Emergency Response Plan Team Meeting
Wednesday, May 13, 2015
2:15 p.m. to 3:15 p.m.
Centennial Education Center, Room F-101

Minutes

1. Minutes of December 1, 2014, were reviewed and approved. Gary Fangrat motioned to approve the minutes. Julio Serratos seconded the motion.

2. Reviewed/updated Incident Command Structure chart and Building Captains information chart.

3. Update on emergency supplies, etc. given by John Quimzon.

4. Other:

   a. CEC Safety Officers update given by Gary Fangrat:
      • New schedule for safety officers will be out on Friday, May 15th.
      • Administrative full-time sergeant will be on duty by Fall Semester 2015.
      • Ten (10) armed officers will be hired for a.m. and p.m. schedules in the near future.
      • One (1) CEC officer will work Mon/Tues/Wed nights from 2:00 p.m. to 10:30 p.m.

   b. Discussed various methods of safety and lockdown procedures for the CEC site which included:
      • Julio Serratos talked about the shooting which occurred at El Sol Academy on Friday, May 8th at 11:30 a.m. and the lockdown procedure that followed.
      • Discussed the arming of officers at RSCCD and CEC in the future.
      • ALERT-U procedure was discussed as well as text messages vs computer messages to send out emergency alerts to the CEC staff and students.
      • The ERP committee is adamant about developing a level of protection plan for emergencies. Example: Develop a plan whereby employees would have the ability to press a button from their desks which would send an immediate message/signal to all staff, instructors, students that an emergency is occurring on campus; or initiate an alarm system using codes, an alarm, etc.
      • CEC should put a plan in place to train all personnel in the Emergency Training Plan.
      • Nilo Lipiz will submit two requests to Don Maus:
         1. Request that an order be placed for a phone to be used by the safety officers that has the capacity to alert people of an emergency taking place on site.
         2. Request that the protocol for CEC emergencies be implemented as soon as possible.
      • To initiate the implementation of a lockdown plan, Nilo requested that a radio be given to Kerry Penning in Admissions and Records to monitor during the day for possible CEC emergencies. Other Admissions and Records staff will also be trained.

Next meeting date: July 2015