OEC Safety Meeting
Tuesday, December 4, 2007
3:30-4:30pm
Minutes

Attendees:
Flo Zysman    Leyvi Villegas    EJ Bagdonas
Rudy Frias    Jose Vargas      Jeremy Collins
Linda Frederick    Diane Espitia   Rosemary Touyanou
Armida Zul    Leslie Nakagawa   Araceli Trujillo
Sheryl Martin    Don Maus       Isabel Garcia
Edna Tse        Ethel Jordan    

SCC Webpage- OEC Safety Post
Jim Kennedy started the meeting by announcing that the Safety/Emergency Preparedness team has a new post under the faculty information link on the Continuing Education page on the SCC Webpage. The page is available at the following link: http://www.sccollege.edu/apps/Page.asp?Q=Safety&menutab=30&pro=761

It was brought up that it may cause confusion that on the SCC page, the Continuing Education link is under the “Student” tab. Faculty from OEC might be confused and doubt that the link would offer information pertinent to them. Jim will work on a resolution/answer to this at the next meeting.

Hallway Captain and ICS Team Back-packs
Back packs were distributed to Hallway Captains and ICS team members and the outdated boxes were collected.

Radios are scarce and each area/hallway captain should at least have access to one. The district is ordering more to replenish several campuses. Next meeting we will review radio locations in this center and determine where more should be placed.

ICS-100 and NIMS-700 Training
Don Maus explained that the importance of the FEMA (ICS-100/ NIMS-700) training. It not only prepares the individuals in the face of an emergency. When a disaster occurs if the teams are FEMA trained all expenditures necessitated by the disaster can be subject for reimbursement.

The online training takes 3-4 hours and includes situations and guides that have more general application. The training offered by the district will address topics more pertinent to this district’s various sites. Don is currently undergoing the training to be able to conduct the training sessions.

Don also mentioned and distributed a Fire Prevention memo and Fire & Life Safety Inspection Checklist that he is drafting.

Table Top Preparedness Discussion
As soon as the alarm sounds, what do you do?
1. Access the situation.
2. If imminent threat is determined, begin evacuating.
   - What to do if you discover a handicap/ injured person, or one who simply refuses evacuation.
   - If you can safely assist them outside do so, if not leave them behind and radio to the Incident Commander (or send a runner) specifying location and status of the individual(s).

In the event of an earthquake, what do you do?
1. Duck, cover, and hold.
2. Access the situation.
3. If imminent threat is determined, begin evacuating.
   - Once outside the building, look for and avoid dangerous areas/ situations.

Conference room 101 was deemed the Incident Command Post for the Orange Education Center.

First Aid ICS members Flo Zysman and Araceli Trujillo expressed concern over the organization of procedures to follow for First Aid treatment and a location for the triage area.
   - They should safely evacuate, seek out the incident commander (in person, by runner/ radio/ phone) for further direction.
   - The First Aid ICS members should have additional supplies in their evacuation backpack.
   - Future planning: Ideally the first aid supplies should be stored outside the building (currently the supplies are located at the security station) in a shed/container.

Identification for the ICS team members was brought up. Rosemary Touyanou suggested colored arm bands, at least for First Aid team members.

In the event that there is no administration on campus at the moment of emergency/ disaster, the security guard assumes the Incident Commander role.

Conclusion
Next meeting: February 5, 2008
3-4:30p
OEC 105.

Topics for discussion:
1. Radio Protocol and locations
2. Traffic Plan
3. Minor Release Policy
4. Active Shooter Response