

Emergency Response Committee Meeting
Amarillo College Police Department Conference Room

March 4, 2020

9:00am

Members Present: Scott Acker, Chairman, Kevin Moore, Sadie Newsome, Renee Vincent, Joe Wyatt, and Ellen Patterson as Recording Secretary.

Members Absent: Melissa Burns, Kim Crowley, Daniel Esquivel, Jerome Godfrey, Toni Gray, David Hall, Cheryl Jones, Cassie Montgomery, Scott Palser, and Will Ratliff.

Scott Acker has edited and prepared the Playbook which is a generic crisis handbook for all President's Cabinet members .

Playbooks have been made for all members and are prepared with Incident commands, financial, logistics, definitions, and all the forms are on the table at the AC Washington Street Campus Conference Room for every FEMA incident that could happen.

- Is there any incident that we would count that would say for members to not come to the command center?
- Everyone is here at the Washington Street Campus except for Hereford, MCC, West, East, and Downtown Campus will shelter in place and as soon as they can come to the command center.
- Supervisors will need to man it until other arrive and then Scott would go to where he is needed.
- After the incident there is three days before help will arrive to assist in the case of incidents.
- You have to log name, where they are coming from and how they are helping, we have to fill out the forms to be able to be reimbursed for expenses of the incident.
- Take cover and stay safe and as soon as the event is over then come to the command center.
- Mark White, Tamara Clunis, where do we move classes temporarily? They worry about this so it can be related to employees and students.
- We still have to communicate but not in the same room.
- Mark will have to look at what happened in case of lawsuits.
- Bob Austin, is the head of the Unification Team, set a date for yearly city exercise, it is a big one and it will happen on this campus.
- Scott is excited because then all this work will be put into play.
- If we do not practice and participate then we will not be prepared when an incident does occur.
- During the West Campus City Event, they did not talk to us or involve us in any of the planning of the incident.
- You need to do it when it is not expected to see how it will be handled.

- Scott has been working with Amarillo Police Department too.
- Where ever Bob Austin sets up they will want to know where their students or family member is at that time.
- Stress is the test and where the training will kick in.
- We could do a small tabletop and put it on the screen and then walk through the necessary steps.

City of Amarillo OEP attack on Atmos, or if Active Shooter, they will be sitting in the parking lot ready to go.

- Us as committee members having a sense of the time line, kick it off at 8am and it ends by 12pm, they want to make sure everyone is trained and ready to go.
- We will do our part of sending out messages.
- Will the City pre alert the media, last time it was anthrax and they did not want to say what was going on, there is a big event at the Civic Center because it would be a place to infect a lot of people and it would spread from there, so they did not want everyone to panic and think it was real if it was just a test or drill.

Cassie Montgomery will review the playbook and make the final changes before it is published.

AED's Russell asked for a quote before March 1st.

- 45 AED's quote for a little over \$60,000.00, if we put one in a common area of each building, top of the line \$1,600 with discount of \$1,300, cabinets are 150 to \$200 each.
- CPS Savers, they have grants, there are two or three models \$1,000, \$7,500 for case, if they took that off, we would still be around \$60,000.00,
- Scott will get a new quote for 25, when you buy the older ones, you can run into problems, some are so old you cannot buy replacement batteries for them to keep them current.
- The cost is about \$300 with metal cabinet and signage, if we can find some grants out there.
- May be able to get a grant though the city, Emily at PRPC, talked to Chris Sharp if we need it we will find the money.
- One for each of two buildings at Moore County too.

Stop the Bleed kit is about \$36.00 and include ace bandage and tape, only missing is a pair of shears, \$50 to \$55, Scott said he can absorb the cost for these kits.

Everbridge

- New Software App to replace current one on Blackboard for Emergency Alerts
- Shane has the copy and he will budget it for 2021, this is not to replace Blackboard Connect that will still be there for Maria and students notifications.
- Everbridge is for Emergency Alerts, if you do not practice on a regular basis it is very easy to do it wrong.
- Our records are not up to date or have not been purged.

