

OEC Safety Meeting

March 4, 2008- 3:00-4:30 PM

Minutes

Attendees:

Teri Sturuss	Jose Vargas	Lori Fasbinder
Maria Budgett	Al Chin	Oscar Gomez
Isabel Garcia	Flo Zysman	Leslie Nakagawa
Leyvi Villegas	Lt. Devon Trahan	
Mary Walker	Don Maus	
Frank Miranda	Diane Espitia	
Jim Kennedy	Rose Gee	
Edna Tse	Chony Ramirez	

1. Radios

Lt Trahan, Al Chin, and Don Maus conducted a brief orientation on the handheld radios that we received from SCC. They identified the physical features and reviewed the proper operating procedures.

a) Radios should be “OFF” when charging. When the indicator light is red the unit is charging, when green the charge is complete.

b) A display screen on the front of the radio will indicate what channel the radio frequency is tuned to if the unit is “ON.”

c) Communication

-Speak slowly and clearly.

-Use plain language.

-Practice brevity: messages 10-15 seconds maximum.

d) A list detailing the use of channels should be readily available at each radio location. (1-SAC, 2-Security, 3-Custodians, Site Director, EMERGENCY)**

2. Classroom Emergency Procedures- Alerting Campus Security in a Classroom Emergency/Disaster Situation

The classroom phones have intercom capability only. The listed contact should be the intercom line to the registration desk, as there is always someone present and they have a radio.** They will radio the situation to Security and the Administration.

The number listed currently on the Evacuation Route Map is the Security desk, this should be the Registration area’s number as well.**

3. Parking Safety Issues

Problems identified:

a) Speeding in the North lot.

-A speed bump? between the warehouse and dumpster area.

b) Blocking traffic at the “intersection” of the West and South lots.

-A few white lines, maybe a “Keep Clear” area.

c) Red curb parking

-Although allowed during full lot situations, it is becoming a “bad habit”. Students are taking the liberty to park illegally without checking the back lot.

-Does not allow enough space for larger cars to back out and leave safely.

Suggestions:

1. Lt. Trahan advised the use of cones to “break” students of the practice of parking in the red, only to be removed by security or site directors during overflow.
2. Jose Vargas requested that if employees arrive early or at a low traffic time, please “back in” to the parking stalls, to setup an easier exit.
- d) Speed Limit signs and Parking Area identifiers are on order and should be installed soon.

4. Fire Extinguisher Training

Don Maus led a presentation on Fire Extinguishers. He covered fire types, identified the physical features of an extinguisher, and explained their proper use. At which point the meeting moved outdoors for a “hands on” lesson. At least one representative from each area pulled the pin and “extinguished” a fire. (Not an actual fire, we dusted a trash can.)

5. Tabletop Exercise- Classroom fire in a trash can.

- a) Pull Alarm: There are not pull boxes in every classroom, they are located by each of the major exits.
- b) Evacuate
- c) Call
 1. Admissions/Registration- They will notify Security
 2. 911
- d) Attempt to extinguish fire with Fire Extinguisher if you can do so SAFELY.

Flo Zysman pointed out that an information sheet should be created to be presented to on-campus faculty regarding classroom emergency procedures that the coordinators could discuss at their department meetings.**

Frank Miranda guided a short tour to point out pull box locations, how to sound the alarm and how to access the fire extinguishers from their fixtures.

**Future implementation.