

MEETING TITLE  
RESULTS/OBSERVATIONS POST FIRE ALARM DRILL

<b>MEETING CALLED BY</b>	ALLAN HANSEN
<b>TYPE OF MEETING</b>	DEBRIEFING FOLLOWING FIRE ALARM DRILL
<b>FACILITATOR</b>	ALLAN HANSEN
<b>NOTE TAKER</b>	LORRAINE PATRIARCA
<b>TIMEKEEPER</b>	LORRAINE
<b>ATTENDEES</b>	CAMPUS COMMUNITY

Agenda Topics

**RESULTS OF FIRE ALARM DRILL EXERCISED ON MARCH 19, 2015 @ 10:00am**

<b>DISCUSSION</b>	EVACUATION OBSERVED, PANEL OBSERVED, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>GENERAL OBSERVATIONS</b>		
<b>CONCLUSIONS</b>	ALARM PANEL, SIGNALS (STROBES AND HORNS) ALL OPERATED EFFECTIVELY. DRILL BEGAN ON TIME AT 10:00AM (PULL STATION CALL WAS MADE TO PLANT FACILITIES STAFF) AND ALL CLEAR AND BUILDING RESET WAS CALLED AT 10:17AM	
		<b>PERSON REPORTING</b>
		KIM MORERA

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>HLRC</b>		
<b>CONCLUSIONS</b>	FACULTY AND STAFF ESCORTED STUDENTS FROM THE 3rd FLOOR, HLRC BUILDING EFFICIENTLY AND SAFELY VIA THE STAIRS. FACULTY ALSO CHECKED RESTROOMS FOR ANY REMAINING STUDENTS. FACULTY AND STAFF WERE THE LAST TO EXIT THE BUILDING. AS THE STUDENTS FILED THROUGH THE B5 BUILDING, THE WALKWAY WAS JAMMED ON THE WAY TO THE PARKING LOTS A AND 1, AS WELL AS B STREET. FACULTY FROM THE B BUILDINGS QUICKLY CLEARED B STREET. A NUMBER OF STUDENTS AND STUDENT WORKERS DID NOT WANT TO FOLLOW FIRE DRILL DIRECTIONS. THERE WERE STUDENTS WHO WERE WEARING HEADPHONES SO THEY COULD NOT HEAR THE FIRE ALARM OR THEY WERE JUST SLEEPING BEHIND THEIR DESKS AND THEY WERE RELUCTANT TO LEAVE THE BUILDING. SOME OF THE STUDENTS SEEMED CONFUSED BECAUSE THEY WERE NOT INFORMED IN ADVANCE WHICH PARKING LOT THEY SHOULD EVACUATE TO.	
		<b>PERSON REPORTING</b>
		BRIDGETTE BUYCKS    ERIC ATKINS

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>MSA/MSB</b>		
<b>CONCLUSIONS</b>	MATH AND SCIENCE BUILDING, 1 <sup>st</sup> FLOOR WAS JAMMED BY STUDENTS WHO WERE TRYING TO EVACUATE THE BUILDING BY USING ELEVATORS INSTEAD OF STAIRS. DOORS OF ROOM 009 WERE LEFT OPEN WITH CHAIRS. TWO STUDENTS HAD REQUESTED SHUTTLE SERVICE AND A DISABLED STUDENT WHO WAS IN WHEELCHAIR HAD TO MOVE TO LOT A BY HIMSELF. ALL FLOORS WERE EVACUATED PROPERLY AND FIRE DOORS ON 3 <sup>rd</sup> AND 4 <sup>th</sup> FLOOR OF MSA BUILDING ARE FUNCTIONING PROPERLY AS WELL.	
		<b>PERSON REPORTING</b>
		TONY MARIO

