

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

Follow-ups

Thursday, July 22

1:00 PM

PCR

- Emergency Procedure Presentation
 - a. Kits – Sandi’s Recommendations
 - Purchase 3 more 54 gallon can on wheels, 1 for Health Services, 1 CDC and 1 for REBRAC
 - Purchase 8 First Aid kits from WalMart
 - The kits should all be standardized, if an area has special needs the department should provide the items they would need
 - b. Training
 - c. Special Equipment
 - d. Assignment Update
 - Arleen will present the changes in assignments to Cabinet
 - e. Emergency Phones
 - Diane to update the EOC key # and list with Pam
 - f. Evacuation Simulation
 - Joel suggested simple fire drills three times a semester
- Flashlights
 - Melodee to check the pricing on cheaper flashlights with batteries

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

Follow-Ups

Thursday, August 26

1:00 PM

PCR

- Emergency Procedure Update
 - Those of you who could not attend this meeting and have been given an assignment will need to present their assignment next meeting.
 - a. Kits- Sandy
 - b. Training – Bob and Sandy
 - Bob and Sandy need to present assignment
 - c. Special Equipment – Linda/ Patty
 - d. Assignment Update - Arleen
 - e. Emergency Phones - Melodee
 - f. Evacuation Simulation Bob and Sandy
- Flashlights
 - Melodee will check the prices on military style flashlights
 - We will choose the type of flashlight to purchase next meeting

Cuyamaca College

Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

Thursday, September 23

Follow-Ups

1:30PM

PCR

Present: Arleen Satele, Vivian Bogue, Melodee Takasugi, Sandy Phoenix, Ron Knight, Linda Haar, Joel Javines, Patty Stephenson

- Emergency Procedure Update
 - a. Kits- Sandy
 - Arleen approved purchase of additional rolling first aid containers and first aid kit.
 - b. Training – Bob and Sandy
 - CPR/First Aid/AED training will be provided during Staff Development Week January 05.
 - For Fall of 05 Arleen would like the training group (Vivian, Bob, Ron, Sandy and Joel), to make a presentation on Emergency Preparedness at Cuyamaca College during Staff Development Week.
 - The training group will get together to develop a draft for the presentation.
 - c. Special Equipment – Linda/ Patty
 - Still working on getting prices on the equipment.
 - d. Assignment Update – Arleen
 - Waiting for approval of changes from Cabinet.
 - e. Emergency Phones – Melodee
 - Need to find out the number of the emergency phone for the Child Development Center.
 - f. Evacuation Simulation - Bob and Sandy
 - It was decided to have a fire drill.
 - Arleen will discuss the possibility of a “Fire Drill” with Cabinet.
- Flashlights
 - We will choose the type of flashlight to purchase
 - Vivian to check cost of military style flashlight through a REBRAC vendor.

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

Thursday, October 21

1:30PM

PCR

- Emergency Procedure Update
 - a. Kits- Sandy
 - Will be purchased by 10/27/04
 - b. Training – Bob and Sandy
 - Fire Drill will be planned for December 3, 2004
 - c. Special Equipment – Linda/ Patty
 - Will continue to prepare list
 - Vivian
 - d. Assignment Update – Arleen
 - e. Emergency Phones – Melodee
 - f. Evacuation Simulation “Big Disaster” – Vivian, Rocky, Bob and Sandy
 - There will be a “big disaster” planned during the month of October 2005.

- Flashlights
 - Will be purchased by 11/11/04

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

Follow-ups

November 18

1:30 PM

PCR

Members present: Arleen Satele, Carmen Solom, Melodee Takasugi, Rock Rose, Vivian Bogue, Patty Stephenson

New Business

AEDs for College

Vivian Bogue will contact Cardiac Science regarding AEDs

EPC Work Shop – Staff Development Week 1/17/05

Workshop will be presented January 21, 2-3:30 in T-103

Presenters

Vivian Bogue –Brochure

Rocky Rose – Map (PowerPoint)

Sandy Phoenix – Overview of Kits

Vivian Bogue - Fire Extinguishers

Linda Haar & Patty Stephenson – Special Emergency Equipment

Bob Eygenhuysen & Joel Javines – Evacuation Plan

Carmen Solom – Goals for 2005

Arleen will meet with individual groups 2nd week of December. Email will be sent regarding the meeting times.

Rocky Rose will need all items for workshop PowerPoint presentation by December 11.

Carmen's office will print brochure. Arleen will supply the paper.

December 16 meeting we will be discussing the timeline for the "Big" Disaster event.

Old Business

Assignment Updates

Arleen to take assignments to Cabinet

Round Table

January's meeting is scheduled for January 13, 2005 8:30 – 10:30am. It will be a mock workshop. Meeting will be held in Financial Aid's work room at 1-stop.

Beginning with February's meeting we will have the EPC meetings on Fridays @ 1:30 (schedule to follow)

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CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

December 16

Follow-ups

1:30 PM

F106

Present: Arleen Satele, Carmen Solom, Linda Haar, Melodee Takasugi, Rocky Rose, Patty Stephenson

New Business

Purchase new supplies for 3 new containers – funding

Arleen asked Sandy Phoenix to provide a list of supplies needed for each container along with a break-down of cost for the items.

Arleen will ask Risk Management for the funding.

SWACC Inspection – Postponed until next meeting

Risk Management roll/our roll

Notification of inspections

Update evacuation maps

Old Business

EPC Workshop – Staff Development Week 1/21/05

Presenters

Vivian Bogue –Brochure

Rocky Rose – Map (PowerPoint)

Sandy Phoenix – Overview of Kits

Vivian Bogue - Fire Extinguishers

Ron Knight provided the committee with the location of the fire extinguishers room-by-room for our campus.

During the workshop there will be copies of the fire extinguisher locations available for staff.

Linda Haar & Patty Stephenson – Special Emergency Equipment

Suggested 3 locations for special equipment containers

Track, CDC and One-stop

Walkie-talkies – we currently have 5 sets

The committee will provide 16 sets

8 for the containers on wheels

3 for the specialized equipment containers

5 for the Command Center members

Bob Eygenhuysen & Joel Javines – Evacuation Plan

Committee would like to see one employee per building designated to help with evacuations during a fire drill.

The lab techs and night custodian crew may be designated to help with evacuations of their assigned building.

Carmen Solom – Goals for 2005

Carmen will discuss the “Calendar of Activities” for 2005

Calendar of Activities Updated 12/16/2004

January 2005	Staff Development workshop
February – June	EOC training, CERT training
July and August	Preparation for table top
August	Table top exercise
August	Staff Development workshop
September - October	Begin coordination for Big Drill/Disaster
November	Table top exercise
January 2006	Staff Development workshop
March 2006	Big Drill/ Disaster

Round Table

Joel will contact San Miguel Fire Department regarding CERT training

Joel will provide a zone-map of the “blue emergency phones” for the campus