OEC Safety Meeting
11/02/09 - 3:30-4:30pm
Minutes

Attendees:
Gisela Rodriguez  Maria Budgett  Sonia Gomez  Isabel Garcia
Gloria Vildosola  Teri Sturrus  Edna Tse  Jim Kennedy
Ana Campos  Ethel Jordan  Araceli Trujillo
Don Maus  Leslie Nakagawa  Devon Trahan

I. Review after action report from Great Shakeout (see attached)
   ▪ Spring Drill
     - earlier in semester
     - not on a Thursday*
     - possibly 3 drills, AM, afternoon and PM*
       *to accommodate the Pre-K and Older Adult classes.
   ▪ Communication with District: Step outside for better reception.
   ▪ Intruder Procedures- The district is working on the plan.
   ▪ More vests to indicate commander, first aid ICS members.
   ▪ Security Office- Check the First Aid crate inventory.

II. Review changes to evacuation areas

III. Influenza pandemic discussion (see page 2)
Encourage sick individuals to go home and wait 24 hours after the fever breaks before returning to school.

IV. Review OEC Safety List:

Projects Completed:
• Installed Sidewalks to Katella (prior to July 07)
• Panic Button System Registration Area (9/11/07)
• Shaved Concrete Walkways (August 07)
• Security Mesh Child Development Center (8/13/07)
• Safety Group and Drills (ongoing)
• Lighting over Student Break Area (10/19/07)
• Created OEC Safety Website (11/07)
• Repair fence after car accident (May 08)
• Fix Electronic Door Locking System (May 08)
• Remove 4 trees blocking site line for left turn (8/09/08)
• Get tool tied to gas shut off valve (8/15/08)
• Earthquake Strapping Complete (12/5/08)
• Remove trees uplifting sidewalk south side of building (4/3/09)
• Shave concrete (4/3/09)
• Video camera viewing east side of building (4/3/09)
• Repair lighting on south side of building (5/26/09)
• PA System for building (10/12/2009)
• Evacuation areas set up with signage (10/13/09)

Ongoing Projects
• Improve parking lot signage (TBD)
• 8x10 container for emergency equipment (TBD)
• Lettering for Address on Windows – north, east, west, south (TBD)

Suggestions/ Requests
• Overhead cabinet safety latches
• Staff fundraising for building projects
• Educate students about emergency kits
After-Action Report

Date of Exercise: 10/15/09
Time of Exercise: 10:15am
Type of Exercise: Earthquake drill and evacuation drill
Campus: Orange Education Center

Below are items that were tested during this exercise and brief comments about what worked well or what can be improved.

**Communications**
- Alert U – (text messages sent to mobile phones)
  Reported: Working well with all employees who have signed up for the service.
- BERBEE telephone emergency alert system
  Reported: Working very clearly in most areas.
  Rooms 127, 128, 130 and Security desk: Volume low.
  Rooms 154 and 159: No sound.

- PA systems
  N/A

- Fire Alarms
  N/A

- Emergency radio frequency
  Reported: Working well.

- Radio communications with the district office
  Reported: High amount of communications traffic.
  Discussion: The IC should appoint someone to monitor Ch. 1 traffic, for District, SAC news briefs and calls for report.

- Radio communications with the Building Captains/Floor Wardens
  Reported: Smoother than previous drills.

**Evacuations**
- Did the Building Captains/Floor Wardens evacuate their areas in a timely manner?
  Reported: Yes, but “all clear” stickies (post-its) were not on EVERY door.
  No class head counts were taken outside.
  Discussion: BE ASSERTIVE. Some students were uncooperative.
  Reorder rooms on hallway captain chart geographically.
  First call from Incident Commander: report back “All clear” if the area/building is cleared.
  The Second call is to report numbers of accounted for and missing.
  For Areas 7 & 8: Clear building, once outside visually check evac routes, notify IC if there is a major/dangerous impediment, look for disabled/injured people to redirect to default 7 & 8 areas. Guide others to the East lot.
- Did the Building Captains report a building status to the Command Post?
  Reported: Yes.

- Did staff and students report to their evacuation area?
  Reported: Yes.

- Did the assigned evacuation areas work?
  Reported: Yes, good spacing with evac areas.
  Discussion: Two people will be assigned as parking lot driveway monitors. In a real emergency, they will not admit any incoming traffic aside from emergency vehicles.

