

Emergency Response Team Meeting
Wednesday, January 29, 2020
AC Police Station Conference Room
9:00am

Members Present: Scott Acker, Chairman, Melissa Burns, Kim Crowley, Daniel Esquivel, Jerome Geoffrey, Toni Gray, David Hall, Cheryl Jones, Kevin Moore, Sadie Newsome, Will Ratliff, Renee Vincent, Joe Wyatt, and Ellen Patterson as Recording Secretary.

Members Absent: None

A final rough draft of the Emergency Response Team Playbook has been prepared for the President's Cabinet and will be presented for review at the February 11, 2020 meeting.

The Active shooter and Emergency Response Team Playbook will become mandatory training for all Amarillo College employees, hopefully within the next year.

AC Alert will only be sent out 4 or 5 times a year instead of every month on the last Friday.

- One in the summer time
- 2 in Spring Semester
- 2 in Fall Semester

Sadie talked about how Student contact was affected by the frequency of the alerts. Blackboard Connect is not designed for the alerts needed, the user cannot choose which types of communications to unsubscribe from on the lists. One of the parents unsubscribed from all AC Alerts, tons of students are no longer getting those messages that should. If the number of alerts are sent out more periodically then Amarillo College will still be able to contact students with important information as needed.

The current CopSync software annual renewal cost is \$89,000.00 and the new one Everbridge is \$65,000.00 a for 1st year purchase and setup.

- If the funds are available IT would pay for it this year and if not it would be installed and setup in 2021 fiscal year.
- Everbridge will probably have a cheaper annual renewal fee since we are a smaller institution.
- It is setup as an app on the phone like CopSync.
- It will track faculty, staff, and students in the buildings and around the campuses.
- There will be a platform that will allow the user to opt out of different types of notifications such as Badger Boot Camp or upcoming events.
- The Hagy Center will allow parents will get alerts for their children and the students.
- Active Shooter alerts
- Weather
- The user can opt out and decide which types of alerts they want to be notified.
- The user can change profile to suit their needs
- The app will cover all Amarillo College campuses, including Dumas, Deafsmith, Potter, and Randall counties.

- If we want to send out alerts, severe thunderstorms and tornadoes or hail too, lightning strikes they will send out all kinds of alerts, watches, and warnings.
- If it is snow related and the President says we are closing the school, we can have the message all ready to go.
- Then when it is time to send out the alert for weather, school closing or other types of alerts the administrator would just click it and the message would go out across the user's phones.
- Part of the training will include a 1 hour or 1 ½ demonstration and by using the dashboard setup, it will allow the message to be ready to send out in a matter of minutes.
- If we have access to direct stream data, might consider changing AC policy to match AISD closings
- If we don't close the campus and there is an evening storm for night classes, this information will need to be taken into account.
- The weather may be bad in Amarillo, but Dumas and Hereford are in different areas so they may not be affected at this time.
- If Amarillo College is open and the students decide not to attend due to the weather it is up to them, but with all the online options available for classes and contact of faculty and staff by email the students can catch up on assignments or tests that they may miss.
- An AC Alert is scheduled to be done this Friday, if it is not sent out then it may be coordinated with Maria Juarez to send out at the same time as her's is sent.
- 10 to 20 users drop out every time alerts are sent out.
- This is their only life line for emergency alerts, or to let users know the campus is going to be closed or that classes have been cancelled.
- The new platform can be setup to connect with The City of Amarillo.
- If the city has an emergency we can be notified to if it is in the area and can receive messages from them.
- Currently there are three primary shortcuts on the homepage for AC Connect and blackboard, the links or shortcuts can be made more visible to notify users how to contact the AC Police for information if needed.
- Bash Script Crazy club with the students, has been requested to develop an app so that alerts for locked cars, or emergency alerts so that they could contact the AC Police Department.
- But the user may not be able to integrate another app into the existing app.
- May have a button just for emergencies on the app so users can click and access it easily.

Scott will start conducting unannounced fire drills again, but only in the buildings that have fire pulls.

- Last year that is how issues were discovered
- Jones Hall at West Campus should be done
- East Campus Automotive, Diesel, Welding and the SSC too all have pulls
- AC Housing could put smoke detectors in the other buildings that do not have fire pulls

- Are there plans to put Smoke detectors and fire alarms in the buildings that do not have them currently?
- This has been discussed with FMC but as the remodeling or updates take place it would be easier and more efficient to install them at that time.
- It is not required by law, and not part of compliance, just not optimal, until something happens.
- Dumas has no fire pulls, building is too big to notify everyone, unless you go around yelling at everyone.