- If we get this, Scott got him three quotes, the best one for pricing and with discount, yearly to start \$29,000.00 and the next two year \$20,000 each one after that.
- You can look every year to see if a grant is available they we could have a surplus of funds for other needed items.
- It is worth from a Public Relations and nightmare standpoint, to not have a situation that is the user opts out of one then they are opted out of all alerts.
- We have always needed our own separate system,
- you have your own dashboard,
- you can update your alerts to only notify you of the necessary information not everything.
- No opting out of emergency alerts, once you are in you will be notified.
- This is totally different and it will be only used for Emergency, we need to get a current student and employee list.
- They know about Colleague and Blackboard, they have a tie where it is automatically done.
- These alerts will be for weather, active shooter, biohazard, one for Washington only, East, West, Hereford, Moore County and Downtown Campuses, each separate list and then if it affects all campuses then the lists will be combined and notified all at once.

Scott has talked to University of Mississippi Chief of Police, they used to have Blackboard Connect and they then installed Everbridge, they were monitoring weather and what saved them that they set up a parameter of that area so everyone can be notified to warn if needed. Scott has talked to Rice University and they have Everbridge and it works great for them too. It is designed for these types of alerts.

Cleaning up the lists, some alumni have been receiving the alerts and it would need to be for current employees and students only. You still have to set it up, but the data will be dumped in and the records will be taken from Colleague and notify them all at once. When we tie in with the City it will not cost us anymore for this connection, if they have gas leaks and incidents, even close by we can push it to East Campus, West or the affected area, Potter, Randall, Deaf Smith, Moore County automatically.

April 14th Scott will do active shooter training with the President's Cabinet and they will do the training. Scott recommended that everyone go through Active Shooter Training online, every two or three years as a refresher course with 4 or 5 question at the end to make sure the user is paying attention.

This initial Active Shooter they will run through, avoid, deny, defend, make them run down the side stairs and get out of the building, they will have someone try to get inside the door.

- How to barricade a door properly to be prepared for when it does happen.
- These techniques could save their lives.
- The gun will only fire what is in the chamber, so if you hold onto it they cannot shoot it at you.
- K through 12 kids are taught in school how to attack the shooter.

Mike from Everbridge, he had the old badger logo and would like to get the new one

- Mike will design it and you will be looking at our platform,
- Mike will answer any questions they have about the system,
- Scott has gone over the possible questions that will come up, so he will be prepared to answer them.

Yellow Vests – need to order for all members, XL or XXL most sizes, need to get new badges and keep in the vest so it will be there. Scott will order 8 vests.

For Closed Pods certification we have to get Gold Status

- Point of Distribution, if there was something,
- if the City of Amarillo called us it is only for pills, not shots,
- National Emergency, a message would be sent out to the team members
- Go down the list, Moore County, Hereford and Washington Street Campuses, most of the duties for this exercise will be for police department staff members
- they have to have two officers go and pick up the pills to be distributed to Amarillo College Employees, faculty and their family.
- Students will be sent to the Civic Center,
- We do our employees only to take the load off of the City.
- The more businesses that have this will take off the wait time for the city and students and everyone else.
- May do it that next week after graduation.
- Invite MCC and Hereford to Amarillo to see how it is done,
- Where do they go in Dumas if they are not served by AC?
- The City of Amarillo has agreed to give us pills for Dumas and Hereford.
- They will probably have a designated area, who to contact and location, hospital, city health department?
- Panhandle Regional Planning Commission will have a designated place for each county and city to go to in case of emergency.
- Where would they go?
- They will probably designate a community center or hospital, Texas Department of Health Services Region 1, acting as Health inspectors.
- Tommy Brooks is the Emergency Management Director for Moore County.
- Emergency Response Team members will be contacted first and then the members will contact others in their staff and it will go from there.
- Two police officers, a nurse and you will have to have some of your staff, check people in and screen them.
- It would all have to be logged of who receives the pills and how many are dispensed.
- There is a form that is given to everyone to see if they are allergic to medications or not, if they are allergic then the nurse will talk to them and see how bad the side effects are to see if it can be done in the Closed POD or send them to their primary care physician.
- A form will have to be filled out for each person that receives medication
- MCC 25 part time and 25 full time 56 people total employees, if each person has two to four family members. There will be enough medicine to go around.

- Tim Hicks ran a list of employees from previous payroll paid employees.
- There will be two officers on site at each Closed Pod location, one for security and one on site for each campus POD location.
- Custodians will set up the tables and chairs to prepare for the closed POD at each campus.

Next Meeting is scheduled for Wednesday, April 22, 2020.