

## EMERGENCY PREPAREDNESS WORKGROUP

### OCTOBER 13, 2008 MEETING NOTES

**Attendees:** Ed Sorger, Robyn Herring, Rob Rensel, Matt Lebens, Mark Lacina, Jason Wettstein, Bob King, Paul Smith, Randy Stilson, Bruce Sutherland

#### Old Business

- The **Emergency Procedures handout** was the first topic of discussion. Bruce noted that 1000 copies of the handout were passed out to Student Housing, 400 copies were distributed during student orientation. Evening and weekend instructors also received a copy in their mailboxes. It still needs to be distributed to faculty.
- The results of the **voice alarm drill** were noted. Key findings included the need for a warning signal, a need to revitalize the ERTs and sweepers, and a need to address problems areas with low or garbled messages. Next steps are to test the CRC, develop the warning signal, test the system once the new panel is installed at Police Services, and develop and test some canned messages.
- The next item on the agenda was **SB 6328**. Ed Sorger and his staff and Bruce have been working for last couple of weeks putting this material together. Ed discussed the work they have done on Section 1, the “safety plan” and Bruce passed out an outline of the Section 2 “self-assessment”. He briefly discussed the elements of the assessment and stated that he would be sending out a draft in the next day or so. He requested that folks take a careful look at this material. The deadline for submitting the response to SB 6328 is October 30<sup>th</sup>.
- In conjunction with to our response to Sections 1 and 2 of SB 6328, Ed has also been working with the WASPC to respond to **HB 2507**. To that end, the Association of Police Chiefs and Sheriffs developed a survey to assess the current state of emergency preparedness of the state colleges and universities. That survey was completed and sent in on time. The results will help the legislature understand the emergency needs of state’s higher educations institutions particularly with respect to mapping. .
- Robyn asked about the recently passed **Federal Education Act** and what it will require of colleges and universities with respect to campus safety and emergency preparedness. Bruce will follow up on this issue.
- Rob Rensel followed on the agenda with a discussion of efforts to put together a rush RFP for obtaining an outdoor emergency PA system like the recently tested **Giant Voice**. Rob discussed the basic elements of the RFP which require the respondents to use good engineering practices and give an on site demo that will effectively demonstrate how the system will work in our environment. First priority is placed on the lower campus with the upper campus being second priority. The parking lots and other outlying areas would follow at a later date. The proposed system must be compatible with our existing systems. The budget is approximately \$150,000 with 100K for the system and 50K for site preparation. The request needs to be on the street very soon.
- The last topic of old business was the **webpage** development. Two weeks ago, Jason and Bruce met with Susan Bustetter about improving access to the Emergency Preparedness webpage. She agreed to make appropriate changes. Jason has already placed the e2Campus sign up information on the revised site and he encouraged members to sign up. Jason and Bruce will work on updating the information on the page. Bruce passed out an outline of what the page would contain and asked for comments. It was suggested that it could contain a banner about current emergency status. It was also suggested that a map

of the blue emergency phones should be made available. Also suggested was posting the egress maps for each of the buildings to go along with the evacuation information.

### **New Business**

- **Key emergency responders:** This topic was tabled at the September meeting pending a review of the latest ICS flow chart for the campus. Bruce passed out the latest chart and a discussion followed about the various boxes on the chart and the names attached to those boxes. The make up and function of the IMAT was reviewed at length and it was decided that Bruce would take a stab at revising the role of this group. Other positions and functions were addressed but after some consideration, it was decided this could be more easily accomplished by a small workgroup. Bruce, Ed and Robyn agreed to meet to follow up on this.

### **Updates**

- Matt and Mark again discussed setting up a **lower campus EOC** that would coordinate with the EOC at the Rotunda. They are moving forward with this concept and will work with Bob King to establish a direct phone line from the upper campus EOC to the one at student housing. It still needs to be decided who from student housing would be the upper campus EOC on site representative.
- Mark and Matt noted that they conducted full scale **fire evacuation drills** with new students and McLane Fire and these went off successfully. Egress maps were posted on each residence door. Future plans call for permanently affixing the emergency procedures and egress maps to back of each residence door.
- In response to a question from Ed, Rob noted that the installation of the new alarm panel and procuring the new radio for Police Services are moving slowly because of other priorities.

Bruce thanked everyone for their participation and noted that the next meeting will be **November 10<sup>th</sup> in Sem 2, A2109.** .

### **Assignments:**

- Bruce will continue to work on the distribution of the Emergency Procedures
- Bruce and Ed will finish up the response to SB 6328 in the next two weeks.
- Workgroup members will review the self assessment by early next week.
- Bruce will follow up on the requirements of the New Education Bill
- Rob will continue to lead the efforts to acquire an outdoor PA system
- Bruce and Jason will continue to work on updating the Emergency Preparedness webpage.
- Bruce will set up a meeting with Robyn and Ed to work on identifying key campus responders and functions
- Matt will be working on setting up an EOC at Housing
- Matt and Mark will work on permanently posting the emergency procedures and the egress maps on the back of every residence door.