

Emergency Response Team Meeting

Wednesday, August 1, 2018

EOD Training Room

8:30am

Minutes

Members Present: Stephanie Birkenfeld, Chair, Scott Acker, Hank Blanchard, Daniel Esquivel, Tony Gray, Michael Kitten, Renee Vincent, and Ellen Patterson as Recording Secretary.

Members Absent: Lyndy Forrester and Kevin Moore

- President's Cabinet Meeting on July 17, 2018 approved the Emergency Response Plan.
- At the same meeting presented the data on the Emergency Management Position.
- Stephanie contacted other colleges and universities in the area to see if they have one and how many people are on their staff.
- We just submitted requisition to process COPsync, three months out is a projected date for action and installation.
- Need to confirm dates for the Certification training, if members have dates available and we need all done by August 15, 2018. School will start on August 20, 2018. We will not be able to complete all testing and training but we can start.
- Need to Complete one tornado drill.
- Need to Come up with date for Amarillo Emergency Management

After Action Review

- Contractor was digging near AC Downtown campus and struck the gas line, AECC and AFD was called and it was a major leak and the campus was evacuated.
- AECC received the call at 12:41:34
- On AFD's facebook they notified the public at 11:48am
- Not sure if their system is wrong on time zone.
- AC Downtown Campus and the Senior Citizen Center was evacuated at 1:14pm.
- Tony advised her staff to lock up, cancel classes and leave the campus.
- When you are doing this by yourself, it is hard to remember how to do it correctly and quickly.
- At 12:50pm they came in and told us to work out of the front of the building and then the evacuation happened shortly thereafter.
- We need to make sure employees call AC Police Department so Emergency staff will be able to execute the plan. They did not have it in their fire log, and not sure how it should have been recorded in their records.
- 806-371-5163 non-emergency
- 806-371-5911 emergency

- How to make it clear to everyone in the area the AC Police Department should be called first.
- AFD was putting up fans to clear out the air from the gas leak. Atmos was trying to still locate the actual leak. So the gas was shut off and they were still trying to locate the exact location of the leak. They cleared they were not there anymore, We are going to fix, these are what we need and why. Adan Aleman and Stephanie Billingsley. Irrigation class on Friday that was full.
- It was 4:03pm was when they cleared their call.
- Why did we not know that when our officers were on the scene, were they not talking to our staff, was our staff talking to them?
- Facebook for Emergency Management, Stephanie signed in and the log was already going on.
- Communication is very bad right now, Lt. Custer is the contact, she has sent out maps a mile radius around every campus so that we will be notified if anything is happening within a quarter mile, geo fence, if something happens in that area to call AC Police.
- Our own people, outside agency communication, how important it is to notify us when emergencies happen. COPsync is in the process of being reinstalled on the Moore County Campus computers. Previously it cost \$1,200 for each building, now it will be a flat rate for all the campuses. Moore County will not need to know about it for 2019 Budget.
- Hereford went away from COPsync altogether but they have agreed to let us put on their computer so that if something does happen so they will contact AC Police Department first.
- The alerts will be sent out to the five closest police officers, it may be different for Hereford. I am not sure what we can do with it yet. Brent will talk with Daniel. Daniel will be able to connect the alerts to his cell phone.
- Renee says CopSync will notify which room and location is having the emergency event. Renee will be the Administrator for CopSync at the Moore County Campuses.
- Stephanie is talking about how to alert instructors, staff, and faculty. We installed ours individually and we are trying to find out if we have to put it on each computer manually.

We have identified the problems, we need to move forward and we need to decide how we are going to notify the staff on our campuses.

Do the Deans want to notify their staff or do they want the AC Police staff to do it?

May just lump into our AC Emergency Test Alert that is done monthly. Michael Kitten will tell his employees at the Next Leadership Meeting to do it. Tony will make sure her staff knows for the next emergency event.

A lot of good things did happen, from Toni Gray and her staff's point of view it all went great because they handed it off the AC Police staff, they were updating everyone and it did not need a response from the team. In the future if you need to come to the site, collection point is the AC Police Department in Durrett Hall. We need to determine what incident we are going to respond to without question. Come to AC PD unless it is there and then the AC Downtown Campus will be the Command Center West and Downtown Campus.

College Audit report is due at the end of the month. Stephanie and Scott are almost done.

Emergency Ops plans is done and we are waiting on August 27, 2018 Summer Enrollment data.

Stephanie will be rushing the last three days to get it done by September 1, 2018.

Stephanie will not say we have done something that has not been completed.

