

**Safety/ Emergency Preparedness Meeting**  
**OEC room 105**  
**3:30-4:50pm**  
**MINUTES**

➤ **Welcome, Introductions, and Purpose/Intent of Attendance**

Attendees:

Rudy Frias	EJ Bagdonas	Rose Gee
Rosemary Touyanou	Jeremy Collins	Flo Zysman
Teri Sturuss	Sonia Gomez	Pat Alvano
Isabel Garcia	Jose Vargas	Araceli Trujillo
Armida Zul	Ethel Jordan	Chony Ramirez
Oscar Gomez	Linda Frederick	Leslie Nakagawa
Lt. Devon Trahan	Diane Espitia	Eden Quimzon
Don Maus	Jim Kennedy	Mary O'Neill

Around the room, everyone introduced themselves and gave brief reasoning as to why they were in attendance.

Jim Kennedy began the meeting, announcing the intent to hold monthly safety meetings, inquiring if Tuesdays and 3:30pm were ok? No rebuttals. As an aside he mentioned that in the publication “The News”, safety preparedness had top billing.

➤ **Emergency Planning Presentation-** a slide show presenting the topics that follow in italics. (See attached power point, “help.ppt” for further detail.)

*Immediate Emergency Response:*

Jim began with immediate procedures to follow at the sound of the emergency alarm. This incited a line of questioning that made it clear that perhaps specific procedures to follow for different emergencies: earthquakes, fires, etc and for evaluating situations need to be developed and distributed. (Duck, cover, and hold. Drop and roll.)

*Hallway Captains Responsibilities*

Next the slide show covered a summary of the responsibilities of the Hallway Captains. The fact that there was one named assembly area was questioned as to its practicality. Don Maus suggested naming multiple assembly areas and designate a hallway captain for each area to gather reports to be passed on the Incident Commander.

Jim advertised our need for Hallway Captains at night and on the weekends and to please seek out individuals who might be interested. Don suggested doubling up coverage areas for the night shift Hallway Captains to lessen the void. Also Lt. Trahan reminded us that he is indeed on call 24/7, and to call upon him in an emergency.

*Instructor & IA's responsibilities*

The slideshow then covered the responsibilities of the Instructors and IA's in the face of an emergency.

### *Important Emergency Information*

The end of the slide show brought up the importance of knowing where the location of the electric shut down panels are and also that the areas controlled by each switch are labeled on a chart within each box in case of necessary shut down.

The contents of the emergency medical crate, the search & rescue bag, and the Hallway Captain/ICS member bags were also displayed for review and suggestions on additions. Also that the boxes previously distributed to the Hallway Captains and ICS members should be returned to Leslie Nakagawa to be replaced by the more functional backpacks.

### *First Aid*

Araceli Trujillo (the First Aid ICS member) inquired if we had a CPR mask, wheelchair, and gurney. We have a gurney/stretcher, one CPR mask, and Don is working on the wheelchair. Also in childcare there are 13 staff members that are First Aid certified. Jim added that we are working on offering basic First Aid courses (4 hours: CPR, 3 hours: First Aid) at OEC for staff members.

### *Emergency Contacts*

See Leslie to update Emergency Contact Information. A master book will always be available in case of emergency/disaster at the Security desk. The Child Development Center will maintain their own book for their staff and children, and a directory sheet will be placed in the Employee Emergency Contact book at Security to retrieve theirs in an emergency/disaster. It was brought up that a phone tree should be enacted in the event of an emergency/disaster.

### *Radios*

The radios were mentioned as to their upkeep, availability, and quantity. When they were purchased and distributed, emergency/disaster relief was not brought into consideration. So more will probably need to be purchased.

### *CDC children and parents who are students*

Mary expressed the need to implement procedures on the adult side of the school to release parents who in the incident of emergency will most likely flock to CDC to retrieve their children. They have procedures that they follow to release children. Mary will draft a form and send it to Jim.

### *Text Alert System*

The District is testing a new alert system via cellular text messages. The program is corporate sponsored and free to sign up (except for charges incurred by individual plans and companies), voluntary for staff and students alike, and will send out a web-based specific message to a designated target audience.

## ➤ ICS Team Responsibilities presentation

This slide show displayed the Incident Command Structure and touched upon the responsibilities of each area/position. Jim went over it briefly, emphasizing the fact that one should be familiar with all the positions in their assigned tier for fluidity during an emergency/disaster. (For the summary of each area/position see the attached slideshow "ics.ppt", or access the link <https://intranet.rscsd.org/apps/docs.asp?Q=657> (you will have to log in as the information is on the RCSSD intranet) for the "Emergency Response Plan" and "ERP Appendix A Incident Command Positions".)

Pat Alvano inquired about filling positions in incidents of absences. Don explained that the boxes are two people deep, after which the responsibility flows to the most comparable employee available. Breaks will yield a responsibility hand-off as well. The only shift in power of the Incident Commander is to the fire chief, upon arrival, at the scene of a fire disaster, OR the chief of police at the scene of a crime.

Don offered a simpler way to remember the ICS teams:

Incident Commander:	In Charge
Operations:	Doers
Logistics:	Getters
Finance:	Payers
Planning:	Thinkers

Know your entire area of the ICS for flexibility and fluidity. He also reiterated the importance of implementing the “Table Tops” into any meeting or setting. They will prove an invaluable training forum. Do “Table Tops” at meetings randomly and report findings or questions raised to Jim.

➤ **Emergency Response training**

This training is required for management, ICS, and Hallway Captains. The district through FEMA from the federal government is providing the training. There will be a 3 hour session scheduled for the OEC in January. The training is also accessible online training and will take up to 4 hours.

The next Safety/Emergency Preparedness meeting is December 4, 2007, 3:30-4:30pm.