

# EMERGENCY PREPAREDNESS WORKGROUP

## September 8, 2008 MEETING NOTES

**Attendees:** Aaron Powell, Ed Sorger, Robyn Herring, Rob Rensel, Matt Lebens, Jason Wettstein, Bob King, Bruce Sutherland

### Old Business

- 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 are being printed and should be ready this week. 1000 copies will be given to Student Housing, It will also be made available during student orientation and academic orientation, and will be placed in the mail boxes of faculty and instructors along with information about their responsibilities. It will also be made available electronically on the “What’s New” site on the Evergreen webpage and via email to all students.
- There followed a discussion about getting more visibility for emergency information on the **Evergreen website**. Bruce and Jason will meet with Susan Bustetter to address this issue.
- Matt Lebens noted that Housing staff are developing an **emergency preparedness logo** that would make emergency information easily recognizable.
- Bruce asked if there were any more comments on the **Draft Emergency Handbook** that describes the duties of all the key responders. No comments were offered so the current edition will be considered final until we get a chance to test it with a table top exercise.
- Bruce is continuing work on getting the EOC up to date. Most of the responder boxes were empty so they all need to be updated and completed. Discussion followed on whether the internet circuit at the EOC has been tested recently and likewise whether the television and its dish network are operational. It was unclear who pays the bill to keep the dish network running.
- Work is progressing on addressing the mandates of SB 6328.
  - A survey was completed for the Wash. Assn. of Sheriffs and Police Chiefs which looks at campus emergency preparedness statewide.
  - Bruce, Ed and Tim also attended a meeting of the Thurston County Emergency Management Council where the issue of developing a mutual aid agreement with the jurisdictions of Thurston County was discussed. There is an existing mutual aid agreement for Homeland Security Region 3 (Thurston, Lewis, Mason, Pacific and Grays Harbor Counties) that we may be able to sign on to. Thurston County Emergency Management will be looking into the possibility.
  - Bruce will take the lead on developing a “Self assessment of Evergreen’s ability to facilitate the safety of students, faculty and staff”. He will be looking to various members of the workgroup for assistance.

## **New Business**

- A test of a loud speaker warning system known as “Big Voice” will be conducted tomorrow in Red Square and at Student Housing. A preliminary meeting will be held at 9:00 tomorrow morning to learn about the details of the system. It is expected to be quite loud and disruptive.
- Bruce presented a proposal for testing the new voice alarm system connected to the existing fire alarm system. The proposal calls for two days of testing on September 16 and 17. Individual tests will be run on each building that has the capabilities. Occupants will be asked to evacuate their building. The test will be followed up with a brief questionnaire regarding the effectiveness of the system and the evacuation. A number of changes to the proposal were suggested including using the existing ERT members to check the buildings and using a bull horn to let people know when they can return to their buildings. It was also noted that the buildings that do not have the system such as Sem 1 annex, the Lab annex, and CUP also need to be tested. The best way to do that is probably to use the fire alarm system. Bruce will be getting word out and organizing that effort this week.
- The group briefly discussed identifying who the key responders are to the EOC. but the discussion was tabled until we could take a look at the names of the previously designated folks.
- Robyn raised the question of whether it made sense to have someone from Student Housing on the EOC. It seems more likely that key housing staff should be on site rather than at the EOC with radio communications to the EOC. Matt stated that they are considering setting up their own EOC. Bob King noted that it would be possible to get some additional dedicated Quest lines that could be placed at housing to deal with parents calling in about their kid’s safety. Matt will be continuing to work on this issue.
- Robyn also noted the need to see whether we still have engineers on contract to check building integrity following a disaster. Bruce will check with Azeem.

## **Updates**

- Bob King talked about e2Campus. The purchase order has been issued for 1000 seats to start off with. Word about the system will be sent out by mass email and information will be available during check in weekend. It will also be available on the campus website. It would be best if signing up for the service could be worked into the bureaucracy so students sign up when they register or seek financial aid. Jason and Bob will be working on setting up these processes.
- Bob also noted the need to find an in building solution to the cell phone reception. He will be working on a proposal to address this issue. First priority should be the CAB.
- Rob Rensel reported that the new Police Radio that allows communication with the outside world should be on line soon. .

- Rob also reported that a pilot test of the outdoor emergency phones will be conducted before school starts but we are still waiting for the testing device to arrive.
- Rob also noted that they are looking into upgrading the fire alarm system so it will be able to report specific problem information to Police Services.

Bruce thanked everyone for their participation and noted that the next meeting will be **October 13**, same time, same place.

**Assignments:**

- 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 and Jason will meet with Susan Bustetter to address this issue.
- Bruce will finalize the Responder Handbook and get it in all the cases at the EOC
- Bruce will follow up on determining whether the internet connection and the TV dish are functioning.
- Housing staff will develop an Emergency response logo
- Matt will be working on setting up an EOC at Housing
- Bruce will check to see if we still have engineers under contract to check building integrity
- Bob and Jason will be working on getting information out about e2Campus
- Bob will be working on a proposal to improve in building cell phone service