CERT – Campus Emergency Response Team Training – we have identified the staff that need to be members. We do not have enough help to be able to evacuate the buildings. Hank has established our training. The training will identify all the important information. We send out an alert by email or we come by and tell you to evacuate. Hank and Stephanie discussed a two hour training to let CERT Members know what the overall process is and what is expected of them.

Fear of Active Shooters, not if but when? They should have a basic understanding of what should be done in the event of an active shooter. Take cover, stay in place, wait until emergency is over. Amarillo Police and Fire department will be there but AC Police and staff will be there first, so we need to be aware of things that out of place then notify the AC Police department. Notify when someone is in crisis, anytime it is a human involved thing that people are in crisis and make sure we are handling this correctly.

Mental Health First Aid training has not been attending the training yet because it is for civilians not emergency staff. The staff needs to know there is a time and place before someone is arrested, unless it is a medical event. This will become part of orientation on East Campus. The whole FMC staff was not available but 15 employees were there and they had very hands on and it was a good training. How to run, how to hide, how to fight, we did each one with them to show them what to do. Are you sending everyone to the CRAS instructor we had? Scott Acker went to training with over 200 officers at the Amarillo Civic Center a few years ago. We have to train so that we know what to do, not just sit there and wait for them to shoot you.

CRAS is for the building captains, Stephanie can shoot out the list to everyone after the meeting today. Hank will run Emergency Management Team through the training then they can train their staff at the different campuses too. Stephanie would like for it to be done before August 15th.

Friday, August 3rd, 2018 2 hour span at 9am to 11am will be done in EOD Training Room.

Michael Kitten will do training for building captains at East Campus the next week.

Renee will need some help because she will have to do a day and night training for the different staff that is available during those times at Moore County Campuses.

There will be a Power Point presentation and discussion. If you do not have all the answers, you can get back to them later with that information.

Will try to get training done by August 15th

Fire drills are the easiest to conduct.

Start on Washington, cluster of buildings, an hour later we do sets until that campus is done and then go to the next campuses. It only takes 20 minutes, if you just do it. We can start with the announced ones. Hazmat one at West was a problem because of finals week.

We have to be able to complete the tasks done before August 31st.

Fire Fighters totally get it, and the Deans will have to filter all the complaints from faculty, staff, and students. Stephanie can work with you to set up a time that is better for you so the testing will be done by the deadline.

This will be the First time the staff had actually evacuated during an emergency.

Kim Crowley had a meeting with faculty member on size and weight of fire extinguisher and that they will not be able to lift it much less use it in an emergency. Many are retired and do not have the strength to fight the fire. If you can do it, for a small fire, if you are afraid of the fire and think you cannot do it, evacuate the building a leave and let someone else deal with it. 80% of the time they do not know how to extinguish the fire anyway. Should it be a part of the training so they can know what to do and how to use it in case of emergency. The fire will need to be put out by doing Sweeping motions with the extinguisher. We can add a couple of slides during the training to so people will know what to do.

Toni and Stephanie will talk about what to do with the grant funds so they can be used effectively and efficiently. Renee would rather have her staff evacuate instead of trying to fight the fire or standing up to an active shooter.

Moore County Campus does not have any pull fire alarms in the buildings. No audio able alarm.

Wade Olsen EMS director on West Campus, Stop the Bleed, we the police know, this is a campaign for civilians to know what to do too. AED Cabinets put a small first aid kit, safety glasses, gloves and tourniquet too. This is actual training for it. We might have to invite this group to train us. It might be another training we can offer. If we get the supplies we need to train them on how to use it. American Heart Association. Kim has her staff training and they just go off the video and do not know about the Stop the Bleed one. 2,500 to 3,000 per year and would love to get it out the community too. Want to see what Toni's campus is already offering. De-escalation training, what to know and when the training is available. Toni has a group that expands on all campuses and they have a website that they can access for more training. Fight Like a Girl filled up within 72 hours. RAD Program rape aggression and defense, one for females and males too. We can change the name to include males too. They have ones for kids too.

School starts August 20th.

Renee when do you want your fire drill. Friday is good for Moore County Campus and do both buildings. Bullhorns and megaphone. 8:30am on Thursday August 2, 2018 main campus and 9:00am for the Technical Campus. Scheduled emergency fire drill. AC Police will notify the Dumas police department. MCCT does not have fire alarms so it but does not notify others. Renee does not have an understanding of how they work yet and will not install until then.

MCC Thursday, August 2, 2018 8:30am and 9:00am at MCCT

AC Downtown Campus –

Washington Street Campus-

East Campus –

West Campus –

Hereford Campus -

PRPC on board, but not allowed to do Professional Development for our employees.

Hank will have to fill out the form. If it is over 20 hours we need to do an in kind donation to cover the fees.

Next Meeting is to be scheduled every other month.