

Emergency Response Team Meeting
Wednesday, May 22, 2019
Durrett Hall Room 111, at 9:00am

Minutes

Members in attendance: Scott Acker, Chairman, Kim Crowley, Melissa Burns, Renee Vincent, Adan Aleman, Daniel Esquivel, Kevin Moore, and Ellen Patterson as Recording Secretary.

Members Absent: Cheryl Jones, Michael Kitten, Toni Gray, Cassie Montgomery, Will Ratliff,

Exercise on May 7, 2019

- It was positive. A meeting was held after the exercise with Scott Acker, Stephanie Birkenfeld, and Cheryl Jones in attendance.
- Seemed a little chaotic, incident command was running the exercise not AC Police. When we talked about getting information out. Taking people out to see what and how long it would take to lock down a building was good exercise. We need to worry about safety and preserving lives of our people. They were more focused on grades and graduation.
- ERT will be activated, planning, financing, operations, and we are going to run the show. When we are activated we will send an email to the President's Cabinet saying that we need to convene in the President's office. We will develop a guideline for these types of events and a set plan for natural disasters.
- We will send Toni Gray over there to get the answers and then go from there. It was too many chief's in one room. Mobile command center, we run the show, we may bring Steve Smith in if we need to make financial decisions. If they are going to cancel school and for how long? The rest of it we will handle. Wes will send out announcements about classes being cancelled.
- Who is in charge when Russell is not here?
- Cheryl was going to bring to the President's Cabinet a request for a list of hierarchy for who will be in charge if that person is not here?
- Scott briefed Office of Emergency Management that they were worried if it was real or practice.

When the weather announcement was made, how did that go?

- Russell was waiting on WT and see what they were going to do.
- Students were taking finals at West Campus for Nursing and could not stop the test, so they stayed and a police officer stayed with them until they were finished.
- Can we do more scenarios just to practice so we can be better prepared when the real event happens.
- There were no communications between the different groups.
- The next one they want to do is Bioterrorism and Agriculture.

- We talked about doing a smaller one, active shooter or something.
- We call the ERT, we set up, notify the President's Cabinet and then we send out test messages, we set up our structure and go from there.

Daniel said the Hereford Police wants to practice and see a scenario and see how it all will work.

- It is not a bad idea to include the MCC too.
- Austin Community College do a training every quarter, they do the worst case scenario. New Police Chief in Dumas, Jim Nelson retired.
- They hired a new Chief in Sunray, Farney.
- We need to visit with the team.
- Moore County still has CopSync but Hereford does not.
- We might have to go up to Dumas and Hereford and meet with the Chief.
- Technical Campus is in the County and the other one is in the City Limits.
- CopSync will notify the five closest officers when it happens.
- Even the hospitals have CopSync, school districts and everyone has it there.
- The Chief reserved the Technical Campus for a weekend to practice and see how it should be handled.
- Make sure we can be available, with the UCP and everyone's class schedules.

Regarding the recent Gas leak trying to get a hold of Lilly, there is a meeting request for 1:30pm today.

Scott contacted with Lilly briefly and ask her to slow down the video and hold the wording on the screen longer so people have time to read it.

Hopefully at the June Meeting the video can be ready, we need to track who watched it and when so it can be done annually, can be vital to making sure everyone is trained and ready.

The Active Shooter video, Ohio State has a good one, we are going to work on one for AC, getting students and staff involved so we can put one out to everyone.

Scott had examples of cards to pass out to faculty and staff explaining what to do in the event of a Tornado.

- We can order these, we can put AC colors, logo and phone numbers, to get 5,000 we do have a lot of kids, students, faculty, and we can pass them out at events.
- \$2,800.00 is the cost, we do not have an Emergency Team Budget.
- Easy to carry, not bulky.
- Cards are very durable, the numbers on the Active Shooter will not work for MCC and Hereford Campuses.
- The staff needs to be trained to direct people where to go when an event happens.
- The Active Shooter one is bigger, has bullet points, easier to read.
- Have a flip chart of basic things to do when an event occurs.

- Posters, chart next to door in classroom, you can lift up the tab with big print with points of what to do.
- The Nursing and Medical Staff are used to seeing the flip charts at the hospitals.
- MCC has their own under each phone with a flip chart, emergency response, but not in classrooms because there are no telephones in them.
- How many students in Hereford in a day? Little over 100, peak times 9am to 12pm and 5pm to 7pm.
- Dumas, 200 to 300 in the building, no morning classes in the Tech Building, we will start offering GED classes and in the mornings.
- Do you have a way to take pictures of the flow charts used in hospitals.
- We can look into the cost and see how much it would be, some are laminated and some are just using Sheet Protectors.
- This may be something that College Relations could put together.
- May be put on the podiums in class and meeting rooms.
- Flip charts with details or just the basics with bullet points?
- What to do in each step, close curtains, move to windowless room.
- Also do you need to make it in Braille for someone that cannot see could read and know what to do too?
- Please contact AC Police if you need this document in Spanish or in Braille.
- For Faculty we may be able to only do English, but for general use we would have to have it in Spanish or braille too.
- We need to be cautious of what we put on posters and where they are posted.
- Lots of Buildings do not have a red pull, so they would be wasting time and need to just get out away from the event.
- Only a few buildings have pull stations.
- Template. EHSconsult.biz, we can look into and have it on the podium and carts in every room.
- Make the faculty aware that they are there that the information is available.
- What a lockdown is and isn't and how to respond appropriately. It is easier with K-12 schools.
- Shelter in place, active shooter, fire, tornado, biological hazards, hazardous materials.