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>B1-B7</b>		
<b>CONCLUSIONS</b>	ALL THE STUDENTS, FACULTY AND STAFF MEMBERS EVACUATED THEIR CLASSROOMS AND OFFICES EFFICIENTLY. LATER ON SUPERVISORS IN CHARGE CHECKED THE BUILDING TO MAKE SURE NO ONE HAD BEEN LEFT BEHIND. A NUMBER OF STUDENTS WERE RELUCTANT TO MOVE TO EVACUATION PARKING LOT AND THEY WERE FORMING A GROUP IN FRONT OF BUILDING B1.	
		<b>PERSON REPORTING</b>
		JONATHAN NATIVIDAD

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>A9</b>		
<b>CONCLUSIONS</b>	ALL STUDENTS, FACULTY, AND STAFF MEMBERS EVACUTED THE BUILDING AND THE EVACUATION PROCESS WAS PERFECT EXCEPT FOR THE JAM WE HAD ON E STREET.	
		<b>PERSON REPORTING</b>
		DENNIS STAMPLEY

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>SSB</b>		
		<b>PERSON REPORTING</b>
		KEN YANAGIDA
<b>CONCLUSIONS</b>	CAFÉ WEST CREWS DID NOT TAKE THE FIRE DRILL TOO SERIOUSLY. THEY LEFT THEIR WORKPLACE BUT DID NOT WALK TO THEIR DESIGNATED PARKING LOT. SOME STUDENTS OR STAFF MEMBERS WERE ALSO STANDING ACROSS FROM SSB BUILDING AND THEY HESITATED TO WALK TO SAFE ZONES. WHEN SHERIFF ARRIVED FOR THEIR INSPECTION	

	THEY EVENTUALLY MOVED.	

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>GC</b>		
<b>CONCLUSIONS</b>	MOST OF THE STUDENTS DID PROCEED TO THEIR DESIGNATED EVACUATION AREA BUT THE ALARM DID NOT SOUND ON THE 4 <sup>TH</sup> FLOOR OF THE GC BUILDING.	
	<b>PERSON REPORTING</b>	
	MIENRADO GUZMAN	

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>PEC N &amp; S</b>		
<b>CONCLUSIONS</b>	STUDENTS AND FACULTY MEMBERS ATTENDING DANCE STUDIO AND SWIMMING POOL FOLLOWED THE PROCEDURE AND LEFT THE BUILDING FOR THEIR DESIGNATED SAFE ZONE WHICH WAS FOOTBALL FIELD. IN THE MEANTIME, ON THEIR WAY TO FOOTBALL FIELD, SOME OF THE DRILL ATTENDEES STAYED IN THE PARKING LOT WHERE THEY HAD PARKED THEIR OWN CARS AND THEY WERE TRYING TO DRIVE OUT OF CAMPUS. SOME STUDENTS TRIED TO RE-ENTER THE BUILDING AFTER EVACUATION. THE WHOLE BUILDING WAS CLEARED WITHIN 2-3 MINUTES AND STATION WAS RE-SET AROUND 10:15 AM. ONCE THE STATION WAS RESET ALL STUDENTS, STAFF AND FACULTY MEMBERS STARTED RETURNING TO THEIR CLASSES AND OFFICES BY 10:18 AM.	
	<b>PERSON REPORTING</b>	
	JAMES MASON	

<b>DISCUSSION</b>	EVACUATION OBSERVED, PULL STATION, EMERGENCY RESPONSE SUPERVISORS OBSERVED	
<b>ATA, B &amp; C</b>		
<b>CONCLUSIONS</b>	STUDENTS, STAFF AND FACULTY MEMBERS EVACUATED ATA & ATB BUILDINGS PROPERLY. ONCE THE BUILDINGS WERE EVACUATED, SUPERVISORS INSPECTED THE BUILDINGS TO MAKE SURE THEY WERE ALL CLEAR. THE DESIGNATED EVACUATION ZONE FOR THESE TWO BUILDINGS WAS FOOTBALL FIELD. A NUMBER OF DRILL ATTENDEES STAYED BY THE BUS TURN AREA AND B STREET AND HESITATED TO WALK TO THEIR SAFE ZONE.	
	<b>PERSON REPORTING</b>	
	MARTIN GALLEGOS	