

**Emergency Response Team Meeting**  
**Thursday, July 25, 2019**  
**AC Police Department Conference Room 9:00am to 10:00am**

*Minutes*

**Members Present:** Scott Acker, Adan Aleman, Jerome Godfrey, Kim Crowley, Daniel Esquivel, Toni Gray, Will Ratliff, and Ellen Patterson as Recording Secretary. Renee Vincent joined the meeting by Conference call.

**Members Absent:** Melissa Burns, Cheryl Jones, Cassie Montgomery, and Kevin Moore.

The Playbook for Emergency Operating Procedures was has been put together and presented to Cabinet Members during one of the July 2019 meetings.

- The President's Cabinet members discussed and reviewed the EOP and sent information back to be updated with their changes on July 16<sup>th</sup>.
- After the ERT members have had a chance to review their requests it will be presented again to the Cabinet members for final approvals to make sure they are comfortable with their responsibilities.
- This will let the President's Cabinet members know what their area of responsibilities are during an Emergency Event.

There will also be a Playbook for the Emergency Response Team.

- So that when the EOP has been activated everyone on the Team will know their responsibilities
- The rough draft was put together with all the proactive measures and copied from the President's Cabinet EOP.
- Everything has been listed in the Playbook that will need to be done including planning and logistics.
- A Playbook will be put together for each type of incident that may occur and be put into one large binder
- If Kevin arrives first after the EOP is put into action then he will look at the playbook and start working on his and his department's responsibilities.
- These will be the guidelines to help so everyone will know what to do.
- This information will be detailed and help everyone to know what is expected.

The Planning Team had meetings the last two Fridays to work on putting together information for seven of the playbooks regarding events such as:

- Tornado
- Bomb
- Hazmat
- Active Shooter
- Severe Weather
- Pandemic

Bob Austin is part of the Reunification Team so they can be ready and available when an Emergency Event occurs.

- This team currently meets Monthly or once a Quarter.
- Tamara Clunis is part of this Team too. Part of Tamara's duties is to gather a list of all the students and classes that are currently being taught.
- Cassie Montgomery at a recent meeting said that all faculty will need to take and track attendance for each class daily.
- Cheryl Jones will be in charge of contacting all the staff and employees.
- Mark White will wait and see if we have any lawsuits after an event.
- Scott and Kevin will go and talk to Rabern and other places to get fencing, light towers and set up a mutual aid agreement so they can donate the materials or bring them to the campus as needed and charge AC later for supplies used.

It has been recommended that a Pandemic Policy be put together but to make sure that we are not duplicating efforts of the City of Amarillo or Amarillo Emergency Preparedness. This will also help to make sure each group knows what the other ones are doing. Scott is working with those groups to fill in the blanks and have it ready for discussion and review soon.

**AC Alerts** will still be sent out on the last Friday of the month.

- Scott will look at list and assign everyone a month to send out the alert.
- When it is Daniel and Renee's turn they should be able to login and Scott or Stephanie will walk them through the procedures for sending out the Alert from their desktop computers.
- The only reason this has been done from the Washington Street AC Police office in the past is so that everyone can be there at the same time to learn how to send out the alert.
- If no one is available then their will need to be backups to send out the alert in their place.
- This cross training will also help in case the one assigned at that time is not available, this will also allow for coverage during vacations and sick leave.
- Scott will put Daniel and Renee down the list so he will have time to set it up and work with them before it is their turn to send out the AC Alert too.

### **Everbridge**

- The City of Amarillo uses this program for emergency alerts.
- The cost is about \$25,000.00 for every year for 3 years with a contract.
- This will also allow for a separate notification system other than Blackboard because everything else goes through them currently.
- Chief Rice at Mississippi state and University of Houston uses it and loves it too.
- Another system at Arkansas, but said that Everbridge is the best one.
- They do have one for Weather, put in the counties for the different Campuses, if there is an alert in those counties it will automatically notify everyone on the list without us having to send out a mass notification.

- They use it a lot for the SEC Games. A couple of months ago they had a severe weather, 70 miles north of them a tornado was on the ground, but Everbridge notified them and they were able to get everyone out safely and quickly.
- Mark White had some questions regarding the software program when it was presented to the Cabinet members.
- Denese Skinner wanted us to purchase and set it up.
- Russell Lowery-Hart wanted us to purchase and set it up too.
- AC can partner with the City so when they send out alerts they will come through us too.
- AISD has another system.
- Scott talked to Max and Chip and they use Everbridge, they can check it from home and send out alerts if you have a template built, if you do not acknowledge it will send email, then cell phone, then home phone, once you acknowledge it the alert will know you have seen it.
- When it was presented to the President's Cabinet the request to purchase was not turned down.
- Steve Smith was not at that meeting so we will need to discuss with him too.
- Other colleges, Mississippi State, University of Houston uses it.
- We could build the dashboard, with the AC logo and Badger picture.
- Chief Rice also talked about how the weather updates will come through too.
- These alerts can take a lot of work off the staff so they can still do other tasks.
- Blackboard will fade out over time from doing mass notifications.
- How does that differ from sending out notifications in CopSync.
- CopSync does not go to Students.
- This will go out to cell, home, email and whatever you have listed in the systems.
- The main part of the text, Maria sends out for outreach and payments, this will just be an emergency notifications to test the system.
- They will not see who actually sends out the notifications.
- They will just know it came from the AC Alert System.
- AC Alert will allow the sender to go and pick different persons, like by campus just for that one time or event.