Ping4alerts!

- It is an app you can put on your phone.
- The Chief downloaded last week and she pin dropped every campus so she will get alerts when anything happens at any AC Campus.
- PRPC, panhandle regional planning commission.
- Scott gets emails from all the surrounding counties.
- If it is good, we can try it out and see how well it works.

- We can see what everyone thinks at the next meeting.

What is our game plan tomorrow if we have weather alerts?

- We have had two briefings this week with National Weather Service.
- They will email you briefings as well.
- You can just listen to the lady with the national weather service, like on a conference call.
- Normally Scott or Kevin is in touch with the National Weather office, they have someone monitor this stuff all the time.
- Kevin keeps all the basements unlocked we get into a watch and do not lock until the next day.
- Steve made the call to close the school.

If there is bad weather, Scott will contact the Emergency Response team members by phone.

- Daniel had golf ball size hail in the sunshine at the Hereford Campus recently.
- Who sends out the alerts that trigger the phones.
- When the college was closed, Wes sent it out.
- It needs to say Amarillo campuses only, or Hereford and Dumas only.
- Do they individualize by city, does he think about the other campuses.
- It would be nice to have the choice, but if it goes out to the cell phones, then everyone thinks all campuses are closed, whether it affects Moore County Campus and Hereford too.
- So far the protocol if the schools close then all the campuses close.
- But if Dumas ISD is open then MCC is too?
- Have a list of what to do, one page sheet.
- What is the protocol?
- Bob Austin says there is school policy and that states what to do in the event of weather.
- College Relations handles the announcements for cancelling classes if it happens.
- It took three or four hours to decide whether or not to close.
- Could we as a team make suggestions as to how to handle this?
- We need some clarity and direct lines of communications.
- Emergency team should have some type of authority.
- Communication is the key with all necessary parties involved.
- All the policies need to be updated online too.
- Need to do Active Shooter training at MCC and Hereford too with students.
- Students want to talk about conceal carry and open carry.
- Questions always go to that after training.
- Great questions they need to be educated.
- We will send officers to those areas for training.

Scott, Kevin, Cheryl and Cassie will start preparing and reviewing the checklist of items to go over with the President's Cabinet.

Next Tuesday we will assign closed PODS for Amarillo, Dumas and Hereford.

- All hands on deck to see what is needed.
- Security, dispensing table, medicine table, 300 pens black tote boxes with everything in them, clip boards, packets.
- From all campuses to be ready when it happens.
- Will need to know how many is needed for each campus and their staff.
- Go with medical licensed person, they are trying to get everything together.
- Standing order, Dr. Bell will see if she can administer under his name as a registered nurse.
- Flowchart on how this will run at each campus, pick area to go to fill out form, screener, go in to pick up and track it all for proof of what was done.
- If they change the layout, and then it will be signed and done next Tuesday, 12-16 nurses, 3 licensed medical people, primary and backup people standing by, two officers, 170 MCC, 91 at Hereford.
- One nurse should be able to handle the dispensing, you can go through a lot of people really fast.
- Here we will have more, Carter Fitness Center, south Gym, fill out forms, screeners, Walk down West side and then they will dispense them.
- Closed PODS are for employees, staff, and faculty.
- For the public there will be facilities in the city available.
- They will be two officers at each site.
- Limited supply of medications for AC.
- The city will have more available.
- We release the classes and let them know where to go at the local hospital probably, Civic Center, and hospitals.
- They have a lot of closed PODS in the city, to cover the congestion, and keep from running out an a panic.
- What did they do in Florida for the Hurricane? To dispense medications and funds for housing.
- To get our employees the medicine it will ease congestion so we can get back to work as soon as possible. Some will be double and triple covered so they will have a choice of where to go.

Bronze, Silver, and gold training. Activate closed POD, send out notice to ERT and President's Cabinet.

Realistically we have a ton of nurses on staff that are not all working at the same time and they could be available to be there for the training.

A Rough draft of pandemic manual will be sent out by email next week with places marked that we need to add in our information by Scott later today.

Scott will look into flip charts to see what options, sizes and pricing are available for discussion at the next meeting.

The next ERT Meeting is scheduled for Wednesday, June 20, 2019.