

Emergency Response Team Meeting  
Wednesday, June 6, 2018  
WSC, SSC 2<sup>nd</sup> Floor EOD Training Room  
8:30am to 10:00am  
*Minutes*

**Members Present:** Stephanie Birkenfeld, Chief of Police, Scott Acker, Hank Blanchard, Lyndy Forrester, Renee Vincent, Daniel Esquivel, Michael Kitten, Kevin Moore, and Ellen Patterson as Recording Secretary.

**Members Absent:** Kimberly Crowley and Toni Gray

The Emergency Operations Plan Annex will be taken to the President's cabinet meeting on June 26, 2018 for review and approval.

Emergency Manager Position:

- The basic plan if the position is not hired is to hire a separate company to go in, setup and implement the plan.
- City of Canyon and Amarillo are paying a salary and they will work mostly for the city they are hired by and they would do very little for Amarillo college.
- We are not against adding new position, but we have to be careful before hiring someone.
- Unfortunately that past person did not do very much and it is also a safety concern.
- Initially under Stephanie, would take over parts of what is done currently in FMC by Kevin Moore.
- Items are not be checked like they should or as often as is required.
- Right now the duties are being split up between so many people that we are not sure who is doing what or how often.
- We don't have the man power that we used to have to keep up with these duties on a daily basis not just as they have time in between normal job description. Everyone is doing more with less staff.
- WT has a risk manager that is just for them and their campuses safety and security.
- Emergency Management will also expand into physical safety, we see it as a full time position that will have more than enough to do. They will still need help from the Police and FMC staff to keep up.

The Door locking mechanism:

- Stephanie called the fire marshals in Amarillo and they are not recommending that these be purchased.
- The fire marshals would suggest panic bar and you can also lock the door from the inside.
- Mark White is working on a grant for a feasibility study to see how much it would cost and how feasible it would be to purchase the devices for each campus.

- The devices cost \$140.00 each.
- Could we make it as a curriculum and be done in class? The students could cut out the template at East Campus
- This device would not work for certain doors or double doors.
- The door closure that is used at some of the hotels, it is smaller and attached to the door.
- A video could be made and posted online about barricading the door.
- The only way to access the room is if they break off the door handle and push the lock through.
- Kevin can bring those tools and break the door down so you can see how tough it would be to push the lock through.
- The biggest thing is we will have to train everyone on how to use it, arrow sticker on it.
- We do have a swat team and explosives to blow the door off if needed.
- Stephanie is still wanting to use this one, but we would have to have hangers on the walls by the doors.
- This device would have to be inspected every three months and make sure they are all there and put at every door not just office suites.
- Liability wise we would have to cover all the doors, fire exit, it is not permanently affixed to the door.
- The question would be would you rather have extra protection or not have to take this off after use?
- We could make our own, because we are not selling them, so we would just be out the cost of the materials and equipment to make them.
- May not be better to have it power coated and just have it painted but may need to put a hole to hold it on a chain on the wall too.

How much is the hardware to put a locking mechanism to put a lock on the inside of the doors, about \$80.00.

- Half of the doors at Moore County Campus are like that, so that they automatically lock when you close the door.
- That may be an inexpensive way to lock the doors for protection. Usually MCC does not issue a key for the instructors, the maintenance staff unlock the doors before class.
- If they are at the Tech center we are not staffing the front desk, so when the employee leaves Amarillo college you do not have to track them down to get the keys back.
- Some instructors lock the doors during class.

Regarding corrections to the Amarillo College Emergency Operations Plan Annex:

- Some of the red from the English corrections did not get removed.
- Instead of using we put Amarillo College in place of that.
- Page 31 we have exactly where the EOC is, change the location so that everyone will not know where we are not leaving it in the public annex plan, say refer to Annex for location.
- Need to know type basis.
- On Page 39 it still has that the mutual aid agreement with Amarillo Police Department, there will always be things that need to be updated.
- This is a working document.

- The mutual aid agreements with surrounding counties are forthcoming and then when they come in we will revise and find out if an approval is needed when updates are made.
- On Appendix 8 resource list – can we sign this with it being incomplete? We will have to ask her, we have fire extinguishers, first aid supplies.
- City of Canyon instead of Amarillo and that will be corrected.

**The President's Cabinet members asked if they should have access to the alerting system, in case all of us are not able to send out the alert, they can do it just in case as a back up to the backup.**

- We did that at one time, since we don't do it regularly, the planning team and handful of us and we all meet and send out the alert every month together every time so the steps will not forget.
- You have to see it one time to see how to do it.
- We can start inviting a couple as backup so they can see it and know how to do it as needed.
- We would have dispatch to send out the alert or if it after hours like 2am and it needs to go out.
- Shane sent one out for when the network went down through PBS and it worked great.
- Bob Austin would handle the family and student unification, it did not show up in the plan and do we still want that too. I never seen any policy on it so we do not know what they do.
- They plan on using the downtown campus as a command center if needed.

Hank Blanchard- does he have the Certificate team training ready to go? Not quite, getting close

Kevin Moore - where are you at on your audit portion?

Lyndy remind me of the deadline – due in July

Stephanie mostly done, she will be out of town at training all next week.

### **AED's**

- how often do they have to be checked and what is checked during inspection.
- If the battery goes dead it will start beeping, expiration dates on the pads and battery.
- Have them checked by July.
- Any update on when and if the AED's are being purchased. Remaining funds to see if we can buy part this year and some next year.
- Grant to CopSync Lyndy found the money because it was denied on the grant. Who should we call to get that going? Steve and Lyndy.
- Renee did submit idea for active shooter at Moore County Campus and Daniel wants to do a training every semester at Hereford. Some students could not make it to attend the training. Faculty and staff are able to go to the training.
- Stephanie has done a really good job by putting a safety tip in each badger buzz, even if people are not reading it, they see that we are at least having conversations about safety.
- CPR for internal staff. If you need a special class for staff, let Stephanie know
- MCC trained 15 but need to train another 15 people at that campus.
- The big deal at East Campus now is watching for snakes and grass fires

-Look in on the Bell System, clock tower warning cannot remote access at this point, see if we can have more than 3 people with access to send alert if needed in case of an emergency.

-Lyndy would like to set our next meeting and deadline to keep us on track to know what is do when.

**-Next Meeting scheduled for July 11, 2018 safety audit meeting**

-We are going to digital radios and we are starting July 16<sup>th</sup>, really good communications, we should even be able to reach to Moore County, not on frequency anymore, whole different set up frequencies, so it can be used as a backup, we will keep analog as backup and training channel.

**-Safety Audit Materials is due July 11, 2018.**

-Hank will need to know this for Certificate training will review training plan

-Status of CopSync software purchase, Renee have you already paid for this year? Next year it will not come from separate campuses, all from police.

-Eventually we will purchase a few more radios at East Campus in case of an emergency there.

-Reunification stuff Stephanie will get with Bob Austin to discuss.

For the next meeting – Tommy DeJesus has a way to have web templates ready for an emergency and to have prerecorded messages ready in the case of an emergency for AskAC and then pre made templates for the notification process put up on the website.

- Put it in the FOP and who will be responsible for putting out the alert and put it on the website.
- A conversation we need to have with IT.
- Reunification plan, where do they pick up their students and family members?
- Could meet at Hereford and Dumas to see where to put people in case of an emergency? Church in Hereford or school district.
- MCC Tech or 1<sup>st</sup> street campus. If the campus is damaged then other places nearby will be too.
- Stephanie will ask about the other campuses reunification plan.

**June 21, 2018 Meeting will be held between Lyndy Forrester, Bob Austin, and Stephanie.**