

Safety Committee – FY 2025–26 Year-in-Review (2025–26)

This year-in-review summarizes the Safety Committee's major discussions, accomplishments, completed actions, and ongoing priorities during FY 2025–26. The summary is organized by focus area to support transparency, continuity, and follow-up into the next academic year.

Note: This summary is based on Safety Committee meeting minutes and materials from FY 2025–26.

Committee Governance & Communication

- **COMPLETED:** Meeting Norms, Online Etiquette, and Community Agreements were developed, revised to include equity and anti-racism language, posted online, and closed as a standing agenda item in January 2026.
- **IMPROVED:** The Safety Committee website was updated to improve access to agendas and meeting minutes, while hybrid participation options continued when needed.
- **STRENGTHENED:** Committee discussions reinforced membership review, agenda transparency, timely publication of minutes, clearer use of acronyms, and regular opportunities for members to raise campus safety concerns.
- **ADDED:** A recurring Safety Tips segment was established to provide brief, practical safety reminders and tutorials.

Public Safety & Campus Communication

- **ONGOING:** The committee repeatedly reinforced the central Public Safety contact number, 650-738-7000 / extension 7000, and the importance of using official channels rather than personal contacts.
- **ADVANCED:** Traffic and pedestrian safety messaging continued through campus communications, parking enforcement reminders, and coordination with Facilities on signage and road conditions.
- **EXPANDED:** Public Safety guidance and handouts were discussed for wider distribution, including department-level presentations and clarification about when and how to contact Public Safety.
- **ONGOING:** Anonymous reporting, simplified emergency communication, call routing, classroom communication options, and after-hours response remained communication priorities.

Facilities, Traffic Safety & Accessibility

- **COMPLETED:** Asphalt repairs behind Building 9 and along the Loop Road were completed, and the action item was closed.
- **COMPLETED:** Tennis and pickleball court parking improvements were completed, including additional parking, red curbing, striping, updated signage, and measures to reduce unsafe roadside parking.
- **COMPLETED / IMPROVED:** Building 1 high-visibility crosswalk striping and traffic changes were completed, and fire access road barriers reduced unauthorized vehicle use.
- **IMPROVED:** Elevator outage communication included QR-code signage and alternate-route information. Accessibility during elevator outages remained an important coordination topic with DRC and Facilities.
- **ONGOING:** Hillside erosion, pothole repairs, evacuation access, campus construction impacts, and safe event planning remained active facilities and safety considerations.

Emergency Preparedness & Training

- **COMPLETED / ADVANCED:** The 2025 Great ShakeOut was reported as the strongest drill to date, with Cañada evacuation completed in approximately nine minutes and improved radio coordination between Public Safety and Building Captains.
- **ADVANCED:** The District transitioned from analog to digital radios, established dedicated safety channels, and continued clarifying radio protocols for Building Captains and Public Safety.

- **ADVANCED:** Building Captain training was expanded to include CPR, first aid, fire extinguisher practice, emergency roles, and development of remote Keenan training modules.
- **ADVANCED:** New emergency posters and evacuation maps were installed or developed for campus buildings, with outdated maps and assembly-area information identified for correction.
- **ONGOING:** The District began updating the Emergency Operations Plan and developing a Continuity of Operations Plan, while also participating in the San Mateo County Local Hazard Mitigation Plan update.
- **ONGOING:** Standardized first aid kits, trauma kits, emergency supply cabinets, evacuation chair maintenance, and related District safety SOPs continued moving forward.

Workplace Violence Prevention & Employee Safety

- **COMPLETED / IMPLEMENTED:** The Workplace Violence Prevention Plan moved from interim to final status, with reporting resources and required training available districtwide.
- **ONGOING:** The Safety Committee maintained the plan as a standing feedback item and served as a campus channel for forwarding concerns and recommendations to the District team.
- **ADVANCED:** District survey feedback identified interest in additional employee training, including de-escalation and other practical response strategies; Human Resources and District partners continued evaluating options.
- **EXPANDED:** Mental health de-escalation techniques, personal self-regulation, referral resources, and situational awareness were discussed as part of the committee's broader prevention and preparedness work.

District Coordination & Technology

- **STRENGTHENED:** Regular updates from the District Managers Health and Safety Committee helped connect campus concerns with District-level emergency preparedness, training, workplace violence prevention, first aid, and hazard mitigation work.
- **ADVANCED:** The Safety Committee reviewed the planned transition from the legacy Mitel phone system to Zoom Phone, with particular attention to emergency call routing, 911 location information, classroom communications, power outages, and continuity of monitored emergency phones.
- **ONGOING:** The committee emphasized accurate employee directory and office-location information so emergency calls can be routed to the correct location during the technology transition.

Key Items Carried Forward into FY 2026–27

- Continue improving emergency communication and Public Safety contact awareness, including after-hours and classroom communication.
- Complete evacuation map corrections, emergency signage, Building Captain training, and related online training modules.
- Continue EOP/COOP development, hazard mitigation planning, first aid/trauma kit standardization, and evacuation chair management.
- Maintain focus on accessibility during elevator outages, emergency evacuations, and campus events.
- Continue Workplace Violence Prevention Plan feedback, training development, and campus education.
- Monitor the Zoom Phone transition for emergency communications, 911 routing, location accuracy, and continuity during outages.
- Continue addressing facilities and traffic safety issues, including erosion, potholes, pedestrian routes, parking, and construction impacts.