Safety Meeting Minutes
May 6, 2008
3:00pm
Room 105

Attendees:
Maria Budgett    Chony Ramirez
Sonia Gomez    Flo Zysman
Jeremy Collins    Ethel Jordan
Frank Miranda    Isabel Garcia
Teri Sturrus    Leyvi Villegas
Edna Tse    Cristina Vives
EJ Bagdonas    Pat Alvano
Araceli Trujillo    Rose Gee
Lori Fasbinder    Sheryl Martin
Lt. Devon Trahan    Don Maus
Linda Frederick

Safety Statement
Jim Kennedy announced that this is the safety statement that will appear in the OEC student handbook.

The safety of our students, faculty, and staff at Santiago Canyon College Division of Continuing Education is our top priority. We pride ourselves on providing safe facilities that promote student learning. Safety is a responsibility of every employee at Santiago Canyon College. We conduct regular inspections of our facilities to identify and rectify any potentially unsafe conditions. We ask that students assist by notifying an instructor or a staff member of any unsafe conditions. Safety concerns can also be reported to Jim Kennedy, Dean of Instruction & Student Services, at 714.628.5946 or by e-mail at kennedy_james@sccollege.edu or through our suggestion boxes located at various locations throughout the Orange Education Center. We will take all concerns seriously and we will respond with due diligence.

If there is an emergency situation that requires immediate medical attention or presents a danger to individuals please call 911. For an immediate response by our campus security, call 714.628.5900 and ask for Security.

Radio Instruction Sheet and Locations
Security officer Frank Miranda added to the OEC Radio Instructions that you MUST wait for frequency silence before you start your transmission or it will not be received. Jim also requested that the staff review the radio locations chart for accuracy and if there are mistakes to please notify him or Linda Frederick.

Community College Emergency Preparedness Video
Lt Trahan introduced a video that featured the natural disasters that struck southern California community colleges last year. The video featured various cc employees emphasizing the
importance of preparedness, ICS & NIMS training, offering input on unexpected situations, and other experiences.

Active Shooter Safety Procedures- Threatening or Violent Behavior
Don Maus introduced a video from the Sierra college website that demonstrated a method to “lockdown” a classroom in a shooter emergency. It did not load in the meeting but click here to view link. He also advised to basically “use your own discretion” in each situation. If possible “run away” and if shots are being fired in your direction run in a zig zag pattern, hide, lie flat on the floor and act dead. When you find a safer place to hide/wait, call the police or security and give a description of the shooter and the situation. Also when the situation blocks a group in a classroom, a good barricade is to block the door frame with a table and use a belt to secure it to the door knob.

Evacuation Drill May 14th Preparation
There is going to be a “walk through” meeting one hour before both drills (9am and 6pm) to review procedures and discuss any issues pertaining to the drill. We will be using channel 3 for the communication during the drill.
The instructors should take a head count before exiting room as well as the sign in list. Once outside recount class and give the sign in sheet to a hallway captain (individual in a bright neon vest) and report missing or full counts.

End of the Meeting Suggestions and Comments:
- The next drill may be unannounced.
- Some sort of log should be created to report locations of emergency supplies, i.e. backpacks, first aid supplies per hallway capt or ics member.
- A minor Emergency Release form should be created and added to the minor intake package that releases all liability in the state of emergency.
- The current ICS positions for AM and PM and the hallway captains are now on the Safety post in the faculty information link from the Continuing Ed page from the SCC web page. Please notify Leslie Nakagawa if you wish to volunteer for any open position(s).