

Emergency Response Team Meeting

Thursday, January 17, 2019

9am to 10am

EOD Training Room

Minutes

Members Present: Stephanie Birkenfeld, Chairman, Scott Acker, Adan Aleman, Hank Blanchard, Melissa Burns, Kim Crowley, Toni Gray, Michael Kitten, Kevin Moore, and Ellen Patterson as Recording Secretary.

Members Absent: Renee Vincent, Daniel Esquivel

There have been some promotions and changes in the AC Police Department staff titles:

- Scott Acker is now a Lieutenant
- Adan Aleman has been promoted to Sargent.
- Stephanie has delegated Scott to be Chairman of the Emergency Management Response Team.
- Stephanie will be kept aware of updates and changes
- Melissa Burns has been added to the team to assist Kim Crowley.
- The new smaller Team will consist of Scott Acker, Kevin Moore, and Michael Kitten.
- Cheryl Jones will be added to take Lyndy's place on both teams.

The Emergency Operations Plan will be updated by Scott Acker and will need to have Cheryl Jones signature in place of Lyndy's to be current.

Scott wanted to review the incident of the Gas Leak at East Campus yesterday:

- An email was sent out to all Faculty/Staff.
- There was a gas smell, no leaks or danger.
- Michael Kitten gave overview of what happened at the ETCC where all automotive and diesel operations are located.
- the smell was stronger the more he walked into the department
- then it was a question of whether the smell was natural or sewer gas.
- Students had talked about not feeling well shortly afterwards so they were evacuated
- From the first notification by Michael Kitten and David Hall it took less than 20 minutes to notify and evacuate students.
- Michael has met with his Leadership Team at East Campus and formed a Safety Committee for East Campus.

Some of the issues that will be addressed are:

- They need to have a rally point, they not have a place to make sure everyone was there before releasing them.

- They did not do a good job of locking the building down, someone walked in wanting a tour during the evacuation and Betty walked in for a mail delivery and no one thought about those types of regular events.
- One good way of tracking who is in the classrooms is that attendance is taken in every class every day with a sign in sheet by the entrance door at East Campus.
- Need an Inclement weather rally point where it will be safe to meet out of the wind and weather.
- The rally point could have been moved to the LTCC, but this would not be feasible when trying to evacuate all the buildings at one time.
- Will need to make sure the meeting place up wind because there is not much cover out from it at East Campus.
- Weather conditions are important.
- The Safety committee members have set up a schedule and will check the eye-wash stations, AED's batteries and alarms, lights in the parking lots, and mark any trip hazards.

Michael had already evacuated all the students and most of the faculty and staff, then contacted Atmos. Kevin would prefer that Physical Plant be called before Atmos is because it could take a lot longer to be back up and operational again.

Please note that when Atmos is called they have procedures in place that could take days versus hours to be back up and operational. Luckily yesterday's incident went smoothly and was handled quickly.

When Atmos is called their protocol is to lock the meter and it could take days to be able to be back up and running.

- When Atmos comes out, they test the building, nothing shows up, the person that comes out still has to lock the meter out, luckily Kevin knew the Supervisor from Atmos and he worked with Physical Plant, we failed the test three times, because one of the shop heaters was coming on during the test.
- If we do not have the working relationship with Atmos, we could have been closed for days. Atmos will perform air, leak and soap tests.
- Pressure testing was done in four buildings and they all passed.
- If someone calls Atmos you cannot reprimand them.
- Atmos went to the wrong building and tested the wrong meter.
- Atmos went to the wrong building and wrong meter.
- Luckily it was a new building and it held.
- Aviation was tested as well.
- If the Fire Department is called then they will automatically contact Atmos too.

The policy will be to contact AC Police and Physical Plant, but if this incident cannot be handled it in house, then Physical Plant or the AC Police Staff will contact Atmos.

Safety first, If the officer at the scene feels uncomfortable or threatened they can contact Atmos or the Fire Department but Physical Plant would prefer to handle this incident if possible to avoid long down times or closures if possible.

If there is construction and the line is cut or damaged, then Physical Plant can still shut the gas line off.

- Who is designated to come from Physical Plant, Kevin, a Rover and Jeremy.
- Is there anyone at East Campus available?
- It depends on where the physical plant or police staff is at the time.
- If the officer is fine with Physical Plant and their recommendations, then we will not need to call Atmos.
- Physical Plant and the Police will work together.
- Hopefully the instructors have already evacuated the building.

Do we email everyone for all emergencies or at just that campus or area affected?

- We can send out a reminder on the AC Police Safety Tips that goes out weekly that if you smell gas call AC Police.
- Evacuate the area
- AC Police will call the people that needed to be contacted.
- Fire department staff are trained to carry equipment and be able to plug the lines if needed.
- AC Alerts is for if people need to take action.
- Email is sent out just to let everyone know that action was being taken and that it was handled. People get angry if they don't know. For Your Information, Information Only, everything is okay.
- Maybe there can be a more formal announcement made that gas leaks are common and have happened at Hereford, Downtown, Washington, East, and almost every campus.

Scott has been scheduling Fire Drills and is keeping track of any issues that are noticed:

- What can be done better?
- What is making the alarm go off?
- Things are going very well, before AC Police may not have known about it for weeks.
- Eight Fire Drills have been conducted recently at the following locations:
 - Hereford
 - Downtown Campus
 - Ordway Hall
 - Dutton
 - Russell Hall
 - Moore County Campus

Russell Hall had some issues when they tested liquid smoke they could not get the smoke detectors to work correctly. We do not know if the problems were caused by electrical issues or not.

