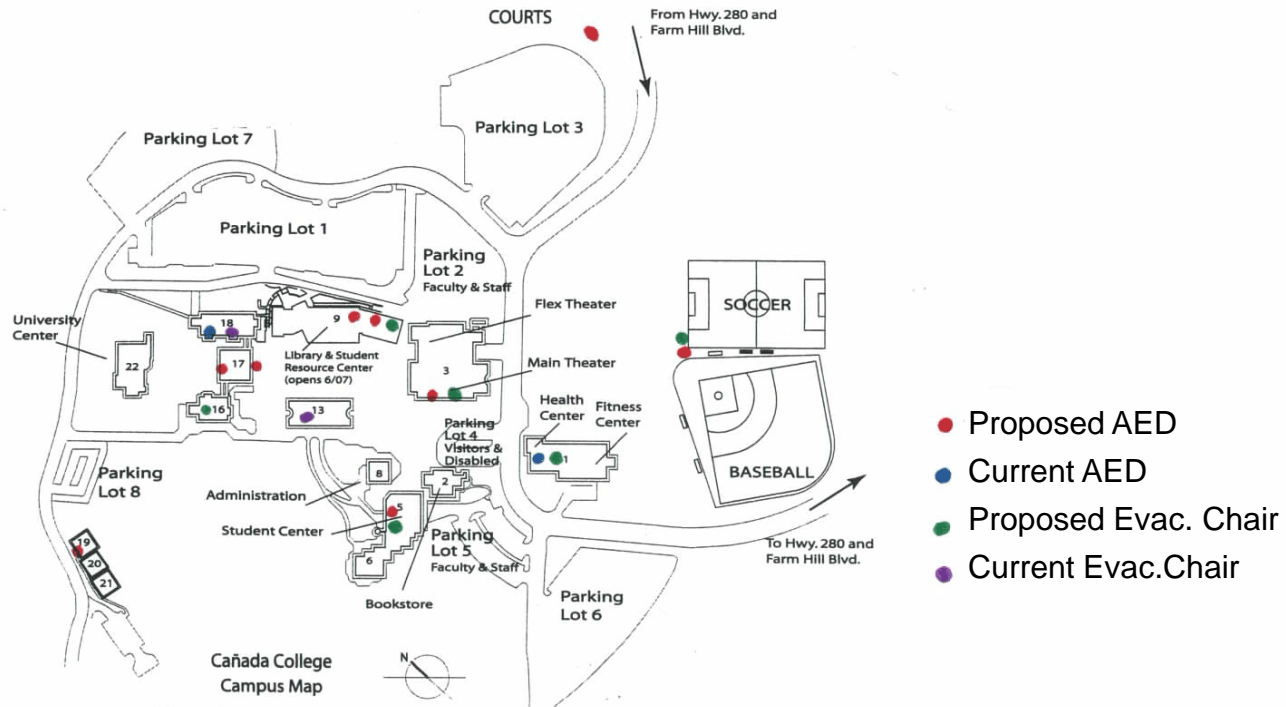
10/4/07	12/6/07	2/21/08
9am to 1pm Building 5-209	9am to 1pm Building 5-209	9am to 1pm Building 5-209

Evacuation Chairs



Current Amount	Proposed Amount
2	8

Evacuation Chair and AED Locations



Intra-Campus Phones

Cañada Campus Phone Please Dial:

Emergency 9-911

CAMPUS SECURITY 3420 or 642-7001
NIGHT ADMINISTRATOR 3191 or 642-7743
CAMPUS NURSE 3309 or 642-7002
COUNTY SHERIFF 364-1811

All 642 and 364 prefixes must be dialed from a regular or mobile phone.

Number on Campus	Number Operational
24	24



Cañada College Security Department

Chief Peter Katsumis

Officer Jerry Cohn

Officer Dennis Doran

Officer John Gaspari

Officer Gary Hoss

Officer Peter Mirosnkoff

Officer William Pedrini



Cañada College Security Department

- AA and BA Degrees and FBI Academy Training at Quantico
- 30-37 years of experience in law enforcement with the San Mateo Sheriff's Department and Sam Trans and Caltrain
- Positions including Deputy Sheriff Sergeant, Lieutenant, Captain, Forensic Specialist.





