Emergency Response Plan Team Meeting
September 22, 2015
2:15 p.m. to 3:15 p.m.
Centennial Education Center, Room F-101

Minutes

1. Minutes of May 13, 2015, were reviewed and approved. Francisco Suarez motioned to approve the minutes. Monika Barbery seconded the motion.

2. Reviewed/updated Incident Command Structure chart and Building Captains information chart.
   a. Added, removed, and replaced employees’ names on both charts depending on their availability and CEC’s current needs.

3. Discussed Great California Shakeout to be held on Thursday, 10/15/15 @10:15 a.m. and 6:45 p.m.
   a. Everyone should evacuate to Godinez football field with the exception of Child Care staff and children to evacuate to front of “B” building.

4. Reviewed emergency supplies, etc.
   a. It is recommended that all Building Captains look over their bags, check for working batteries, etc.

5. Other:
   a. American Red Cross – Disaster Preparedness Academy Program conference will be held on Wednesday, October 28, 2015, at the Anaheim Convention Center, from 7:30 a.m. to 3:30 p.m.
   b. Christina Orozco volunteered to attend. If unable, Marielena Zamudio is her backup.

Next meeting date: Thursday, October 22, 2015, from 2:00 p.m. to 3:00 p.m.