

EMERGENCY PREPAREDNESS WORKGROUP

July 14, 2008 MEETING NOTES

Attendees: Paul Smith, Aaron Powell, Ed Sorger, Robyn Herring, Bob King, Rob Rensel, Mark Lacina, Casey Birdsall, Jason Wettstein, Matt Lebens, Bruce Sutherland

Old Business

- Following introductions, Bruce Sutherland opened the discussions with an update on membership to the workgroup. Two new members were in attendance and a representative from the webpage group has been added to the list. One faculty has expressed interest in attending and one of the Academic Deans has been contacted about his interest in the group.
- In addition, Kathy Estes from Thurston Co. Emergency Management and Steve North from McLane Fire Department have expressed their interest in what we are doing and have been added to the membership. Still unrepresented are student services, library, and the Geoduck Union.
- The Emergency Procedures poster was the first topic of discussion. A number of changes were suggested to clarify the wording and it was recommended that the section on Hazardous Materials be deleted since there are no serious hazardous materials threats on campus. It was also suggested that the Suspicious Object section be moved under the Suspicious Person section.
- Mark Lacina offered to have some of his technical whizzes take a shot at improving the looks of the document.
- Once those changes are complete, Bruce will meet with publications to see about getting posters made. It was decided that it should be 11 X 17 for posting and 8 1/2 by 11 for handout.
- The discussion then moved to the campus operator situation. Ed and Bob will be continuing to work on developing a position description for a campus operator that would be on duty 8 to 5 weekdays.

New Business

- Bruce passed out a draft Emergency Handbook for the Planning Section Chief that describes how the emergency response system works at Evergreen, what the specific duties of the Planning Section are, emergency phone numbers, emergency procedures for specific incidents and the evacuation plan. The idea behind the document is to have a short, easy to use, readily available handbook that anyone could pick up and quickly learn how the system works and what their specific duties would be. A handbook for each of the ICS positions would be developed.
- Bruce then went through the various parts of the handbook and passed out portions of the handbook for senior staff and faculty so the group could see how the other handbooks would look. He also passed out a couple of alternative options for portraying the ICS system.

- There was a positive reaction from the group to the handbook concept and a discussion followed about the content and how it should look. The group was in agreement that the ICS diagram should include a list of responsibilities for each of the sections. Ed Sorger suggested that instead of having separate handbooks with several pages of redundant information, there could be one handbook with tabbed pages for the specific duties of the various ICS positions. Thus one could see how the whole system fits together. Folks liked this suggestion. The next draft edition will incorporate these ideas.
- The handbook for faculty and instructors generated some discussion about the importance of making faculty aware of their responsibilities and who among the faculty should review this material. It was decided that the curriculum deans should be contacted about this.
- Bruce urged the members to take a good look at this material and provide him feedback.
- The next topic under new business was the GETS/WPS priority access phone system. There are currently 11 people on campus who have GETS cards and two who have WPS cards. These lists need to be reviewed and expanded. Robyn suggested that we should get a number of non-assigned cards that could be kept in the EOC. In addition, it would be helpful if we could get cards assigned by position, not name. She also suggested that anyone who has an Evergreen owned cell phone should have a WPS card. Some discussion followed on who has college cell phones and whether that policy will be changed.
- The discussion also ranged to the topic of who has radios designated for emergency response. We need to follow up on this in conjunction with revisiting the ERT plan and its membership.
- Finally there was the issue of who has “panic buttons”. This also needs to be determined and revisited.

Updates

- Rob Rensel provided the following updates on the communications systems.
 - Work on the existing fire alarm/PA system restoration (main campus building) continues. Sam Pooley and Jim Felix believe they are getting close to having this working. Once finished, Police Services will be able to communicate real-time voice messages to one or more building at a time. (Note: Since there is currently no recorded message capability, sending unique messages to different buildings requires flipping switches (to select the "active" buildings) and speaking the alternate messages in real time. This is because all buildings are currently fed PA audio via one audio cable and so can be thought of as a single "zone" with the ability to switch individual buildings on or off with switches on the fire/PA control panel.)
 - Once this work is done, we will work with a vendor out of Seattle to install a NEW fire/PA control panel in Police Services that will be capable of storing and deploying multiple, different messages concurrently. The

next step (not yet funded) would be to provide new cable or network infrastructure to allow independent, concurrent messages to be deployed to individual building fire alarm/PA systems.

- I am working to purchase the two types of outdoor PA speakers for pilot testing near housing. I have confirmed that these speakers can be controlled via buttons on the new fire/PA panel we want to purchase and install this summer. These "outdoor" speakers will be configured as second, independent zone from the original "indoor" zone so that a recorded or real-time voice message can be deployed to them independent of the indoor zone
- Bob King provided the following updates
 - We have had positive responses from a number of the major cell phone carriers and some of the minor carriers regarding enhancing campus reception. We still need to learn more about what they are prepared to do for us and how much it will cost.
 - The trial of the e2campus system was not comprehensive enough. Email coming from e2 was rejected as spam by the Evergreen system so we need to fix that and do another, more thorough test. It was suggested that another meeting be set up in the next couple of weeks to more rigorously test the system again. Bob will follow up on that.

The meeting adjourned at approximately 10:45.

The next meeting will be Monday August 11th from 9-11, room to be announced.

Assignments:

1. Bruce will continue to work on increasing the representation of the workgroup
2. Mark will develop the format for the poster
3. Bruce will pursue getting the poster printed
4. All members will review the draft responder handbook and get their comments back to Bruce
5. Bruce will work on revisions to the responder handbook for the next meeting
6. Rob, Robyn and Bruce will work on sorting out who has emergency radio phones and who should have them. Likewise with panic buttons.
7. Bruce will inquire about getting additional GTS cards
8. Bob will set up a meeting to test the e2Campus system