

# EMERGENCY PREPAREDNESS WORKGROUP

## August 13, 2008 MEETING NOTES

**Attendees:** Paul Smith, Aaron Powell, Ed Sorger, Robyn Herring, Rob Rensel, Casey Birdsall, Matt Lebens, Tim Marron, Bruce Sutherland

### Old Business

- Bruce Sutherland opened the meeting with an update on membership to the workgroup. Library and Student Services are attempting to find representatives. Once fall term begins, efforts will be made to find a student rep.
- The **Emergency Procedures handout** was the first topic of discussion. Bruce noted that 2000 copies of an 8 ½ X 11 version of the handout on 80 # paper could be done by an outside vendor for \$482. Bruce will determine what the cost would be in house. Discussion followed on ways to get the handout into the hands of as many folks as possible. Ideas included:
  - New student orientation – in packet with possible short presentation by Bruce and Ed
  - Email to everyone including all student email list
  - Website
  - Distribute during student housing family weekend
  - Place in each student housing unit
  - Announcement on KOAS
  - New staff orientation
  - Spring orientation
  - Make electronically available to conference goers
  - EF student orientationThe basic idea is to make it as widely available as possible.
- Additions to the handout
  - New armed intruder procedures – Tim Marron will provide
  - Website link for people with disabilities
  - Link to Evergreen emergency response website and to e2Campus
- Police Services will be offering armed shooter training to Directors and we should probably include other emergency procedures in that training
- Discussions about the **Emergency Procedures Poster** followed. Bruce offered a proposed revision to the current evacuation poster to make the procedures easier to read. He then discussed whether it made sense to have the Emergency Procedures material posted next to the evacuation signage. After considerable discussion, it was decided that tying the Emergency Procedures poster to the existing evacuation signage would not be that effective and would not be a good use of scarce resources. Instead, Paul suggested putting the poster on existing unit bulletin boards where it would probably be more easily seen and read. Bruce will survey the various places where it could be put, get a count, and talk with Bill Gilbreath about getting it printed in poster size.

- There followed some discussion about getting the information on the **Evergreen website**. Other colleges and universities have made this a priority and provide users a lot of good information and links to outside sources. It was noted that it is hard to get on the Evergreen homepage so perhaps the easiest way to go would be to talk to Todd Sprague about getting in the “what’s new section” on the Evergreen Homepage.
- Matt Lebens suggested that if we develop an **emergency preparedness logo** that is easily recognizable and would set off emergency materials from other information.
- The next topic was **e2Campus**. A purchase order has been issued and it should be ready for fall term. Bob King will be developing a plan for getting users to sign up. It was suggested that signing up could be linked to on line registration. The link to sign up could also be on the poster.
- Following that discussion, Bruce passed out information on who has **radio phones** and where they are located. The group discussed the need to retrieve those phones, get them reprogrammed and go through a process of determining who should have them. That process also needs to be part of a larger discussion of determining who the key responders should be. The workgroup agreed to take this up at the next meeting as a major point of discussion.
- Next up was a discussion about the **panic buttons**; what they are for, when they should be used, what happens when they are activated and why they are located where they are. A brief discussion made it quite clear that some procedures need to be developed to address the usage of the panic buttons and to address how they fit into the larger emergency preparedness picture. .
- Bruce passed out a revised Table of Contents for the next draft of **the Emergency Handbook** that describes the duties of all the key responders and revises the order of the materials in the handbook. He asked all workgroup members to take a good look at it to see if it is complete, accurate, useable, and most importantly, can someone pick it up cold and learn enough to know what to do.
- Once people are comfortable with the handbook, the next step will be to run a table top exercise to test it. Another goal will be to get it on the Evergreen website.
- Bruce was able to get confirmation from the federal folks that manage the **GETS/WPS** system that we can get cards assigned to the EOC and to specific job functions rather than to specific people. He will be obtaining those cards and stocking the EOC. He noted that it would be good to get more people signed up for the Wireless Priority system but a concern is that private carriers may charge a fee for this service. Bruce will contact some of the major carriers to see if this is true. Bruce will also follow up with Bob King to determine who has Evergreen issued cell phones to determine which of those folks should have a WPS card.

## **New Business**

- The mandates of **Senate Bill 6328** were discussed next. Of particular concern were the deadlines imposed without additional resources. Although we are doing or will be undertaking all of the required elements, meeting the reporting

- requirements will involve additional staff time. It appears that it requires a safety plan separate from the Emergency Management Plan. Bruce will be working with Ed on this and will be looking for help from other workgroup members.
- Bruce inquired about the emergency preparedness situation at the Tacoma campus. They contract with Tacoma Police and Fire for their emergency services but it was unclear what types of emergency preparedness information they have. Bruce will contact Artee Young to discuss these issues.

## **Updates**

- Rod Rensel reported that the fire alarm voice system is now up and running in the main campus buildings. At present they can be operated individually from Police Services. When the new panel is installed later this summer, one switch will activate all the systems. In the meantime, we need to test the voice system in each building with a drill. Bruce will be working with Police Services to conduct these drills building by building before school starts.
- Rob also reported that a pilot test of the outdoor emergency phones will be conducted before school starts and he noted that the RFP for an integrated notification system for student housing has not been developed yet but we expect Noel McHugh to be available soon to work with us.

Bruce thanked everyone for their participation and noted that the next meeting will be **September 8**, same time, same place.

## **Assignments:**

- Workgroup members will be reviewing the Emergency Handbook and getting comments back to Bruce as soon as possible
- Bruce will determine the cost of printing the Emergency Procedures handout in house and make contact with Phyllis Lane about getting the material out to incoming students.
- The tech folks at student housing will make a few changes to the handout to reflect additional armed shooter procedures and to include information for people with special needs.
- Bruce will be surveying places where the Emergency Procedures poster could be placed and meet with Bill Gilbreath to see about getting the poster printed.
- Bruce will be pursuing getting the Emergency Procedures handout on the Evergreen website.
- Bob King will be developing a plan for getting folks to sign up for e2campus.
- Bruce will be working with Rob, Robyn and others to retrieve the radio phones, get them reprogrammed and reassigned.
- The workgroup will conduct further discussions on the panic buttons
- Bruce will be obtaining new GETS and WPS cards for the EOC and for specific Incident Command job titles.
- Bruce, Ed and others will be working on meeting the deadlines for SB 6328

- Bruce will be working with Police Services to set up drills to test the fire alarm voice system.
- Rob and others will be testing the outdoor emergency phones
- Bruce will contact the Tacoma campus about their emergency procedures