

Emergency Response Team Meeting
Thursday, June 20, 2019
ACPD Conference Room
9:00am to 10:00am

Minutes

Members Present: Scott Acker, Chairman, Stephanie Birkenfeld, Daniel Esquivel, Cheryl Jones, Kevin Moore, Will Ratliff, Renee Vincent, and Ellen Patterson as Recording Secretary.

Members Absent: Toni Gray

Guides are being created for Emergency type events such as; Lockdown, Evacuation, Reverse Evacuation, Lockout, Drop, cover, and hold along with what to do in Severe Weather and How to shelter in place.

How can we make it like schools K through 12 but with our own information too?

- We will need to modify it with AC information, to get these printed in color and laminated, to put out in all the buildings at all campuses. Another way to obtain the information is to announce a deadline for end of June or July so it will be done before General Assembly in September.

These will be in the Emergency Operating Procedures Manual as 7 items to be added.

The planning team decided that we are going to make play books for different incidents so the President's Cabinet will have tabs and they will know where to go for information on each type of Emergency event. Russell was wanting to make sure Active Shooter training was there. This playbook pertains to the President's Cabinet and there will be another one for the Emergency Response Team Members too. This playbook will also cover Logistics, planning, and information on how to report donations.

We plan to go and present all this information at the July 2nd President's Cabinet Meeting along with reviewing and discussing who will be responsible for decisions during an event.

- Steve Smith will handle the money
- Mark White will also be involved in deciding any legal information regarding what is their role during the event too.

We will get everything together in a binder for each type of event.

There will be 7 playbooks that will be cut and pasted together with the basic information needed and then there will be a general one that will cover any other Emergency Events not listed below:

- Active Shooter
- Tornado
- Pandemic Outbreak
- Fire
- Bomb
- Bioterrorism

- General

Events that would affect the school when they happen.

Daniel Esquivel heard from another community college regarding a cyber-attack that happened and how it incapacitated the school for weeks.

Potter county was hacked and they were out for months. When they hold the data hostage. There will need to be information and steps to handle this type of event in the General notebook.

There will be a weekly meeting with the planning team so we can get an update and get ready to go to the President's Cabinet on July 2nd

Scott will have meeting on Friday, June 21, 2019 with a Texas Rep, to discuss what it will cost as well, will use as secondary instead of Blackboard Connect, they are just getting the emergency notifications and not as complicated as getting into blackboard and will not go out to all the students and faculty.

They have to opt in and we talked about automatic opt in.

We had a lost kid at Ascension Academy during College kids, so the way the children picked up their kids changed the next day.

- You can have the parents set up so that the kids can be opted in for two months, once they set it up and they will be dropped out of the list after the classes are over.
- Russell had his kids in Suzuki and you are not limited to two emails or one phone number, you can set it up however you want to get the alerts by phone, email or text or all three.
- Cassie and others have said it is user friendly.

On this video training is that something that is being developed or is already done?

- We did some modifications, Active Shooter has not been developed yet. We want it done before school starts, and before the fall semester.
- Since Wes Condray is leaving Amarillo College we will need to talk to Kevin Ball and find out the status of the videos and make sure they will be done in time.
- This one will be specific to Amarillo College.
- A lot more colleges are making their own videos tailored to their campus.
- Reverse evacuation, Gas Leak, maybe about six minutes long.

Pandemic Plan

- read over it
- we need to fill in the blanks
- when we have the July 25th meeting we need to make any final changes
- we need to then adopt it and mark it off the list.

I did set up a DL ERT (Emergency Response Team) is set up in Outlook so emails can be sent to the whole group.

Laminated Cards will need to be redone because more AC employees have left since the last one was completed and passed out.

Linda Munoz is the interim director at East Campus

- All the safety equipment is expired by two years at that campus
- pads expired in 2017 in Diesel Bay and that is Rebecca's area.
- We are working on trying to get funds put into the budget so we can take care of keeping stuff updated.
- I thought about inviting Linda to the ERT meetings, but if she is not going to be there very long, should we wait until the position has been filled.

