

Campus Safety Resources Update

Events & Operations



SHIPPING & RECEIVING TRANSITION TO LIMITED SERVICES MODEL

Key Message: Shipping & Receiving is not closing – we are transitioning to a limited services model.

Reasons for the Change

- **District Alignment:** Ensures consistency with districtwide purchasing procedures.
- **Fiscal Transparency:** Improves budget visibility and accountability in PeopleSoft.
- **Efficiency:** Reduces processing delays by decentralizing office supply orders.
- **Core Focus:** Allows Shipping & Receiving to prioritize receiving and distribution.
- **Sustainability:** Minimizes waste and optimizes campus storage.
- **Planned Transition:** Fully implemented by Fall 2026 with staff training and support.

SAFETY FAIR: OCTOBER 16, 2025

SAN DIEGO MESA COLLEGE

Take part in the great shake out!

The Great California ShakeOut™

October 16, at 10:16 am *“Drop, Cover and Hold on”*



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SAN DIEGO MESA COLLEGE
C-CERT

SAFETY FAIR

THU, OCT. 16
11:00 AM - 1:00 PM
MESA QUAD



FOR QUESTIONS, PLEASE EMAIL **MATT FAY** AT MFAY@SDCCD.EDU

SDCCDSAFE

CARRY SAFETY WITH YOU

Download the SDCCDsafe app today!



DISCREETLY CONTACT COLLEGE POLICE

Prevent dangerous situations by sending anonymous tips with a photo, video, or location as needed.



HELP IS ON THE WAY

You can directly connect to College Police in an emergency.



"I'M OK"

Users can discreetly mark themselves safe in the event of an emergency.



FIND YOUR WAY

Need help navigating around campus? Easily access maps for all four colleges within the SDCCD.



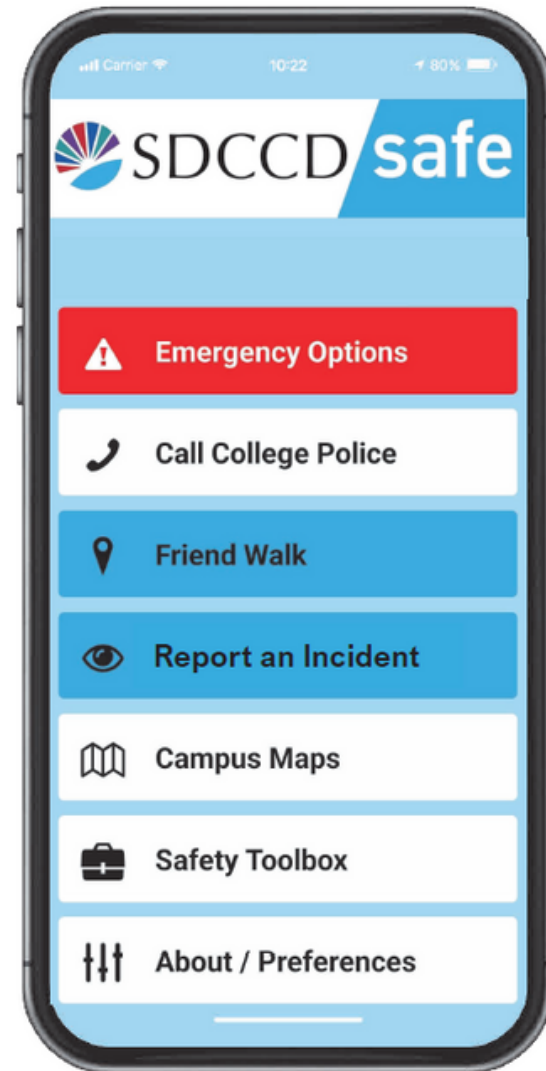
VIRTUAL FRIEND WALK

Users can send real-time location to personal safety network connections & be virtually escorted while they walk to their destination.



FIND THE RESOURCES YOU NEED

Learn about additional SDCCD safety services or start a live chat with College Police through the Safety Toolbox.

