



Planning and Evaluation Tracking

College Year: 2010-2011

Division of: Human Resources

Person Responsible: Lynn Thornton

Department of: Emergency Management

Person Responsible: Rusty Cornelius

Purpose Statement:

Goal Statement #1: Develop and maintain a comprehensive all-hazard Emergency Operations Plan and Emergency Operations Center.

Objectives/Outcomes (including assessment tools and standards): Revise the Amarillo College Emergency Prevention and Response Plan (AC EPR). Review the September 2008 version against operational responses. Determine areas requiring revision.

Results: A revision committee was formed comprised of: Damaris Schlong, Dean Continuing Education; Patsy Lemaster, Associate Dean of the Center for Teaching and Learning; Mike Duval, Director Amarillo College Police Department; Toni Gray, Director of Criminal Justice Programs; Alex Chancia, Coordinator of Criminal Justice Programs; Sondra Beighle, Associate Director Criminal Justice Programs; and Rusty Cornelius, Emergency Manager. The September 2008 version of the Emergency Prevention and Response Plan (EPR) was reviewed. The areas in which revision should be made were identified. Drafts of the proposed revision were vetted by the members of the revision committee. When a consensus was obtained the proposed revised AC EPR was presented to the Threat Response Team (TRT) for final review. The TRT is currently reviewing the AC EPR.

The sites for an Emergency Operations Center were identified in 2009.

Use of Results (including improvements and revisions):

Analysis: The AC EPR manual should be continuously reviewed against the College's response to emergency situations.

Plan of Action: Establish a review and analysis of College emergency operations. This should include internal reviews and external from our neighboring Emergency Management groups such as the Amarillo-Potter and Randall County Office of Emergency Operation.

Goal Statement #2: Create partnerships and coordinate emergency response activities with the A. C. Police Department and emergency responders from municipal, county, and state agencies.

Objectives/Outcomes (including assessment tools and standards): A. C. Emergency Management Department is coordinated with the A. C. Police Department, the Amarillo-Potter and Randal County Office of Emergency Operations and the local state agencies including but not limited to State Department of Health Services, Bureau of Radiation Control, Texas Commission on Environmental Quality and the Center for Safe Schools.

Results: These partnerships have allowed A. C. to participate in local conference calls and planning for: weather impacts, influenza outbreaks, wildfire outbreaks, and sensitive materials found on campus. By coordinating the Colleges planning and response with those of its neighbor jurisdictions A.C. minimized the number of closings and leveraged its response to imminent threats with the use of assets from our local jurisdictions.

Use of Results (including improvements and revisions):

Analysis: With several Institutions of Higher Education closing due to the Novel H1N1 Influenza threat A. C. participated in and followed the

recommendations of the local Health Departments for personal and institutional sanitization and prevention procedures. A. C. was able to conduct a voluntary inoculation program for its employees. As a result of the information and local plans A. C. determined it would remain open. As a result A. C. sustained a minimal impact from the effects of the Novel H1N1 Influenza.

Severe weather in the form of snow and ice storms impacted A. C. in the last year. Utilizing the information from local conference calls, planning discussions with our neighboring jurisdictions the A. C. President was able to determine when was the most effective date for closure of the College, before the storm rendered travel very dangerous, and reopening when the streets approaching our campuses were plowed.

Extremely hazardous materials were discovered during the remodeling of Warren Hall. Coordination with the A. C. Police Department enabled the College to dispose of one substance without expense. Coordination with the State Department of Health Services, Bureau of Radiation Control allows the College intermediate long term storage of materials for which there is no current viable means of disposal.

Plan of Action: Continue to cooperate and participate with the Amarillo-Potter-Randal County Office of Emergency Management in situational awareness and planning for negative impacts to the area.

Goal Statement #3: Plan, develop, and conduct training programs to ensure College preparedness for emergency situations, both man-made and natural.

Objectives/Outcomes (including assessment tools and standards): training for the Threat Response Team on Introduction to Emergency Management, ICS 100, ICS 200 and ICS 700.

The Threat Response Team conducted a table top exercise in the spring of 2009.

A PowerPoint training presentation has been developed for use in training all employees and faculty on ICS 100, ICS 200, and ICS 700.

A PowerPoint presentation has been developed on how to respond to: Intruder Shooter, Fires, Hazardous Materials spills, Tornadoes and how to remain safe on campus.

Results: The Threat Response Team has completed the Introduction to Emergency Management, and ICS 100, ICS 200 and ICS 700.

Use of Results (including improvements and revisions):

Analysis: The Threat Response Team has passed and received Certificates from FEMA for their successful testing on Introduction to Emergency Response, ICS 100, ICS 200 and ICS 700.

A PowerPoint presentation has been developed on how to respond to: Intruder Shooter, Fires, Hazardous Materials spills, Tornadoes and how to remain safe on campus. A presentation to the English Department has made and their recommendations have been incorporated into the final presentation.

Plan of Action: The training will be made available to all AC employees and faculty through the AC Center for Teaching and Learning.

ICS 800, ICS 300, ICS 400 and IC 376 will be provided the Threat Response Team and thereafter through the AC Center for Teaching and learning to AC Employees and Faculty.

Goal Statement #4: Supervise the Occupational Safety and Environmental Officer. Plan and oversee the budget for the Department.

Objectives/Outcomes (including assessment tools and standards): Keep the Occupational Safety and Environmental Officer engaged in the business of the College. Maintain the budget and enter required data into Datatel for the Department.

Results: Under Direct Supervision the College Occupational Safety and Environmental Officer successfully completed all directives assigned to him. His work product was within and according to all subscribed standards and guidelines.

The Department Budget was maintained. There were no overages and all invoices were timely entered into Datatel. The next year's budget was reviewed and approved without the need for revisions.

Use of Results (including improvements and revisions):

Analysis: The College Occupational Safety and Environmental Officer was able to respond to and fulfill all requests from AC Departments.

The approved Budget was satisfactory to maintain the integrity of the Department in accordance to the Mission of the Department and Amarillo College.

Plan of Action: With the retirement of the College Occupational Safety and Environmental Officer, those duties will be split between the personnel of the Physical Plant and the Emergency Manager. The duties assumed by the Emergency Manager will be performed to the same or higher level of expectation as previously provided.

The Plan of Action with regards to the Budget is to continue to operate within the authorized limits established for this Department. The Department will continue to seek out the most cost effective resolution for all challenges encountered in this fiscal year.