

**Emergency Response Plan Team Meeting
March 27, 2019**

1:00 p.m. to 2:30 p.m.
Centennial Education Center, Room #A-112

Attendees:

- Lorena Chavez
- Stephanie Paramore
- Sandra Aguilar
- Dolores Austin
- Yuri Betancourt
- Veronica Bizon
- Claudia Diaz
- James King
- Anh Ly
- Jorge Mora
- Sarah Salas
- Teresa Verduzco

District Safety:

- Sgt. Ray Wert
- Chris Luzader, Safety Officer
- Alfonso Escobar, Safety Officer

Maintenance & Operations:

- Mario Gaspar
- Robert Ward

Minutes

1. Welcome and review agenda: Lorena Chavez
2. Minutes of September 25, 2018, meeting were reviewed and corrected. Yuri Betancourt motioned to approve the minutes. Claudia Ojeda seconded the motion. Minutes were unanimously approved.
3. District Safety Report: Sgt. Ray Wert
 - Commended CEC ERP Team for work done. The work is important and much appreciated by the District.
 - Chris Luzader received Medal of Life Saving Award from the Sheriff's Department.
 - Reminded us if you hear shooting or something doesn't sound right to "get out!"
 - Remember: Run – Hide – Fight.
 - Discussed "Incident Report" icon. The icon should be on all employees' desktops.
 - District Safety Jurisdictions:
 - Security at CEC is limited to campus perimeter.
 - Safety Officers will escort persons out to their cars day and night; may need to wait to be escorted due to availability.
 - Since we do not have jurisdiction over the CEC parking lot, and there is a fight that takes place, call Santa Ana Police Department.
 - Call **Dispatch at (714) 564-6330** for any of our district properties.

4. After Action Review/AM Fire Drill Debrief: Chris Luzader

- Collected “After Action Review Reports” from Building Captains.
- Reviewed things that went right – Commendations:
 - Able to identify Building Captains, Floor Wardens, etc. They were easy to see.
 - Fire Drill was orderly. All buildings were declared “clear” in 8 minutes.
 - Overlapping coverage. People were looking at all areas.
- Reviewed things that could have been done better:
 - Classroom instructors need to be more proactive with their students.
 - Administrators need to communicate to instructors who have leadership roles and lead students.
 - Communications: Need to have up-to-date working radios.
 - Sgt. Wert needs count of number of radios per building zone.
- Radio Procedure
 - Know what to say/what not to say.
 - Have radio checked a couple of days before the next drill.
- People should evacuate to Godinez field near goal posts on to the grass area; AWAY from trash/recycle bins area, road, and vehicles.
 - Security does not have the authority to stop people from leaving the site during an emergency if they choose to do so.
 - It is recommended that all instructors be trained on the processes of evacuating the buildings during fire and earthquake drills, etc. “Leadership by example” has a positive effect.

5. Reviewed handout containing important Spring 2019 dates for Security and Emergency Preparedness.

6. CEC Facilities Walkthrough: Mario Gaspar (M&O Facilities Director) and Robert Ward (Supervisor)

- Conducted a walk around CEC campus and pointed out where water, gas, and electrical panels are located and where the emergency supplies are kept.
- We were reminded not to touch or attempt to shut these off since we may not have the proper tools to do so.

Next meeting date: Tuesday, April 30, 2019, 1:00 p.m. to 2:30 p.m., Room A-112.

Respectfully submitted by Dolores C. Austin, Administrative Secretary, SAC SCE.