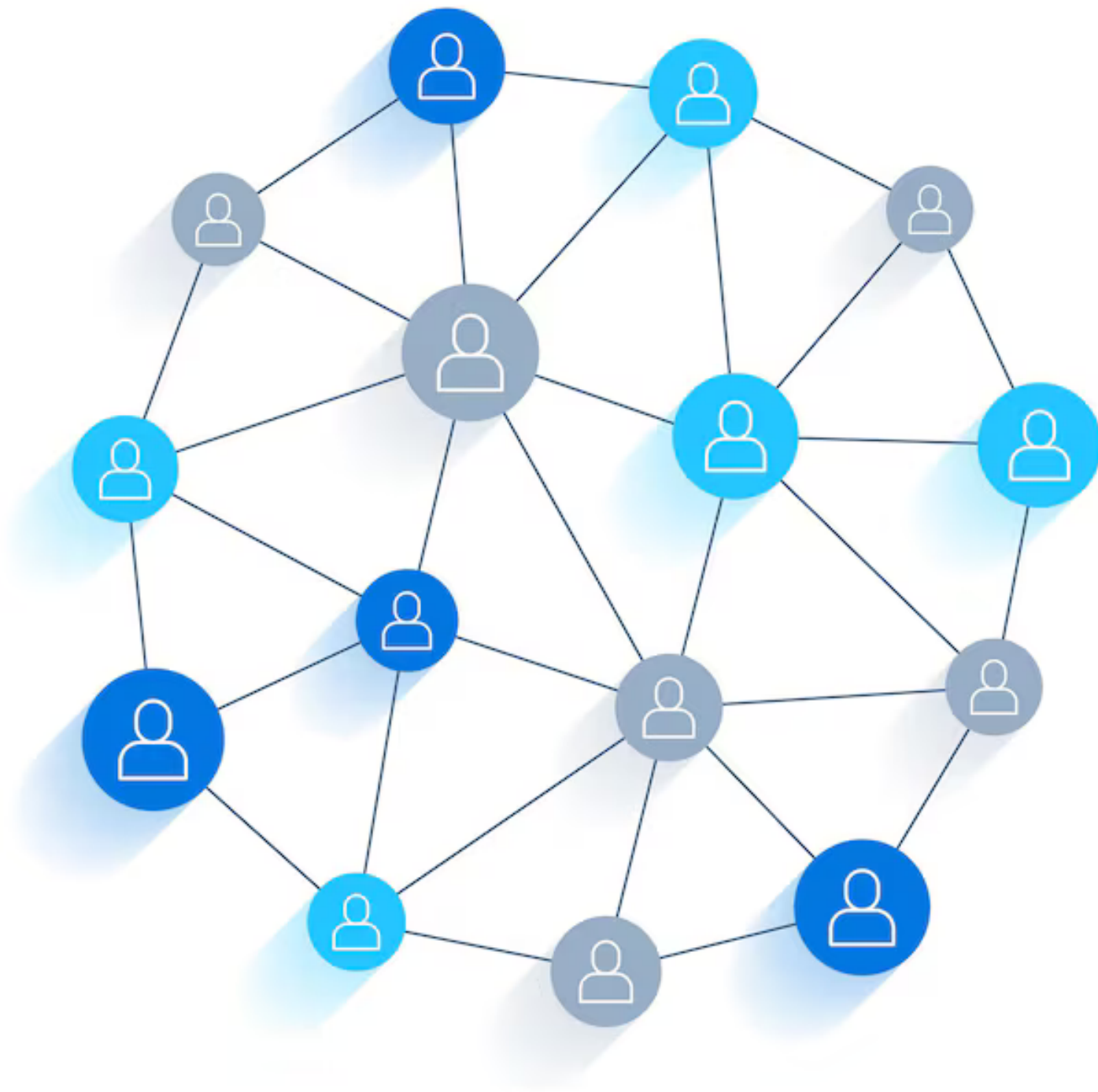


Download the SDCCDsafe app today!

Stay connected and receive important campus notifications, communicate with College Police, and gain access to important resources. Learn more at sdccd.edu/safety.