Daniel does not have an AED Heart Unit at the Hereford Campus

- Kevin has the contact information
- Should he buy one for that campus?
- Should one be purchased for Moore County too?
- Small ones are not that expensive, but the larger ones are a few hundred dollars each.
- Expiration for the batteries are three to five year and the pads expire every two years, pads are \$100.00 each and after every use you have to replace them.

Kevin thinks all the ones except for police are expired and need to be replaced. One went Carter, WARE, and never got the list of where they are will be sent out today by him.

Tabletop exercise for Active Shooter

- Scott will give the information to Stephanie and then we will make sure it is ready and then at the next meeting we will have a small exercise.
- Then we will have more trainings and make sure the team knows what they are doing first and then take to the President's Cabinet and we will go from there.
- A Full Scale exercise will be before December.
- Tabletop Exercise will be before school starts.

Regarding the presentation at the July 2nd, President's Cabinet Meeting

- you have to send Russell and email requesting to be put on the agenda for the President's Cabinet.
- Cheryl will send email to Russell and cc Joy, it has to come from a VP to Russell to be added on the agenda.

Stephanie learned recently while at training in san Antonio, Emergency notifications and timely warnings are two different things:

- We need to better define that in our Emergency Response Plan.
- Stephanie, Cheryl, will need to review and discuss because of the legality of things,
- We also need to put together a team, probably the planning team and decide if we need to send out a timely warning vs an Emergency Alert,
- We have to retain the information on Timely Warnings for 7 years.
- Timely warnings are covered under the Clery act for events like:
 - murder

- robbery
- assault
- stalking
- with information on location
- what happened?
- when it happened?
- like when shots were fired on 21st.

We did not realize we should have been tracking and sending out notices to everyone all along, it is a federal requirements with information regarding:

- When?
- How?
- Why?
- We need a committee to decide when to send out the timely warnings, this information only lives in Annual Security Report Comes that has to be sent out no later than October 1st.
- Stephanie will put it all together and in the future we will be notifying more people than we have in the past,
- You will see more messages in the future, and then more information will be sent out on a regular basis. Be careful so that the emergencies will not be ignored, paper bulletins, how to do without AC Alert, this is how timely warnings will be sent out, can be an emergency notification if someone is being pursued for a crime just committed, it could happen again and you need to be aware of the incident. At the time Joe Wyatt said the Board of Regents said only the emergency notifications could be sent out.
- Campus Alerts are more like Safety bulletins
- Timely warnings
- Emergency alert
- We want people to know what type of alert it is.
- Nothing has really changed, you just will now more about what is going on.
- Annual report does not compare us to other campuses.
- It has had very low numbers, but now some of the events were not being reported and now they will be, we may have to go back and redo numbers from the past.
- Some that were assigned to Bob and not tracked so it was not documented properly in the past.
- Not an increase but it will look like one and we do not want to worry everyone.

CopSync

- Moore County would send us notification every ninety days
- Now it is tested once a month
- Next time we will Hereford and Dumas
- we will do during the monthly AC Alert on the same day
- It might not notify on the app that far out

- it should be by the campus
- We have rotated through Community Link and Hereford and Dumas next time.
- If you do get a notification you can join but you will not need to respond unless it affects you.
- We will put it into test mode and some have it on their laptops, but most don't have it.
- They agreed not to travel with their laptops, because of the location being tracked by the device, if Renee is here it will say she is there when she is actually here.

Deaf smith does not have CopSync at minimum they will allow us to contact them.

- We can install it on their dispatchers and they can see it on their computers, as a backup we need to have it here too.
- It should go to the five closest officers.
- We had a couple of employees test and found out it did work.

The next Emergency Response Team meeting is scheduled for Thursday, July 25, 2019.