

EPC Fire Drill
Follow-up meeting
July 13, 2006

Gene Morones, Bob Eygenhuysen, Arleen Satele, Patty Stephenson

Vivian Bogue will update the EOC manual to incorporate Cuyamaca, Grossmont and District's plan.

Vivian can download the current plan from the District website under Risk Management.

Gene to provide Bob with a list of all participants in the "Fire Drill" on June 9, 2006 including building proctors.

EPC give a presentation at Admin Council Retreat (August not good for EPC members)

- EOC binder
- Evening Administrator Emergency Bag
 - Need to email Joel regarding bags
 - Need to purchase bags
 - Email rocky Rose for PowerPoint presentation and forward to EPC members to review and update

Gene will prepare the "Fire Drill" notes in table form for follow ups

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

September 15, 2006

1:00 PM

President's Conference Room

New Business

- Prepare for presentation to Administrative Council members on October 10 @ 8:30am ([Topic #1: Introduction](#))

Old Business

- Review calendar
- Fire Drill

Other

- Evening Administrator bags
- Vest selection
- Red lanyard with ID tags for committee members and EOC members
- Additional 3 meetings with Administrative Council:

2. [Topic #2: Your Position](#)
3. [Topic #3: Table Top Exercise](#)
4. [Topic #4: Overall Picture](#)

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE
September 21, 2006
1:00 PM
President's Conference Room

New Business

- Administrative Council Presentation (30 minutes):

INTRODUCTION

Presenters: Arleen Satele, Joel Javines, Bob Eygenhuysen & Vivian Bogue

1. Assign each administrator their EOC title; give them their page from the manual
2. Review SEMS (Standard Emergency Management System)
3. Describe the District function in the statewide system
4. Discuss campus positions within that procedure
5. Describe how each campus position works in our system (Administrators' roles)

Old Business

- Prepare for presentation to Administrative Council members on October 10 @ 8:30am (**Topic #1: Introduction**)

Other

- Evening Administrator bags
- Vest selection
- Red lanyard with ID tags for committee members and EOC members
- Additional 3 meetings with Administrative Council:

2. **Topic #2: Your Position**
3. **Topic #3: Table Top Exercise**
4. **Topic #4: Overall Picture**

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

November 8, 2006

2:30 PM

President's Conference Room

New Business

- Fire Drill on November 29, 2006
- Administrative Council Presentation:

INTRODUCTION

Presenters: Arleen Satele, Joel Javines, Bob Eygenhuysen & Vivian Bogue

1. Assign each administrator their EOC title; give them their page from the manual
2. Review SEMS (Standard Emergency Management System)
3. Describe the District function in the statewide system
4. Discuss campus positions within that procedure
5. Describe how each campus position works in our system (Administrators' roles)

Other

- Evening Administrator bags
- Vest selection
- Red lanyard with ID tags for committee members and EOC members
- Additional 3 meetings with Administrative Council:

- 2. Topic #2: Your Position**
- 3. Topic #3: Table Top Exercise**
- 4. Topic #4: Overall Picture**

Cuyamaca College Administrative Services

CUYAMACA EMERGENCY PREPAREDNESS COMMITTEE

November 29, 2006

9:00 PM

Room F106

New Business

- Fire Drill on November 29, 2006
- Staff Development Workshop
- Training for Admin Council – January 11, 2007

Other

- Evening Administrator bags
- Vest selection
- Red lanyard with ID tags for committee members and EOC members
- Additional 3 meetings with Administrative Council:
 - Topic #2: Your Position
 - Topic #3: Table Top Exercise
 - Topic #4: Overall Picture

FUTURE MEETINGS:

Wednesday, December 13, 2006 @ 2:30pm (F106)

Thursday, January 4, 2007 or Friday, January 5, 2007 _____?

Wednesday, February 14, 2007 @ 2:30pm (PCR)

Wednesday, February 28, 2007 @ 2:30pm (PCR)

Train Facilities Crews about their assignments in EOC

Large laminated wall maps for each zone

Lanyard with color coded badge and assignment printed on it

A white board with a list of times and what is happening