

OEC Safety Meeting  
Tuesday, February 5, 2008  
3:00-4:30pm  
Minutes

Attendees:

Oscar Gomez  
Rosemary Touyanou  
Alexander Abaygar  
Armida Zul  
Isabel Garcia  
Leyvi Villegas  
EJ Bagdonas  
Cristina Vives  
Chony Ramirez  
Sheryl Martin

Ethel Jordan  
Leslie Nakagawa  
Gloria Vildosola  
Gisela Rodriguez  
Teri Sturris  
Diane Espitia  
Frank Miranda  
Araceli Trujillo  
Jeremy Collins  
Devon Trahan

The meeting was  
presented by:  
Jim Kennedy

**I. SCC Webpage- Confusing Tabs** (A topic brought up at last meeting.)

As we are not going to alter the college's main page, please use "Sccollege.edu/OEC" when advising any faculty on reaching "our" website. Then direct them to look for the link "Faculty Information" at the bottom of the menu bar on the left.

**II. Hallway Captains and ICS Team Backpacks**

Reminder: Switch out the old boxes for backpacks. Please see Leslie Nakagawa in room 104, if you have any questions.

**III. Radio Protocol and Locations**

We reviewed the current locations of radios in the Orange Education Center. A discussion ensued regarding placement of 8 new radios. Lt. Trahan announced that they were received and currently being charged up for us at SCC. It seemed to be the consensus that there should be an established location for each radio in the vicinity of the various hallway captains. This will ensure daily accessibility, shared access for AM and PM hallway captains, and for security reasons. The final locations will be announced at the next meeting.

**IV. Training Announcements**

First Aid:

- Alex Abaygar announced he will be certified to train in First Aid in mid-February.
- Jim Kennedy and Frank Miranda took the training in mid-January.

ICS 100- NIMS 700:

- Don Maus is now certified to hold these trainings. Dates for OEC sessions are yet to be determined.

Other training requested:

- Fire extinguisher training.
- Crisis intervention training.

## **V. Minor Release Policy**

Jim Kennedy, Mary Walker and Rosa De La Torre are creating a release to be filled out by the minor and guardian upon registration consenting to emergency/disaster/evacuation release. A copy of this form would be kept in a designated binder in the HSS classroom.

## **VI. Traffic Plan**

Jim Kennedy proposed that the hallway captains, at the “all clear” signal in an evacuation, become the traffic control.

Lt. Trahan suggested that they would serve as a pool to be drawn from, as you really would not need/want more than three or four traffic directors. He also advised not to direct traffic beyond campus limits, i.e. on the public street in front of OEC, as it is a liability.

The conclusion is that the Incident Commander will assign the duty of traffic control to a few willing hallway captains in the event of a disaster.

## **VII. Table Top Exercise**

Evacuation: Chemical spill in Productions.

The table top exercise raised various questions that were discussed until resolutions were established.

-What signals an actual evacuation?

Jim Kennedy mentioned that in the future we are looking to have an intercom system installed that would broadcast the announcement to the entire building. Currently, at the sound of the Fire alarm, evacuation proceedings should begin.

Hallway Captains: at the sound of FIRE ALARM> turn ON radios, find Channel 2, and begin evacuation of your areas.

-Regarding security's role in emergency, the night patrol is not a constant individual, will they be savvy to the preparation/procedures of our center?

Lt. Trahan shared that there is a booklet that the PM reads daily briefing them on the day's events and any pertinent information for their shift. He suggested that in addition giving a brief synopsis of emergency procedures could be required reading everyday. He also encouraged anyone with any complaints or concerns regarding any of the security guards performance to report it to him, so he might remedy the situation.

-Is there an established system for First Aid to “label” victims, with their ailment, as to not waste time re-evaluating an injured person twice?

Lt. Trahan mentioned that he would ask a buddy at the fire department if they have any tags to use for this. Jim Kennedy suggested using label sized stickers for now.

Lastly Lt. Trahan suggested we contact the fire department and coordinate a large scale evacuation.

