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

Attendees:  
Alexander Abaygar    Gisela Rodriguez  
Sally Vizthum    Sheryl Martin  
Linda Frederick    Edna Tse  
Rose Gee    Ethel Jordan  
Jolene Shields    Jeremy Collins  
Teri Sturrus    A Chony Ramirez  
Sonia Gomez    Cristina Vives  
Rosa Aguirre    Pat Alvano  
Isabel Garcia    Leslie Nakagawa

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.