

Emergency Response Team Meeting
Wednesday, November 14, 2018
WSC, SSC 2nd floor EOD Training Room 9am
Minutes

Members Present: Stephanie Birkenfeld, Scott Acker, Hank Blanchard, Toni Gray, Michael Kitten, Kevin Moore, and Ellen Patterson as Recording Secretary.

Members Absent: Kim Crowley, Daniel Esquivel, Lyndy Forrester, Renee Vincent,

Amarillo Office of Emergency Management were scheduled to present but had a conflicting appointment at the same time, so this will be done at a later date.

There have been some changes and restructuring of personnel at the AC Police Department:

- Scott Acker is now a Lieutenant, Day Shift Manager
- Adan Aleman is a Sergeant and Evening Manager
- They will be in charge of the shifts now.
- There will be a big improvement on support during the evening hours.

A Winter weather exercise was done last week, the Team reenacted the Dallas storm of 2004.

Brief scenario up to 2 inches of ice, we always follow the AISD and what if they cancel classes at mid-day.

- What happens if we cancel classes mid-day?
- What are AC responsibilities to the students and employees?
- We used to help them get out, but if the vehicle is damaged now AC is responsible.
- Are we liable if the students and employees stay here?
- Do we keep a place for them?

We need a code blue station:

- Student Services Building?
- Or gym area, showers in Carter and at East Campus.
- Can we shelter in place?
- How do we get them there?

If half the city loses power. Washington Street Campus loses power, we know we have a generator for PBS because they have to be able to run 24 hours a day. Can it be done college wide? The generator for PBS will only work for the KACV building.

The other one is for IT for the Server room only. So we are pretty much do not have generators for the total campus, Excel and Atmos was there and they said you have to be able to run in conjunction with the HVAC to provide heat in all the buildings. Carter Fitness Center you would need at least a 250KV generator. None at East, West or the other campuses.

We can't house people then, we have to get them out, or we can set up shelters for people to go to for a three to five day scenario.

First day, no food or water, vending machines limited.

- If the power is out the vending machines will not work.
- How do we get these people to the shelter?
- How many 4-wheel drive vehicles? Police department has 2 four-wheel drive vehicles but no chains.
- So we have 6 vehicles, but no chains, and the buses have no way to get them out now.
- How can we better prepare for winter weather or disasters?
- The main thing is to be able to function for 72 hours before emergency help can arrive or FEMA can assist.

We are very under prepared. When we close, who is essential personnel?

- Physical Plant, Maintenance and Grounds.
- Maintenance make sure all the boilers are running and we have heat.
- Grounds staff will shovel sidewalks unless the weather is too bad and then we have contractors to do snow removal from the parking lots.
- We could get people, but it would depend on how much snow we get, and the weather.
- Do we need to make the Emergency Response team essential?
- We can all rely on the others in the group if needed.
- The four wheel drives and with chains for all.
- We are already considered Essential Personnel just by being on the Team.
- If the college is closed, the AC Police Staff are off work too.
- Grounds and Maintenance staff are here until everything is done, but not all day.
- It will probably be on the fly depending on the weather.

What if a disaster or bad weather happens during week of fall graduation?

- What happens with the grades?
- Deadlines for the state stuff?
- When can you extend stuff?
- Diane Brice, has said in the past that you can call the Coordinating Board and get an extension until the next week.
- With Hurricane Harvey, schools were allowed to extend up to 7 days.
- Civic Center cannot function.
- We honor the graduates, but we call it off and let them know that it will probably be moved until January because you have no choice, the Civic Center could not just add us into their busy schedule.
- There are now three graduations being held per year due to how large it has become.
- An afternoon and then an evening graduation.
- Fall and Spring and then possibly Summer graduation will probably take place in possibly a smaller venue.
- The fall and spring are so large that it is getting to the point of being dangerous for the fire code.

As far as power, we have no generators or heat.

- Only the phones on Washington street campus?
- The generator is run off Diesel for three days at full capacity. We call in Christ fuel for the generator and we can only be ready for three days.
- Five days no transportation to get there we run them semi-annual, they are tested, fuel is checked and then put the additive to make sure that they run.
- Do you have a way to power or recharge your cell phones?
- Because there will not be power.
- We operate off all the city stuff, we do have our own analog repeater, but it may only last 12 hours. Radio to Radio Channel?
- Are you going to keep up the FCC license just in case? If we have to we will have at least the walkie-talkies, will there be that type of communication at each campus. The existing repeaters were already having problems, they are digital so they will not have communication at East Campus too.
- Each individual radio we pay \$20 a month for them. That is why they had to minimize the budget, because we did not have the money for the WT's the base is like \$2,200.00.
- We can get a push to talk app on our cell phones if we need to have as a cheap alternative.
- Toni Gray is having a meeting on Thursday and she can mention the app to see what is suggested.
- We might need to bring someone from the Business office and a lot about money and the approval to spend it.
- Steve has contingency funds in his budget to pay for the emergency.

