

## Facilities and Safety Committee

2025; 10:00 am – 11:30 am

## MEMBERS

Lorenze Legaspi	Monica Romero	Chelsea Ruwe (A)	Lance Lareau (A)
Jacqueline Collins	Nate Betschart (A)	Michelle Rodriguez (A)	Rual Gallegos
Dave Warczakowski	Jessica Sardo (A)	Yolanda Giang	Frank Fernandez
Matt Fay	Kaylee Stearns (A)	Erika Higginbotham	Robert Fung
Leticia Diaz (A)	Kenneth Nelson (A)	Ana Fuentes (A)	Jennifer Carmicheal
Morgan Fay	Ryan Shumaker		

Call to Order 10:02 am	Lorenze Legaspi
<b>Introduction and Meeting Schedule</b>  <p>The meeting began with introductions led by VP, Lorenzo Legaspi. The group discussed the scheduling of future meetings, noting that the next meeting is set for December 11th, with a doodle poll to be sent out next week to determine availability for spring meetings too.</p>	Lorenze Legaspi  <a href="#">Meeting Agenda</a>
<b>Who does what? District Facilities vs Campus</b>  <p>Roles and responsibilities between the Events and Operations team and the Facilities department. Lorenze and Jacqueline explained the differences between campus and district operations, highlighting that Events and Operations handle event requests, room reservations, and site improvements, while Facilities manage district-wide issues such as HVAC concerns, leaks, and landscaping. Erika raised a question about the best way to report access issues, particularly for students with specific needs, and Jacqueline confirmed that these issues should be reported to Matt or herself, who will collaborate with Facilities as needed. Safety concerns should be reported on safety websites.</p>	Lorenze Legaspi <a href="#">Who Does What? Slides</a>

<p>Safety Management and Communication Overview:</p> <p>Lorenze explained the distinction between workplace safety, which includes OSHA requirements and emergency management, and public safety, which covers incidents like theft and medical emergencies handled by SDCCD police. Jacqueline clarified that Matt Fay oversees workplace safety while Lieutenant Nelson manages public safety at Mesa. Lorenze outlined the safety communication process, emphasizing the use of the RAVE app for mass notifications and the importance of updating contact information through the SDCCD portal. The meeting discussed the Rave app, which is accessible to everyone, including parents, and serves as a primary tool for mass notifications on campus. Jacqueline explained that in addition to the app, mass notifications could also be sent via email and classroom call boxes</p>	
<p><b>FMX Deployment (Work Order System)</b></p> <p>Jacqueline introduced updates on the events portal for requesting campus parking spaces and a new work order system, noting that facilities would have 30 days to respond to non-urgent requests.</p>	<p>Jacqueline Collins</p> <p><a href="#">Work Order System</a></p>
<p><b>Safety Website Redesign</b></p> <p>The meeting focused on the redesign of Mesa's safety website, with Jacqueline presenting a mock-up for review. The new design will include emergency procedures, definitions, and protocols, with content sourced from building evacuation plans and BPs from the district. The committee was asked to review the mock-up and provide feedback by December 11th, or email Jacqueline, Matt, and Morgan if unable to attend. <u>The goal is to implement the new website by the second week of January.</u></p>	<p>Jacqueline Collins</p> <p><a href="#">Safety Website Mockup</a></p>

<p><b>Safety Training Calendar</b></p> <p>Jacqueline announced upcoming safety training schedules, including CSERT training during Flex Week in January, four ALICE training sessions, and the third annual Safety Fair on October 15th. She noted that while Deans can coordinate directly with College Police for ALICE training in their buildings, Mesa will offer one or two sessions pr semester.</p>	<p>Jacqueline Collins</p> <p><a href="#">Safety Training Calendar</a></p>
<p><b>SDCCD Emergency Operational Plan (EOP) vs. Mesa's Building Emergency Evacuation Plan (BEEP)</b></p> <p>Matt explained the Emergency Operations Plan (EOP) and its relationship to the Building Emergency Evacuation Plan (BEEP). Matt provided an overview of how these plans fit into the broader emergency response framework, emphasizing the Incident Command System (ICS) and the role of the Emergency Operations Center. The group discussed the need to review and potentially update the current BEEP, with Jacqueline and Matt offering to provide training and support. They also addressed concerns about the use of acronyms and the need for clear, actionable information for staff and students. The next steps include reviewing the BEEP, gathering feedback, and creating educational materials to help the campus community understand emergency procedures.</p> <p>Jacqueline announced that tools such as megaphones and flags would be distributed to the emergency evacuation management team in the coming weeks. The group discussed future agenda items for the December meeting, including feedback on the fire prevention plan and chemical inventory requirements. Jennifer requested that Matt send out details regarding the chemical hygiene plan and inventory requirements early due to the upcoming holidays and new ILTs. Matt agreed to send the information to Jennifer's team. The conversation ended with</p>	<p>Matt Fay</p> <p><a href="#">Mesa's Building Emergency Evacuation Plan (BEEP)</a></p> <p><a href="#">Slide Deck</a></p> <p><a href="#">Frie Prevention Plan</a></p>

<p>Matt presenting an injury report, highlighting workman's comp injuries, student athlete injuries, and non-athletics injuries across campus</p>	
<p><b>Roundtable Adjournment</b></p>	<p>Lorenze Legaspi</p>
<p><b>Action Items for upcoming meeting</b>  <b>Review Safety Website mockup</b>  <b>Review BEEP</b>  <b>Review Fire Prevention Plan</b></p>	