

Emergency Response Plan Team Meeting

September 25, 2018

3:30 p.m. to 4:30 p.m.

Centennial Education Center, Room #A-113

Minutes

1. Introductions: Lorena Chavez, Interim Dean

- Guests
 - Sgt. Monti Huotari
 - Alfonso Escobar, Safety Officer
- Sgt. Huotari discussed Campus Safety Officers information and role:
 - Safety Officers main job is to protect and serve.
 - Campus safety is a team effort.
 - Chris Luzader, CEC Full Time Safety Officer
 - Work Schedule is 6:00 a.m. to 2:00 p.m.
 - Alfonso Escobar, CEC Full Time Safety Officer
 - Work Schedule is 2:00 p.m. to 10:00 p.m.
 - Two additional safety officers start shift at 5:30 p.m.
 - Scheduled for night shift since more serious problems occur at night.
 - Question: Any possibility of having two police officers versus one?

2. Minutes of March 12, 2018, meeting were reviewed. Yuri Betancourt motioned to approve the minutes. Sarah Salas seconded the motion. Minutes were unanimously approved.

3. California Shakeout is scheduled on Thursday, October 18, 2018. Lasts approximately 5 to 6 minutes.

- Morning shakeout scheduled at 10:18 a.m.
- Evening shakeout scheduled at 7:18 p.m.
- Safety Officers will announce the drill over PDA system.
- Everyone should evacuate to Godinez Field.
- Everyone should take their valuables with them. No food or drink should be taken as it could fall on the ground and someone could trip and fall during evacuation.
- Question: Are all offsites participating?
 - Answer: CEC, Remington, and SAC will be participating.
- Suggestion: At all other offsites, instructors can lead discussions on safety, etc.

4. Building Captain List and information was reviewed and updated.

- A meeting with all Building Captains will be scheduled one week prior to the California Shakeout.
- Provide Sgt. Wert with a list of CEC Building Captains for training purposes.

5. Safety Tips and Resources for Staff

- RAVE Alert (on Web Advisor)
- LiveSafe app for phone (has the ability to contact campus safety, etc.)
- Safety Presentations

6. Safety Presentations

7. Future Agenda Items

- Email agenda item(s) to Lorena Chavez prior to next ERP meeting.

To be discussed at future meetings:

- CERT Training
- Communication Protocol

Next meeting date: _____

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