Local Services and Campus Analyses

Woodside Fire Department – 650-851-1594

Captain Steve Slaughter

Recommendations:

1. Maximize building number visibility (corners and size)
2. Mapping
 - a. Location of fire hydrants
 - b. Location of Knock Boxes
 - c. Interior building floor plans
3. Location of fire risers
4. Location of hazardous materials



Local Services and Campus Analyses

San Mateo Sheriff's Department – 650-364-1811
Captain Trisha Sanchez

Property Line Defense
Landscape Controls
Building Visibility
Protective Lighting
Building Security



Local Services and Campus Analyses

San Mateo Sheriff's Department

Recommendations:

1. Maintain 50 ft. clear zone between roads, parking lots, and any buildings.
2. Maintain foliage low to ground, no taller than 2 feet. Trees and shrubs should be trimmed to above 6 feet.
3. Post building numbers in large print on multiple building sides using reflective paint
4. Illuminate all walkways and access routes to provide identification of a face at 20 yards away.
5. Repair, install, and test all alarms quarterly.
6. Place book sensors on computers and monitors and consider installing the library type alarm system in all computer labs.

Presentations



Workshops	Date
Active Shooter Training	9/17/07 9/18/07 9/25/07
Emergency Planning and Preparedness Training	9/27/07
EOC at Cañada	4/21/05
EOC at Cañada	TBD 2008

<http://www.canadacollege.edu/inside/safety/index.html>



Emergency Preparedness

Your role as a Disaster Worker (Video)

SEMS and NIMS

Emergency Operations Center (EOC)

Communication

Public Safety and Security (agenda)

- Centralization of Security
 - Facilities Planning & Operations (FPO) Roles & Responsibilities
- Emergency Notification
- Asset Security
 - Classic Lock
 - Access Control and Monitoring Systems (ACAMS)
- Video Surveillance

FPO Roles and Responsibilities

- Maintains a key holder database (mechanical & electronic)
- Makes mechanical keys
- Issues both mechanical and electronic keys
- Changes door hardware and mechanical locks
- Stores keys that are returned when no longer needed (usually triggered by changes in employment status)
- Programs – Buildings Opening / Closing
- User Access
- Overall Emergency Response

Public Safety Emergency Notification

- Text Messaging:
<https://websmart.smccd.edu/>
- Carillon System
- VOIP (Voice Over Internet Protocol)
- Campus Lock Down (ACAMS) in B2, B9, and B22



Urgent Text Message Contact Information

Sign up to receive text messages in case of an emergency on campus.

This feature enables college administration to send urgent information by text messages to cell phones on a subscription basis. You may subscribe or unsubscribe at any time. To subscribe, enter your cell phone number, the provider (Verizon, AT&T, etc.) and check the box for your campus. If you attend more than one campus you may check multiple boxes. You may unsubscribe by clicking on the 'Delete' box. Use this same form to make changes to your information. Click Submit to save your entries.

Text message charges may apply depending on your wireless carrier and plan.

Note: If your provider is not listed please contact emergencytextmsg@smccd.edu

Cell Phone Number:

Cell phone Provider: Select One:

Campus: District Office Skyline Canada College of San Mateo

Submit

Asset Security

Areas Secured with Classic Locks

- Office Spaces
- Departmental Specific Classrooms and Storage Areas
- General Lecture Class Rooms
- Staff Restrooms
- Mail Rooms and Copy/Work Rooms
- Building Exterior w/o ACAMS
- Archives Storage
- Food Service Area
- Bookstore Areas
- Public Restrooms
- Interior Isolation Doors

Asset Security Key Tracking

- FPO manages the master key system
- FPO makes keys
- FPO issues keys (sometimes with the assistance of the College Security Department)
- Keys that are no longer needed (usually triggered by changes in employment status) should be returned to FPO
- FPO maintains a key-holder database

Asset Security

Access Control and Monitoring System (ACAMS)

- Scheduled unlocking and locking for public access (“Schedule Command”)
- E-key triggered restricted access
- E-key + code triggered unlocking and locking for public access (“Conditional Command”)
- Security: tracking abilities & alarm monitoring
- Programming

Asset Security

Terms & Definitions

- “E” Key = Electronic Key (2 Types)
 - Key Fob
 - E Card or proximity Card



Tom Mohr

Closing Comments Questions

<http://www.canadacollege.edu/inside/safety/index.html>