Next scheduled Fire Drills are

- Music
- Experimental theater
- Warren Hall
- Science buildings
- Scott and his staff will continue the testing until we can make sure all the alarms and smoke detectors are operational.
- Scott is tracking the following information:
 - Date
 - Time
 - How long it took to evacuate
- Comments from Staff some have been negative like the “Last time we did a fire drill was never”.
- If the notifiers, panels, smoke detectors are working or not and possible reasons why with comments on what was found out after and during the drill.
- We are doing fire drills, someone let the campus people know so they can help when it happens.
- The question is where to meet when they leave the building.
- The building captain needs to have a rally point, do a head count, if someone is missing, let the police know and they will look for them.
- Ordway is the oldest system and was done last week on January 9th.
- Need to do it unannounced so we can see how it goes.
- One unexpected Fire Drill happened Last September or October during the all faculty meeting when it became intense.
- Trying to limit when only one or two classes are going on in that building.
- Scott has been working with Sadie and Lily on a Certification video.
- Scott and his staff are putting stuff together to give to Sadie so we are not all over the place, 45 minutes video.
- Scott wants to reach out to others so that Scott does not have to do all the talking, some faculty are willing to help with it too.

Toni Gray requested that a Fire Drill be done at Ascension Academy before May because this is probably that last year we will have students there at that site. Kids College will probably be moved to the Washington Street Campus in 2019-2020. Charlotte Modersitzki, is in charge of the Kids College and students from kindergarten through 5th grade.

Physical Plant purchased three more AED Units at \$1,800.00 each.

- Can we go ahead and buy our own units?
- Tiffany really wants one for the Downtown Campus.
- Zolls is the one that Physical Plant recently purchased.
- They have to have certain signage, with instructions on it.
- Cabinets are not audible.
- We need to have all the same brand.

- East has one brand and Police has different ones too.
- The ones in the AC Police vehicles are different too.
- Physical Plant is supposed to be checking to make sure the batteries are good and the unit is in good working order but they have not had time to do it recently.
- Michael has installed a new battery in the one at East Campus and has made sure to put the date it was installed on the card inside the case.
- This could be a training issue for the staff and along with for each different type of unit.
- Kim Crowley has asked her staff to go back to the hospital where they are training or working and know exactly how the unit works to be better prepared for drills or testing
- West Campus does not have any AED units.
- Procedures are different on each one.
- Some will give you options to print, with a GPS locator
- Toni Gray says that she has grant funding to pay the staff for training.
- About 50 CPR instructors are trained.
- There will need to be badges made for all the CPR Certified members.

Adan Aleman gave an update on the CopSync 911 installation:

- all the campuses are done except for 2nd floor of Warren, Hagy, East,
- IT was trying to push it, but not all are done yet, it has to be done manually for all to be done.
- Hereford someone will go there and get them done too.
- Lot of different features, we could send a reverse alert to all the computers at that campus to let them know of the emergency.
- They will say test, we will send email saying that if you do not have it to let us know so we can get everyone set up.
- Laptops but it goes with the laptop, CopSync suggests that we do not do it because if the button is hit accidentally then it will be at your campus you are assigned to.
- The computer is set up with Building and Room number. If it is not on the computers we will have to go and do it.
- Not student computers, but all faculty and staff.
- Lily just did a video that will walk people how to use it and what will happen in an alert.
- CopSync is faster than AC Alert.
- If there is an active shooter, but it is not going to cell phones or students, not a replacement but to be used with the AC Alert.
- Will do both, this will be faster for the initial warning, helps for classrooms.
- It will go to multiple places, so the faculty and staff to know that.
- Chat group, do not respond to the messages.
- Whoever initiated the chat do not respond or add to the chat.
- AC Alert is a slow process, where the CopSync is immediate, much better for Active Shooter.

- Just about every town in the panhandle has this alert system too.
- We want as many people to know and be aware of events as they happen.
- That is where the training is so important.
- Renee had it before this team was developed. AC Police is also notified.

Kim Crowley want to announce that a Pandemic Infectious Control Plan is being prepared

- They are looking for large facilities to become dispensing hubs to have available for these events.
- The government will send to the Public Health Department. AC could participate.
- Does not require anyone except for persons to go to table top training.
- Where can we deliver the supplies and where to meet, it would not be a long term location.
- Just set it up internally.
- Would be based on the number of employees for the institution.
- Down to 15 pages after starting with 100.

Scott would still going to try and do a full scale exercise, really like the one at Randall County, severe weather and snow.

-Table top exercise went very well with Chip and Danielle.

-Live stream typing the question and answers.

-So we could decide on what is needed.

-What to do without electricity.

-We are still being invited to the trainings.

-Scott is going next week on Wednesday.

-The County will help us do a full scale exercise at AC it can take six to eight months for the planning purposes.

-The city has one in May. Airborne exposure.

-They wanted to use an event like graduation, they will back track to find out the starting point of where it happened.

-Scott will find out more on Wednesday and Thursday.

-Location to have the full scale event will be the problem.

The next Emergency Response Team Meeting will be held on February 13th at 9am with 10 laptops too in the EOD Training Room.

The next AC Alert is scheduled for Friday, January 25, 2019 after the Tornado Alarm has been sounded by the City. The CopSync 911 system will be tested at the same time from different locations to make sure it works properly.