Attendees:
Sally Vizthum    Maria Budgett    Jim Kennedy
Rose Gee    Chony Ramirez    Teri Sturrus
Richard Ortega    Araceli Trujillo    Gisela Rodriguez
Rosemary Touyanou    Rosa Aguirre    Edna Tse
Cristina Vives    Isabel Garcia    Sheryl Martin

Hallway captains and ICS team members met in room 147 and were advised that we were going to walk through an evacuation/drift. Everyone returned to their areas and readied themselves for evacuation.

Jim Kennedy roll called the hallway captains per area via the radios. Areas that had no coverage were assigned to alternates. The hallway captains were to walk their areas to establish a route and observe any obstacles that may obstruct evacuation procedures.

After the captains swept their area, they were to reconvene at the EAST exit. (The evacuation main meeting area is the EAST parking lot but it was raining sporadically.)

During the follow-up discussion, it was suggested to combine area 1 & 2, as they are close in proximity and toggle the hallway captain responsibility as it is.

The issue regarding alternates was raised and needs proper procedures established. How to identify who is available at the time of an emergency and assign them an area quickly.

First Aid raised concern about helping inside the building, but it was re-iterated that the First Aid team needs to report to the incident commander at the evacuation meeting site and set up a station.