

Emergency Response Team Meeting

Thursday, March 22, 2018

9:30am to 10:30am

EOD Training Room

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

Members Absent: Daniel Esquivel, Renee Vincent

Stephanie emailed documents to team members.

The Excel spreadsheet is the most important document.

Emergency Operations Plan and Annex that has been reviewed by Amarillo College Board Members, we are going to be better than the Dallas and WTAMU plans.

Recommended that we hire an Actual Emergency Management Person, this will be there one and only sole job. Teach employees unanimously approved by all members.

What is expected of this person? To handle the paperwork for plans and annex

Handling the drills and really drive this process, we are the support but they are the person that will be in charge and be responsible. The job description will be discussed and decided upon this spring.

A main concern is the faculty, staff, and employees that are already carrying guns on campus. This team would like to provide the training. This team would also want to see training for those persons to be incorporated that how you respond is how you train. It is very political. If we have money for a shooting range, we can train them all day. West Campus has a location available.

Toni will pursue the training under Continuing Education. We can help but we cannot force the training to be done. Workplace safety in general, safety training for physical plant, risk management, lock out tag out procedures. If we get the grant we could receive \$100,000.00 a year in funds.

We are going to answer a lot of questions regarding this position when the job description is posted.

What they will do? What is expected? Who will be in charge of them? After training, they will be their own department and area, it would be 18 months to 2 years before they could implement other emergency management training and take the lead on offering the CPR classes, the Certification team.

Communications, does this person fall into how the emergency is communicated to everyone?

Who is responsible for setting the alarms off? Activate the emergency notification quickly, tornado, if there is a watch in the area, we will start unlocking all the doors, warning, College Relations will notify everyone because they are in charge of AC Communications to faculty, staff, and students.

In the event of a true emergency the Emergency manager is the person that will be involved and be the logistics person that runs things, they will not take over from anyone else.

Next big thing is to prepare and be ready because an Audit is due, every three years, we are in the cycle.

Job descriptions and salaries.

We have been taxed with having the Emergency Plan and Annex updated and ready for presentation at April 24th meeting. This committee has recommended we have this, the salary range, and reporting structure. The Board will be looking at then so It would be great to have it all ready at the same time. Try to identify someone in the English department to look over the plan and annex.

Audit, we received a letter from Russell last week, 2018 Safety and Security Audit, due September 15, 2018. How quick can we hire the Emergency Manager?

If you pull up the Excel Spreadsheet, Environmental design, it will go through the list.

Would like to split up how we will go through this information.

Information Technology Security – Lyndy and Ellen

Business Continuity – Lyndy and Ellen

Policy – Lyndy and Ellen

Police Security – Stephanie

Residential – no housing for students

Environmental Health and Safety – Kevin Moore and West Campus

Facilities – Kevin Moore

Communications – Stephanie and Scott

This is a worksheet to back up the audit to make sure anything we are missing is included.

Deadline is set for this spring to next meeting.

We need to start doing drills, timeframe of when we want to do drills.

Start in June for training, look at when the breaks are, not the week of finals or midterms, in the second or third week, unannounced only, we an emergency happens it is real not a drill, it defeats the purpose to announce it. None of the faculty or staff has been trained on what to do in an emergency, they have to take it seriously because it is serious.

Would a simple video being sent out to all faculty and staff be enough to start the process? The end of May will be the deadline for completing the training.

This is a competency that can be added in Cornerstone for evaluations that is more specific for Safety and training and be more specific for every employee.

No policy on safety and fire drills, we cannot delay the training to set this up.

We can add something to Board policy, it is every employee's responsibility and duty to protect the students.

We can come up in an evening time to actually start training, pick a campus and do one at a time.

We do need to do some kind of training before we can expect the employees to know what to do in the case of an emergency.

We can request that PBS do a video and do it that way. Heather can put it out there so we can track who watched the video.

This will work fine for faculty, but not everyone has access to Blackboard.

We have to get a Learning Management system for employees.

Charles know how to set it up. As long as there can be tracking or something that print out a certificate after the training is completed.

Michael Kitten is willing to help and Toni Gray too.

The new policy will need to be when an alarm goes off the faculty, staff, and students in that building or area will need to evacuate until the alarm is proven false.

The Emergency Manager will also have the responsibility to test building alarms on a regular basis to make sure they are working properly. Fire Extinguishers, sprinkler trees, and fire alarms are all supposed to be tested annually.

The Comprehensive review documentation is a pdf document.

- We need to complete and circulate the list of Building Captains

- Also need to complete the Junior College Report Climate Survey:

- Send out by announcement with link for responses from all AC Faculty, staff, and students.

- This survey has 30 questions on it

- Charles can us Survey Monkey and track the data within the next week or 10 days.

- This will give us a baseline, what they see that we are not doing?

Regarding the Building Cert Team

They will need to be trained on what to do in an Emergency

What the rally points are? How to figure out who is in the building at that time?

Has to be some way to track attendance

Rally points have not been identified? Because it will depend on the situation depending on the type of emergency. Wind Direction is a factor too.

Put out a list of who the building captains are for each building to all faculty, staff, and students.

We can go into great detail with the team. We have an idea, when should we have them trained?

What is deadline? Before Graduation in May. Throughout the day several days a week, but not during finals, end of April or first of May.

Building Team Captain list send to all ERPT Members.

Did not go into summertime or not. Important to have staff members on that list too.

Hank will build a presentation for the Cert Team Training.

Set next meeting date for audit review – July 11, 2018 at 8am in EOD Training Room

Approval of plan and take to Board of Regents at April 24, 2018 Board Meeting

Emergency Manager position proposal

We could meet at 8am on April 25th, 2018. A review of where we stand with the cabinet plan and emergency manager. By then we should have updates on Cert Training and Audit.

We should have updates on Audit and where we are in the process.