Starting in September the ERT will start doing Fire Drills in just the buildings that have Fire pulls in them.

- West Campus, Downtown does not have them.
- Moore County Campus Technical building does not have pull down either.
- During the upcoming Fire Drills some may have students in class during at that time.
- We have to do the drills so we cannot wait until no one is there.
- The videos have been updated, they will be sent out to all faculty and staff,
- Human Resources department can handle the tracking of who has seen it or not
- This will also depend on how much funds are budgeted for 2020.
- Blackboard can push it through that.
- AC has budgeted more leadership trainings for 2020 too.

- It will take a month to go around and do the drills.
- Nursing and Dental, will also contact Hereford and Dumas.
- It does not hurt for the students to be involved.
- Some of the faculty have fought us doing the drills during classes
- We have had announced Fire Drills and now we will have unannounced, we have to figure out how to do the buildings with no fire pulls.

Toni Gray wanted to commend everyone for their assistance during the summer.

- A few of the situations we have had this summer.
- In twelve years nothing has gone on until now.
- Appreciate your help, 2,700 students go through, Ascension, Do we now bring them all to the Washington street campus?
- Do not know what the future options are for Kid's College.
- The majority of the students are at Ascension which is nice because of the location being secluded.
- Another location is St. Mary's Catholic School.
- Ascension wants more money we pay \$11,000.00 now and they want \$40,000.00.
- The older kids are at the Washington Street Campus.
- The Grandparent picked up the child on the wrong day, the dad was not too worried, but the mother was very nervous and worried.
- What we had in place worked.
- Thank goodness it was grandfather and took the kid to eat and change clothes.
- Action was taken very quickly.
- Jerome Geoffrey has all the contact persons on his phone so he could have contacted them if he would have known.
- Tim Reed was teaching and is a liaison too.
- He had video to and wanted us to provide it to show that it did work.
- Is it worth it for \$11,000.00 and to have a few more officers.
- Lack of continuity of care, because of issues with overtime.
- We need to highlight this issue and bring it to the President's Cabinet for more assistance.
- It will only get bigger and it will only grow in the future.
- For safety if you have the students all in one area it is easier than them being in three different areas at once.
- We have to figure out what to do for next summer.
- If we charge them it would be \$80,000.00 and they wanted us to meet them in the middle.
- Mark said it did work.
- A response for this incident will need to be written up and given to Cheryl.
- We also discussed holes in plan that need to be fixed.
- The changes were implemented the next day.
- This is the last week of the College kids classes.
-

**Templates:**

- For Severe Weather, Shelter in Place and other types of emergency events.
- The template is only allowed to send out less than 160 characters per alert, so once it is reviewed and finalized it will be ready.
- At the September meeting we will review and discuss the templates
- The person sending the alert will not have to type the message each time.
- That person can just pick the template and send it out based on what type of alert it is.

Will Ratliff can work with Scott to set up a video and we can set up documents and make it more accessible to others as needed.

**Active Shooter Video**

- Scott is working with Marketing and Communications department to update the Active Shooter video but it will not be done before the General Assembly, and there is too much information that will need to be updated to have it done before September 6, 2019.
- Ohio State uses the Run, Hide, Fight theme for their alerts.
- The same with San Marcos it works with ALERT.
- The United States Homeland Security is using the Run, Hide, Fight theme.
- So many states are reaching out to Texas to see what they are doing.
- The Marketing and Communications department is aware of the requests for changes and is currently working on those, so hopefully we can get it done soon.

Kevin Moore said that they are not going to hire anyone to replace Wes Condray's position until after January 2020. They are going to wait and see what will need to be done. Whoever they hire we will talk with them and add them to the committee after they have been hired.

We have a lot of things going on at this time.

There will be an Active Shooter Tabletop with the Team before December.

- The Emergency Response Team would like to help facilitate the exercise, so we can get some training in and know what to do when something happens.

**The next Meeting will be held on Wednesday, September 25<sup>th</sup>, 2019 at the AC Police Department Conference Room from 9:00am to 10:00am.**