

OEC Safety Meeting
11/03/08
4:00-5:00pm

Attendees:

Alexander Abaygar
Sally Vizthum
Linda Frederick
Rose Gee
Jolene Shields
Teri Sturuss
Sonia Gomez
Rosa Aguirre
Isabel Garcia

Gisela Rodriguez
Sheryl Martin
Edna Tse
Ethel Jordan
Jeremy Collins
A Chony Ramirez
Cristina Vives
Pat Alvano
Leslie Nakagawa

“The Great Shakeout” November 13, 2008.

Preceding each “drill” the safety team & hallway captains will meet. 9am & 6pm.

At 10am & 7pm (the inception of the drill) the video will begin streaming into the rooms with the appropriate media, and the Hallway Captains are to circulate their areas, ensuring that everybody is duck-cover-holding. At the radio call, they will begin to evacuate one class at a time towards the “EAST” parking lot.

Remind people to take immediate personal belongings, purse, keys, etc. and the teachers to take their sign in sheets.

An email will be sent out to the instructors detailing standard procedures, a link to the video and the Great Shakeout website, and a reminder to bring the attendance roster and immediate personal belongings.

We viewed the video produced by Alex Abaygar, which will be used to get the information out to the students.