

## **Emergency Response Team Meeting**

**Wednesday, September 25, 2019**

**AC Police Department Conference Room**

**9:00am to 11:00am**

**Members Present:** Scott Acker, Chairman, Melissa Burns, Kim Crowley, Daniel Esquivel, Cheryl Jones, Kevin Moore, Will Ratliff, Renee Vincent, and Ellen Patterson as Recording Secretary.

**Members Absent:** Stephanie Birkenfeld, Toni Gray, and Cassie Montgomery.

Each President's Cabinet Member has their own playbook from FEMA of what to do and who is responsible.

- Different forms will need to be filled out for FEMA and reporting purposes.
- One thing that is pending is to get the playbooks protected confidentially so that it will only be accessible to the Emergency Response Team and the President's Cabinet members.
- Cassie Montgomery is looking at it all so the information will be in a uniform format.

New Evacuation Maps have been posted in all the buildings.

- The best place to go for a Tornado or storm is on the ground level of that building in an interior room that does have windows.
- The old Evacuation maps will need to be replaced with updated information.
- New maps will be need to be posted in all buildings with updated and current floor plans.
- Digital files with floorplans that can be posted in each building.
- Kevin will make sure rooms are designated and marked as Tornado/Storm Shelters and locations for the fire pulls are also be noted on the maps.
- Scott has asked that during severe weather season the rooms designated as Storm Shelter locations will be added to the unlock list so they will stay open in the case of an event where they will be needed.
- PFC is working on it and hopefully it will only take 2 or 3 weeks to have templates of all the rooms and Officer Kerry Hays will put them all together and post the most current ones in each building.

At the September 6, 2019 General Assembly it was great that Russell backed up the Emergency Response Team and stated how important all the training and information is for all AC Faculty, Staff, and Students.

The question was asked if there will be a way to track who watches the safety videos and how often they are updated?

- There will have to be a true LMS to track this information.

Scott went to a conference at the Civic Center hosted by the Panhandle Regional Planning Commission for Bioterrorism and Ag Terrorism on September 18, 2019 that talked about the security and how easy it would be to get into the feed yards and cause damage to the animals and food supply.

- If the person wore a Baseball cap, flannel shirt, and drove a white truck and the other staff in the area would just assume they are a part of the people that work there

- There will need to be more checking on people that entering the feed yards in the future to be available to prevent these types of events from occurring.
- If someone can damage or kill off the food supply then there will be a major problem, because most of the beef comes from Hereford and then it is distributed out from the Panhandle to the rest of the state.

Emergency Management for the City of Amarillo goes through the police department

- The trailer had had bench seats that can fold out into a bed, on the other side it has a work station, desk that folds down, and even had a bathroom in it too, full size toilet and sink.
- It would cost right under \$50,000 to build it a trailer for Amarillo College.
- They had a box made from the facilities metal box with rubber wheels and all the equipment is strapped down.
- Why can't we use one of the wind energy trailers and use it as a command center?
- The two trailers have been sitting at East Campus for years because they are tied up with the grant.
- That is why we bought the big truck so we could put a hitch on it and will be able to hook up the trailers and pull them wherever it is needed for Emergency Events.
- We can check with Teresa Clemons or Jennifer Ashcraft and see who is in charge of the trailers since the grant is over and done with.
- TV, internet, Wi-Fi, hotspot only 24 foot long and wide with generator to keep it running.
- Michael was going to have East Campus Auto Body and Mechanics staff to get it ready for use.
- Need to keep going so we could use what we have instead of trying to find funding for something new.

Renee and Daniel had an Active Shooter Campus Training recently, a lot of students participated and it went well.

- There is talk about having the training every eight weeks, end of October when it starts.
- It was a big concern for the students, what kind of training is available and how often is it done?

At the Hagy Child Care Center a little girl asked what do we do if there is a shooter in here?

- Kim Crowley did not know how to answer so she contacted Scott Acker:
- Scott said to have a solid concrete room with three walls,
- Take the children down to the vault and underground to protect them in the event of an active shooter, put a flashlight, and water in the room
- The Hagy Child Care Center is working on a plan.
- The center has double doors on a lot of their rooms
- Scott wants us to look at the shields that go over the handles and he wants about three for each entrance.
- After the Samaria Sword incident, they were concerned, if the police had not stopped them for carrying a large weapon, then he could have walked right into the museum and pulled it out to show the staff.
- It is sad that kids know this and they are aware enough to ask questions.

**The next meeting is scheduled for Wednesday, October 23, 2019 at 9am**

- No laptops will be needed for the meeting.