

Emergency Response Team Meeting
Wednesday, February 13, 2019
9:00am to 10:00am
WSC, SSC 290 EOD Training Room

Minutes

Members Present: Chief Stephanie Birkenfeld, Lt. Scott Acker, Sgt. Adan Aleman, Michael Kitten, Kim Crowley, Kevin Moore, Melissa Burns, Daniel Esquivel, Toni Gray, and Sadie Newsome (guest)

Members Absent: Hank Blanchard, Renee Vincent, Ellen Patterson as Recording Secretary

Meeting:

1. P.O.D. Point of Distribution (medication in emergencies of outbreak for AC employees)
 - City of Amarillo opted into CDC's P.O.D. program to disperse medication in outbreak emergencies. We can opt in to disperse to our own employees. We have to tell them how many employees. We need to decide how many we will take to Dumas and Hereford. Ease the burden on the City for distribution. Only commitment is to if an outbreak happens we go get the medicine and distribute from our campus to our employees. Someone with a truck will have to pick up the supplies. The point of contact will be contacted and they will notify the City to say who will be picking them up.
 - 2 spelling mistakes (front page and page 2)
 - Dumas and Hereford will be included, we will send people to those campuses with the medication if this happens.
 - Are we doing full or part time?
 - We are doing all part and full time
 - Whatever the number is plus 5%
 - Whatever is left over goes back to City
 - Clarification through City to include family
 - Kim will check with the City for clarification
 - Kim will also check on students
 - Steve Smith is recommended to be the person to officially sign off on the agreement after the ERT has agreed to this agreement
2. EOP Updates
 - Took Lyndy off, put Cheryl on
 - Added Sgt. Aleman on the back
 - Going to get updated signatures for the President's cabinet
 - Appendix – add in the CopSync and testing portions on it
 - i. Will present all changes to group
3. Fire Drills
 - East Campus Done
 - West Campus Done

- i. Both don't have a lot of fire alarm systems
 - ii. 100s of students in Jones Hall did great with only about 2 minutes to get out
 - iii. A lot of the new buildings have fire pulls and smoke alarms and everything
 - iv. The older buildings do not have anything but fire extinguishers
 - Washington Campus
 - i. Big Buildings Left
 - ii. Once complete will write up report to Board of Regents to present
 - Going great, no complaints from employees. They've been saying wow, we've had our first fire drill ever since I've worked here.
4. CERT Video
- ERPT meeting
 - i. Scratched original video plan
 - ii. Met with Sadie in Communications and Marketing
 - iii. Training video all faculty and staff
 - iv. Original face to face training with certain members
 - 1. Not functional needs to be all
 - v. Sadie brief:
 - 1. Very large undertaking for the dept. and would take a large amount of time to take
 - 2. Make it more simple so it won't take as long to produce
 - 3. Shorter and sweeter so they can watch it and be done quicker
 - 4. Over view of emergency policies where to go to find resources
 - a. Rethink vision for it
 - b. Create a landing page on the website
 - c. First section of outline more flexibility
 - d. Link to existing to CopSync 911 video
 - e. Link to emergency operations plan
 - f. Instead of verbally communicate it all in a short amount of time
 - g. The actual evacuation procedures will be a video
 - h. Ex. Evacuation with disability student visual
 - i. Instructions on them with text elements
 - j. Show the visual and test the important elements
 - k. More timely this way
 - 5. Way to capture if people are watching?
 - a. ILOS maybe
 - b. Sadie will look into it
 - c. Short quiz at the end
 - d. Could we show it at General Assembly?
 - e. Could it be included in yearly updated training
 - 6. The Emergency Preparedness Landing Page update and change admin rights

5. Blackboard Connect to send out AC Alerts, who needs access?
 - Adam Aleman
 - Melissa Burn
 - Toni Gray
 - Daniel Esquivel
 - Acker has made a short cheat sheet
 - January's test did not work, so it was tested a week late
 - The more you do it, the quicker you can get through it
6. CopSync911
 - Today will have an email sent out if missing CopSync 911 contact us to get it put on
 - Training is on our website and will also be sent out on the email
 - We can test it from anywhere
 - Showed the new training video for CopSync 911
 - It is on the ACPD website
7. Next Meeting
 - Will be set up by Lt. Acker after spring break
 - Possibly Wed. 20th 9 am