

EPC COMMITTEE MEETING

Feb. 24, 2005

- EPC Workshop follow-up: well received, Chancellor & Vice Chancellor received positive feedback
- Governor's Office of Emergency Services Training: need 1 or 2 members to attend each class listed in Bob's e-mail. Group will all attend the Aug. 10 class for preparation for table top exercises to be held later on. Melodee will do the group registration. **(Note: when I checked the website, the August class wasn't listed for San Diego. I will call Sacramento to verify class & registration)** Members should e-mail Patty about which classes they plan on attending. Don't forget to fill out off-campus paperwork & request mileage.
- College Hour: committee will do presentation for each college hour (Sept., Oct., Nov.); maybe the first one all could participate. Rocky suggested we use the staff development presentation as a basis for what we present to the students. Suggestion made that we piggy-back with the Health Office & Public Safety Office about fire drills, who is in leadership roles **(we need to make a decision about vests, name tags, or whatever it is that will identify those in charge before we present this information to the students)** other aspects of awareness training. Sandy will e-mail Beth about this. After 1st session, we could possibly pair off and each take a session, that way it would rotate between members. It was also suggested that we give invitations to specific groups, i.e., single parents who are students & have children in the CDC, to help them understand that staff is trained for emergencies.
- Fall Staff Development: need to have two sessions, morning & afternoon. Also have a focus on "Disaster in the classroom" and "How ready are you?" to address needs of faculty and staff.
- EPC basket for the Foundation dinner: Vivian suggested that we use the emergency kit list as a basis for items that we would select. Each member will send Patty their ideas, draw up the list, and each member can choose a few items to purchase (Vivian can get them at her "super secret store in Chula Vista").
- Listed in our committee's goals is the task of reviewing & maintaining an updated College Emergency Response Plan, Evacuation Procedure, and Disaster Preparedness Plan. Most of us don't have copies. Sandy will get her copy to Patty, to make copies for each of us.
- EOC committee names: Arleen needs to get the list finalized. Then we need to start training each group (Command Staff, Operation teams, Planning teams, Resources & Logistics teams) and make sure that each of them has copies of the plans & procedure books. The training sessions for each group will be mandatory.
- Sandy reviewed the emergency barrel supply list. She has most of the prices for the supplies needed. She will give the information to Patty for the purchase request.

Next meeting will be on March 18, at 1:30 p.m. in PCR.