

Emergency Response Committee Meeting
Friday, August 14, 2020
2pm
Google Meet
Minutes

Members Present: Scott Acker, Will Ratliff, Cassandra Montgomery, Daniel Esquivel, Kim Crowley, Chris Sharp, Melissa Burns, Renee Vincent, Toni Gray, and Ellen Patterson as Recording Secretary.

Guests & Alternates Present: Scott Palser

Members Absent: David Hall, Cheryl Jones, Cindy Lanham.

Update- Closed POD has been put on the back burner until probably next Summer of 2021.

- Will set this training then and go through the steps for certification at that time.
- Do not want to risk making anyone sick.

A request has been submitted to put AED's on every floor in every building.

- Reached out to Leslie Massey she is with Farmer's Group and see if maybe they can donate some to AC.
- At least have more on Washington Street Campus than we currently have.
- Any suggestions for grants or funds to purchase AED's?
- Texas Mutual Insurance Group Grant could they cover items for AC, because it is really funds for training.
- Scott has typed up a quote 40 to 50 and then knocked back to 20.
- One or two could be bought, 20 quote with cabinets and wall signs is \$27,900.00 estimated cost.
- Would have to do it for every company.
- Any training is good.
- American Heart Association Scott reached out to CPR savers, willing to knock off \$150 to \$200 of cost of AED's each but they are outdated.
- Would Joe Bill Sherrod be willing to ask the Amarillo Heart Group to donate some AED's?
- Some have been donated to the banks in town, alarm box, 3D sign purchased with funds from Amarillo Cardiology Center.

Fire Drills – Scott has started doing them unannounced

- West Campus will be done Next week

- Dutton Hall last Friday faculty and staff in there,
- Byrd and Parcels Monday of this week and everyone did a good job on following the steps and they all responded.
- Byrd and Parcels were having Battery packs going low.
- Renee and Daniel will be visiting soon, only doing the ones with fire pulls, we need to do them and make sure they are working still like they should.
- If anyone wants to tag along.

Test of the AC Alert System it has not been tested since January 2020.

- We need to get back to it, do we do it quarterly instead of monthly.
- Sadie and College Relations they were sending out so many messages that we did not want to blast everyone so they would stay connected.
- Will wants to learn how to do the AC Test Alert System steps too.
- Once you do it, hard to keep doing it if out of practice.
- Every three or four months test on Friday. Encourage everyone to come if they can.
- 11am sounds good – last Friday of the Month. Scott will get that setup.
- Everbridge – is on ITS budget on 2021 for the overall cost of \$23,000.00

Scott Palser is Renee's alternate or designee for MCC Campus.

Daniel everything is going good there too.

Playbooks are completed, we created one universal playbook for the cabinet members, covers fire, tornado, active shooter.

- Added Joe Bill Sherrod and has added his alternates.
- Hardest recruitment season we have faced as a college.
- She will update it will convenience code, we want to have a QR code so the information is always updated and changes can be done on the google doc instead of printing and distributing so many copies as needed. It is for Cabinet to use and to hold them accountable, don't forget about the manual or playbook, update on the playbook.
- Is there a way to have QR code for the contact information too?
- They can find the phone number there and it be the most current information.
- New Cell Phone and Office contact too. We can create QR code and put it in the playbook.

Next Emergency Response Committee Meeting - Face to Face October 26, 2020.

May have one in end of September or 1st of October.

Is afternoon or mornings better for members?