- ICS
  - Did the ICS team report to the Command Post with their radios?
    Operations – Search & Rescue: Activated and reported.

  - Were ICS positions assigned?
    Operations – Search & Rescue: Activated and reported.

  - Did someone do a Situation Status?
    Operations – Search & Rescue: Yes

  - Was an update provided to the District Office?
    Yes, heavy cross traffic.

  - Is the Command Post set-up to handle an emergency or does it need more equipment/supplies?
    Discussion: The Child Development Center has some supplies that may be useful in the event of an emergency. An inventory list for the Incident Command Post needs to be established. A supply, First Aid and water inventory list, detailing location needs to be established for the Incident Command Post.

Other:
Spring semester: faculty will be mandated to review emergency procedures with class, walk the evacuation route and send a confirmation of completion to their dean.
IS YOUR AGENCY OR ORGANIZATION PREPARED?
RESPONDING TO AN INFLUENZA PANDEMIC

The Orange County Health Care Agency (OCHCA) is preparing for the second wave of the pandemic H1N1 (Swine) influenza as we head into the fall influenza season. Our goal is to slow disease spread and limit the overall amount of illness, which would help keep our workforce healthy. Currently the virus remains similar in severity to seasonal influenza; however, more serious illness is being seen in children and young adults than with seasonal influenza. Now is the time to review your preparedness plans and consider methods to protect yourselves, your families and your employees.

Prevention strategies such as encouraging employees to stay home when they are sick, reinforcing hand hygiene and respiratory etiquette, and promoting vaccination for your workforce are methods that may help reduce the spread of disease. Here are some things to consider as we head into the fall influenza season:

**Continuity of Operations Plans**

Develop a plan for your workplace. The Centers for Disease Control and Prevention (CDC) and OCHCA have templates and guides to assist you in thinking through some of these issues. You may access preparedness tools on the CDC's website at [www.cdc.gov/h1n1flu/business/guidance/](http://www.cdc.gov/h1n1flu/business/guidance/) or visit the Health Disaster Management website at [www.healthdisaster.org/flu/](http://www.healthdisaster.org/flu/).

**Get Vaccinated**

The best way to prevent seasonal influenza is to get a flu shot. Annual seasonal influenza vaccine is available now and is the best time to get vaccinated. If your employees do not have access to the vaccine through their health care provider, they may visit the OCHA website at: [www.ochealthinfo.com/public/flu](http://www.ochealthinfo.com/public/flu) or for provider locations. For information about pandemic H1N1 vaccine, see [www.ochealthinfo.com/h1n1](http://www.ochealthinfo.com/h1n1) or the CDC's website at: [http://www.cdc.gov/h1n1flu/vaccination/](http://www.cdc.gov/h1n1flu/vaccination/). Also see: [http://www.findafushot.com](http://www.findafushot.com).

**Promote Good Hand Hygiene**

Hand washing helps prevent the spread of influenza and other infections. Ensure handwashing supplies are available at all times. Alcohol-based hand sanitizers should be provided in areas where soap and water are not readily available.

**Encourage Respiratory Etiquette**

Educate your workforce to cover their mouth or nose with a tissue when they cough or sneeze and to dispose of the tissue appropriately and wash their hands.

Your agency/organization plays an important role in preventing the spread of seasonal and pandemic H1N1 influenza. We encourage you to plan now to protect your organization and workforce. Check our website regularly for updated materials and information that is pertinent to your needs.

**SPECIAL QUARTERLY HEPPC: H1N1 COUNTYWIDE SUMMIT**

**Date:** Wednesday, October 28, 2009  
**Time:** 8:30am - 11:30am  
**Location:** Saddleback Memorial Medical Center  
24451 Health Center Rd.  
Laguna Hills, CA 92653

The Health Disaster Management Division will host a countywide H1N1 Summit designed to highlight the lessons learned from recent H1N1 tabletop exercises as well as provide subject matter experts to address the issues and answer questions related to H1N1 preparedness and response. For more information on, or to register for, this event please visit us online at: [http://HealthDisasterOC.org/H1N1-Summit](http://HealthDisasterOC.org/H1N1-Summit)

Sign up to receive this newsletter by emailing us at Events@ochca.com

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