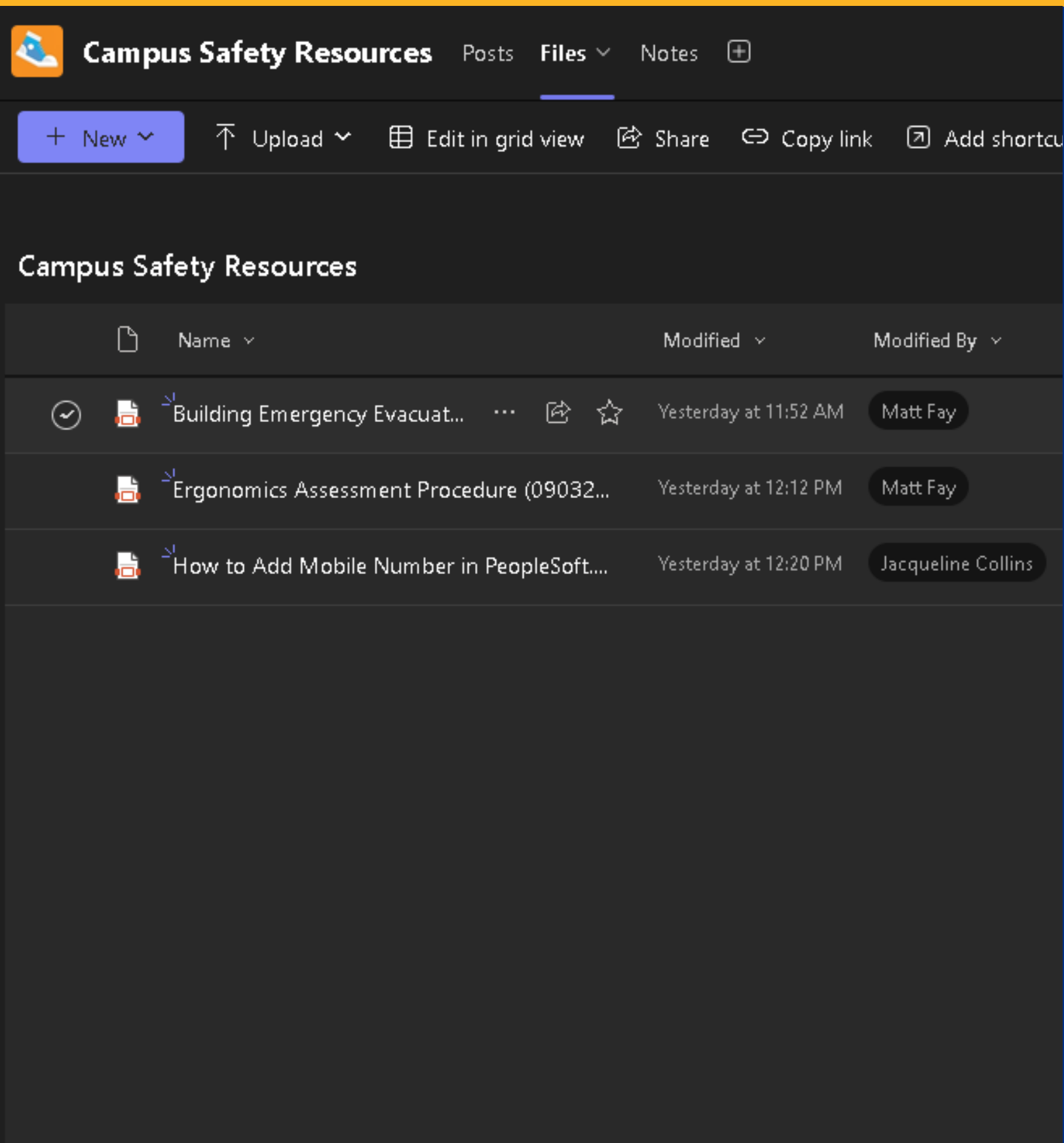


PURPOSE OF THIS UPDATE



- Centralize all safety materials in Teams Folder: [Campus Safety Resources](#)
- Ensure consistent access, training, and readiness
- Reinforce communication across departments

NEW TEAMS FOLDER: CAMPUS SAFETY RESOURCES



Included materials:

- Campus-Wide Building Evacuation Plan
- Ergonomics Assessment Procedure
- “How-To” Add Mobile Number to PeopleSoft for Emergency Notifications

TRAINING & SUPPORT OPPORTUNITIES



We are available to meet team for:

- Team training sessions
- Q&A Discussions
- Department-specific walkthroughs

Coordinate with Matt Fay to schedule a session.

TRAINING OPTIONS



OPTION 1: GENERAL OVERVIEW

Audience: All building occupants

Format: Department-specific

Ideal Setting: Existing department/school meeting



OPTION 2: ROLE-SPECIFIC

Designed for:

Emergency Facilitators Floor Monitors, Evacuation Area Coordinators, and Other Designated Personnel

Focus Areas:

- Duties & Responsibilities
- Checklists
- Communication Flow
- Role Coordination



OPTION 3: AD HOC/CUSTOMIZED

Purpose: Hands-on practice tailored to department needs

Tools Covered:

- AED (Automatic External Defibrillator)
- Evacuation Chair
- Fire Extinguisher

Format: Small group, interactive sessions

KEEPING PLANS CURRENT



To ensure that plan is kept current:

- All safety documents are fluid and evolving
- Review your department's plan regularly
- Update staffing, contact lists, and building assessments
- Work with Matt Fay to ensure accuracy

ACTION ITEMS FOR MANAGERS & SUPERVISORS



1. Review staffing changes and update roles, contacts, and locations
2. Propose a date for your department's overview session
3. Confirm Ad Hoc needs (tools, mobility, special layouts)
4. Review evacuation areas and flag any needed