There is a plan to install AED's in all the buildings and floors, options for a grant program are being researched and they are working on buying and installing more.

- There is an AED Kit that actually teaches users CPR as they train.
- It was \$200 more each than the other one.
- AC Foundation sent out an email about grant applications for faculty and students only.
- Scott wants to talk to them with the AC Foundation to see if it could be used for AC too.
- Physical activity for the police officers and recruits, highest number of heart attacks due to stress related incidents.
- The purchase and training of AEDs Kits are needed.
- West Campus can train the faculty and staff.
- Training for the CPR update will take 30 to 45 minutes. Very easy to understand the directions and steps necessary.
- There are currently AED Kits at West Campus, they may be located at Gym Dance and the Lecture Hall.
- East Campus has a lot but some are expired and out of date.
- To update the Kits at East you would only have to buy the new pads and battery.
- The active shooter bags should be kept too.

All the Fire Extinguishers are inspected annually, please contact FMC if they are expired and their staff will refill or replace.

- Downtown Campus has 19 fire extinguishers, if they missed one just call Kevin Moore and he will take care of it.

Stop the Bleed Program is now taught at all Kindergarten through 12th Grade schools as mandatory training for employees now

- Jerome has all the stuff for the trainings, like fake gunshots
- How many hours will it take for the training?
- Jerome can teach in 1 hour and 20 minutes, depends on how interactive people want to be, you can't force them to put the tunics on each other, but they need to know how to do it, train the trainer programs.
- February 11, 2020 will come back to get funds for the training.
- The training is not just for active shooter, it can save lives, you can lose all your blood in three minutes, the training is not hard to do, the supplies are available for the kits
- Kits are about \$60 each.

- A lot of places put those kits with the AEDs by the fire extinguishers
- The kits are not that expensive but training will need to be done.
- They would train all the teachers and administrators, but the only one that will be there are the secretaries, janitors, the front line staff will all need the training.

This summer May or June Scott has a meeting with the Office of Emergency Management (OEM) downtown with the city and we are going to start planning the next City Emergency, it is a great opportunity for everyone to participate.

- Scott will find out more information later today,
- This would be a good time to implement everything we did with the playbooks.
- We send out the alert, we all meet here and follow the President's Cabinet playbook and go through it all here.
- We will have a playbook for setup with instructions for every position, hanging folders on the wall, forms from FEMA, most are already here.
- Whoever arrives first will go through the playbook and then when someone else arrives, they take over, a great way to test everything that has happened and been done in the last year.
- The training is necessary especially with all the new cabinet and ERT members.
- This training could be used to learn from events at the last one.
- We are going to arrive, send out messages, the cabinet will be somewhere else so that if we need a decision to be made they can decide and let us know and we can go from there.
- They will decide if we are going to close the school or cancel classes.
- The immediate safety of AC Faculty, Staff, and Students is this group's responsibility.
- Scott is excited to see what the exercise will be; it may be with Agriculture Terrorism.
- This will show how easily someone came up to a feed yard and feed the cows and how it could be anthrax or bioterrorism and effect the food supply for the area and possibly state.
- What we have set up and the playbooks will help the exercise go more smoothly, we may have a few glitches but not like last time.

Scott wants to get Gold Certification for Closed Pod, during the tabletop, OEM was very impressed, and they let us know what we had wrong, we corrected and fixed it right then for a Silver Certification.

- All we have to do to receive Gold Certification is actually do the setup in the Gym
- OEM or City notifies Scott and send out the notification to other members and then we should be good to go.
- It will be great to have it ready before then so we could use it in May or June during the exercise.
- The Head of Nursing narrowed down the playbook, with updated information, would like to add her to the team for the medical side. She may not be able to come to the meetings because of class conflicts, and she has a lot of good knowledge.
- The summer is a slower time of year and most of us are here.

- After Scott finds out more information regarding the upcoming exercise, and then maybe do the closed pod before then.
- Scott Palser previously was a high school counselor and he has trained people in active shooter exercises.
- Jerome Geoffrey and Danny Perez do the training all over Oklahoma and Texas.
- Scott Palser is the backup for Renee Vincent a Moore County Campus.

Next Emergency Response Team Meeting will be scheduled in March 2020.

Scott will send out an email to all team members.