

Emergency Response Team Meeting

Wednesday, March 20, 2019

9:00am to 10:00am

Minutes

Members Present: Lt. Scott Acker, Sgt. Adan Aleman, Daniel Esquivel, Tony Gray, Michael Kitten, and Ellen Patterson as Recording Secretary.

Members Absent: Stephanie Birkenfeld, Chief of Police, Renee Vincent, Kevin Moore,

Fire Drills that have been conducted in several buildings, but future ones are on the list below:

- Gym Dance at West Campus and
- Museum of Art, AMOA is redoing rooms and adding cameras, and sprinkler system so we are waiting for them to be done before it is done there.

There have not been many True alarms but it was a true emergency, one at the Hagy Child Care Center when the staff was baking cookies.

15 buildings have been testing with set alarms.

Next step is to do the last two and then we will have percentages on the columns for the different things, have a presentation and take it before the board.

Lots of the buildings do not have a fire alarm or a way to alert them in case of emergency.

There is currently no way to alert the staff and students at the Downtown Campus. The downtown campus now has Walkie talkies to talk to each other.

East Campus, housing does not have a way to set off alarms either.

Kevin ordered three AED's one went to AC downtown campus and we have to check where the other two have been installed. Zol brand. We are still working on buying more AED's and getting them installed.

The next step is to update the information and take before the board so hopefully some of the bond money can be spent to update the alarm systems throughout the campuses.

During the recent Hurricane Winds up to 80 miles an hour on March 13, 2019, lights were out throughout the campuses along with power. Kevin is sending staff to Hereford because they are still having issues and one classroom is unusable because the lights will not work.

Please let the AC Police Staff know as soon as the parking lights go out and notify his staff of tripping hazards too, so Scott can contact FMC work on the issues or get them fixed.

- Michael will check out at the parking light poles at East Campus
- Currently there is a light pole that has shattered glass out by Truck Driving.
- Fletcher has called dispatch several times to get the bulbs replaced.

- The Stem Greenhouse building has four around the building and none of them work either.
- The Lights on the new hanger, may be out by the diesel bay too.
- Hereford has one parking light that only works during the daytime.

Kim Crowley was wanting to check and see if the during an emergency the Medical pod for will allow shots for family or just employees and students?

- If they are allowed are not under the emergency protection plan. It may not but it would be nice if it did.

The written Emergency Operation Plan and Annex:

- Scott, Michael and Kevin went over it and then it will be completed. The changes with persons leaving the committee, CopSync instructions have to be added. Pages have been signed for both, all the VP's all signatures are good and after a few more updates and then it will be posted on the website.

College Relations staff and AC Police Staff are currently working on a video that will demonstrate what to do in case of each type of emergency:

- Evacuations
- Active shooter
- Fire
- Bomb
- chemical spill

The video will cover these instructions, Scott is working on the opening of it, with Sadie and Lilly in College Relations. Next week the filming will start, with examples of each one, maps on the buildings, broke down for the evacuations, fire, bomb, and chemical spill, have bullet points and video. Going to have one person to be in the videos. Wheelchair evacuations too.

Scott and the College Relations Staff are also working on a video for CopSync program:

- how to operate it
- what to do in an emergency
- talk about the program
- how to go to the website
- where to find the Emergency Operation Plan
- how the faculty and staff will be able to go through the process themselves
- Be able to discuss ideas and send in comments on the video

Simple to the point they will put it on the video. Will set up time in classrooms.

When the Fire drill at Washington Street Campus for the Student Services Building there were questions about where the Rally Point (meeting spot was located):

- rally point where to meet will be determined by department head.

- Do a head count and note anyone missing
- if anyone is missing notify first responders
- same layout all the way through
- Even covered earth quake instructions for outdoors, in vehicle, trapped under debris.

Proximity to Clements and Neal units prisons, escape from TDCJ, lock down on campus for East. As long as we know about it. Reverse CopSync 911. Shooting a block away from the Washington campus, extra patrol on campus and in the hallways, if we lock it down we could cause a panic.

How long for the video – timeframe may take a month for it to be ready to go out.

- Want to have it ready before the end of May.

Lockdown the reality of how long it would take to do it, is unrealistic,

Hopefully at the next meeting everyone will be able to attend so we can discuss logistics.

- Having Building Captains could work for helping with the lockdowns.
- It would be nice to have building captains.
- We could call Amarillo Police Department to help but it may take an hour for police to show up.
- APD is understaffed so we try not to rely on them because they are too busy with their own emergencies.
- When Lyndy tried to push it the faculty and staff wanted to be compensated for helping with this.
- We need an official deal saying that we could let FMC handle the doors or have essential personnel to help with this part when it occurs.
- It would be great if they had an automatically locking system and then just push a button and then all the doors would lock down at once.
- Austin Community College communication center is huge, speakers with alerts that can be sent out to each building, it was funded by mostly grant funds, and cost a lot for each part of the setup.
- Emphasize how everyone needs to attend, to discuss how to be able to lockdown the buildings.
- Each set of doors take different tools and some you have to have a key, why can't they all be the same?
- Some doors require that keys have to be signed out from FMC and then the staff can come back and start locking the doors.
- It is not if but when, it will happen. It is easy for someone to walk in and become part of the students and faculty without anyone noticing.

The Amarillo College Police Staff will be available and onsite from 6:00am to midnight starting April 1st, 2019.

During Crunch time (the last week of each eight and sixteen weeks classes) the labs are open 24 hours and the staff is not available to man and protect people during these times.

Part of the master plan, West Campus building B, basement is going through too.

Did they address the secure entrances, cameras, lights, and may have to have a card for access to the basement of the WARE when it opens?

Next meeting, April 24th, 2019 at 9:00am in AC Police Station on Washington Street Campus.