Scott Acker went to Bioterrorism Planning meeting, last May with the Office of Emergency Management and other agencies and they are going to play off our graduation, that after graduation people starting getting sick, we will be involved, large scale. Bad publicity for the Civic Center, AISD, make it a generic graduation, spraying stuff on the food, anthrax was released. To back track and see where it came from.

We are being invited to attend these events, table tops, and exercises. February and April, a whole week long then in the first week of May.

Pantex will have some planning meetings too. It helps a lot when we get a collaborative group so we know more about how the other departments and people are affected.

Stephanie Birkenfeld will be meeting with the Red Cross too.

We will have them come to our next meeting. We also asked them to come to a tabletop exercise Active Shooter for Washington Street Campus. It is easier to do at Downtown Campus. We want to talk about how chaotic it will be at WSC; we will be inviting everyone to attend. Office of Emergency Management will help.

COPsync software has been installed at Dutton and Ordway; we have to physically go to each computer to set it up.

- It will be a long process, we hope to be up and running by January.
- It is here and it works.
- There will be training with staff to let everyone know how it works and how to use it.
- We will push out the software and set it up on each computer two buildings at a time.
- There will be an email sent out with a Link for video, everyone will be asked to watch it.
- We will discuss it with you that day.
- CopSync it is a new system, and it will be great for data collection.
- Hope we can show why we need certain things and why it is important.

We are about to get the CAD, back door on the CopSync for the officers so they can see everything.

- It will change the whole face of our stuff, it will be a great upgrade.
- I would like to add new members, Melissa Burns from West Campus and add Sgt. Aleman and he needs to be added because he is on the campus at night.
- Our major upgrades have been CopSync, only three work so we are upgrading the computer too, worth \$30,000 we got it free, digital radios, dispatch console is having problems, lots of popping and crackling, three years' experience at AECC, great improvement and she will work evenings. We donated our old radio equipment to Lake Tanglewood PD, Deaf Smith, and Wheeler Counties.
- We got two used radars from Estelline PD, we are upgrading our radars and the tinting on the vehicles, we are in the process of adding new lights, side lights, if you pop the trunk you can be seen too. It is all about officer safety and making sure we can be seen.

Physical Plant is going to paint the walls in the dispatch area.

The AC Police Department is required to have a daily crime log;

- East Campus is at the top.
- The numbers are not all there, only the criminal activities are listed.
- The Skimmers and phone scammers in Hereford.
- People were using Amarillo college numbers and the skimmers they are putting them on the vending machines.
- Campus alerts were sent out about the Gas Leak
- The Winter Weather Cancellation for classes was only for Hereford and Dumas.
- Everything regarding closings and delays for Amarillo Campuses is based on AISD, the new weather procedures, they are supposed to have alerted the police first before they cancel the classes and work for the day. Local ISD is what we are going off of for closings. Amarillo made the decision at 3:30am, we can talk to them, they are worried about them not us. If the bus can make it then they go, if not they cancel.
- Sometimes we need to make our own decisions, they never have late starts either.
- For evening classes, the President makes and announces that decision by email.
- If classes or work is cancelled on Friday, then it is cancelled over the weekend too, because the weather is usually worse later.

An evacuation was also done for Hereford, and for the houses around the Greenhouse.

- APD actually came and cleared out some houses around the Greenhouse.
- Evacuation at Child Development recently for burnt cookies.
- The Hereford campus evacuation was not a very long process.

Should we create an emergency response team email?

- The optics show we are on top of it.
- We want to let you know in case you hear, this happened today.
- If we are not even to work or class, then we are not needed.
- But if it classes or work is cancelled during the day, we need to stay until the duties are covered.
- If we are here, we would just leave or stay home unless we are recalled for some reason.
- Normally we did the call with the national weather service to let them know we need to come up early.
- The snow was not removed around handicap areas because there was calls complaints, all we can do is salt, hard to scrape.
- There is a need for Handicap parking for the buses under the 24th street bridge on both sides.
- We don't have that many loading zones.
- Does AC Police keep track of all the calls you get?
- How many are reported to Kevin and his department instead of the police.
- If it is emails we try to save them.
- Do we have a way to put it in COPsync?
- Please note the police do not get notified for all the calls and type of complaints.