

Minutes: Emergency Planning Sub-Committee
4/19/2006
Convened: 2:30 pm
Adjourned 4:00 pm

Present: Chulee Grove, June Higa, Sheryl Legaspi, April McConnell, and Ivan Nitta.

1. Moment of silence in memory of committee member, Grace Ihara

The committee began its meeting with a moment of silence in respect and admiration for Grace Ihara. Members shared fond memories of working with her on campus. All agreed that she will be greatly missed.

2. Status of Spring 2006 plans and activities

Emergency Management Team (EMT)

The Incident Command System (ICS) will be used to manage responses to emergency incidents at the College. The committee reviewed the list of ICS section heads and phone numbers provided by Ken Kato. The list identifies campus personnel responsible during an emergency for executive decision-making, public information, safety, liaison with external agencies, operations, logistics, planning, finance, and student affairs. Committee suggestions included delegating the responsibilities for operations and logistics to two separate section heads rather than one as it currently stands and assigning additional administrative personnel so that section heads are not responsible for more than one area during an emergency. Chulee suggested that the role of Incident Commander (EMT Executive) may be best filled by Ken Kato because the Chancellor's schedule takes him away from campus on a frequent basis and may not allow time for necessary training. The committee will discuss these suggestions with Ken at its next meeting in the fall.

Roles of ICS Section Heads

Chulee will conduct a mini training session at the next meeting to clarify the terms used in the incident command structure and the roles of each section head. Chulee emphasized that both the section heads and their alternates will need to have strong communication skills and must be available for training sessions planned in the fall.

Equipment for Emergency Operations Center

Sheryl will follow up on the equipment list and send Lorri's list of medical supplies to Chulee.

Table Top Exercise

The table top drill is scheduled for Saturday, 11/18/2006 in KMMC from 8:00 am – 1:00 pm. All ICS section heads will be asked to attend. In addition, a training session will be held on Friday 11/3/2006 in KMMC from 12:30 pm – 4:00 pm. All ICS section heads need to attend the 11/3 session in preparation for the 11/18 table top drill.

3. Selection of New Chair for 06-07

The committee suggested the possibility of co-chairs for the next academic year. Both Glenn and Lorri's names were mentioned. Sheryl will follow up with them.

4. Next Meeting

The next meeting will be held on Friday, 09/22 from 1:00 – 4:00 pm in Building 6, 1st floor conference room. This meeting will serve as a pre-training session for the committee members in preparation for the training session with administrative section heads on Friday, 11/3.