



Office of EMERGENCY MANAGEMENT

May 22, 2019

FROM: Collin College, Office of Emergency Management

TO: Emergency Management Working Group (EMWG) Members

SUBJECT: May EMWG Meeting Minutes

The EMWG was convened at 2:00 pm, May 9, 2019, in room 135 of the Collin Higher Education Center (CHEC) to focus on introductions, proper team composition while providing an operational level of information on the purpose of the EM program and EMWG.

Attendees / Invitees:

| NAME | COMMENTS |
|--|--------------------------|
| Mike Dickson, Chief Innovation Officer; EMWG Chair | Present |
| Julie Bradley, Chief Finance Officer | Present |
| Barbara Johnston, AVP Financial Service | Present |
| Tom Delamater, Chief of Public Relations | Present |
| Marisela Cadena-Smith, Public Relations | Present |
| Christina Canales, Human Resources | Present |
| Jason Parry, Facility Operations | Present |
| William Taylor, Chief of Police, CCPD | Present |
| Bill Horstman, Frisco Campus | Unable to attend |
| Brian Lenhart, Plano Campus | Unable to attend |
| Jon Hardesty, McKinney Campus | Present |
| Bill King, Technical Campus, and Courtyard Campus | Present |
| Mary McRae, Wylie Campus | Unable to attend |
| Cindy White, Purchasing | Present |
| Andrew Ducksworth, Radio and EM SME | Present |
| Marilyn Abedrabbo, Student Government | Unable to attend |
| Lauren Davis, Lead Dispatcher, CCPD | Added to request listing |
| Amy Throop, CCCD Clery Act Lead | Added to request listing |
| Tracey Bradley, Office of Emergency Management | Present |
| Mike Messina, Office of Emergency Management | Present |

Called to order: 2:05pm

Opening comments: Chief Taylor, CCPD, made comments about the need for the emergency management program and its tie to the Collin College Safety Plan.

Old Business: None

New Business: Mike Messina, Collin College Director of Emergency Management discussed an overview of the emergency management program, the purpose of the emergency management working group, and the process for the different programs as the team moves forward.

- Chief Taylor suggested a memorandum from the Office of Emergency Management (OEM) to the EMWG members listing the mandatory and optional online training from the Federal Emergency Management Agency (FEMA). EMWG Action Item 0002, and Attachment 3.
- Ms. Tracey Bradley, OEM, commented on providing the group the sign-on instructions for the FEMA classes. Attachment 3 outlines these instructions.
- Ms. Christina Canales, Human Resources, mentioned that she recently attended a Texas Association of School Boards (TASB) conference that highlighted the growing importance of this topic and that she would provide materials from that training.
- Mr. Mike Messina, OEM, mentioned the services provided by [Black Swan solutions](#). Black Swan is the industry standard among institutions of higher education for crises management, hotlines, and other crises related services.
- During the discussion of having a company like BLACK SWAN on retainer, Ms. Christina Canales reminded the group that Collin College counseling service that could provide onsite counseling if needed.
- Dr. Bill King, Provost for Allen Technical and Courtyard Campuses, inquired on the locations of the primary and alternate Emergency Operations Center (EOC) for Collin College. There is no EOC location identified. There should be a primary location, not co-located with academic facilities and an alternate location identified at each campus in the event that the primary site is compromised. EMWG Action Item 14.
- Chief Taylor, CCPD, inquired from Mr. Mike Dickson if the College IT infrastructure was solely an IP based system. Mr. Dickson commented that the College is in the process of bringing the systems up to date and that it would be beneficial to conduct an IT drill that includes a full shutdown. EMWG Action Item 16.
- Cindy White, Purchasing Department, inquired if EMWG members were going to be authorized access to AT&T FirstNet. Chief Taylor commented on the logistics of approving individuals into the program. EMWG Action Item 0006.

Meeting Adjourned at: 2:55 pm

4 Attachments

Attachment 1. June meetings

Attachment 2. Template for EMWG appointment letter

Attachment 3. FEMA Training

Attachment 4. EMWG Action Item Tracker

ATTACHMENT 1

JUNE MEETINGS

Future Meetings: The month of June offers the opportunity to address several of the most critical and foundational issues impacting the safety, security, or regulatory requirements of the College.

Emergency Management Working Group (EMWG) General Meeting

Details: 1:00pm, June 13, 2019
 Room 101, Public Safety Training Center
 3600 Redbud Blvd.
 McKinney, Texas 75069

Objective: FIRE DRILL and IMMEDIATE EVACUATION. Clarify the Homeland Security Exercise and Evaluation Program (HSEEP) definitions and Clery Act requirements for drills and exercises. Initiate planning for fire drills, and provide the executive leadership team with options on the complexity of drill for continued planning.

Agenda:

- Opening comments
- Approve minutes
- Review charter (virtually)
- Training
- Special event review
- Main topic: Fire drills

| NAME | COMMENTS |
|--|--|
| Mike Dickson, Chief Innovation Officer; EMWG Chair | Provide vision |
| Tom Delamater, Chief of Public Relations | Messaging and Cougar Alert* |
| Marisela Cadena-Smith, Public Relations | Messaging and Cougar Alert* |
| Christina Canales, Human Resources | TASB and ADA requirements |
| Jason Parry, Facility Operations | Facility Operations expectations |
| William Taylor, Chief of Police, CCPD | CCPD expectations |
| Bill Horstman, Frisco Campus | Suggested locations, dates, and de-conflict with academic operations |
| Brian Lenhart, Plano Campus | |
| Jon Hardesty, McKinney Campus | |
| Bill King, Technical Campus, and Courtyard Campus | |
| Mary McRae, Wylie Campus | |
| Laurie Davis, Lead Dispatcher, CCPD | Clarify expectations |
| Amy Throop,, CCCD Clery Act Lead | Assure Clery Compliance |
| Tracey Bradley, Office of Emergency Management | Provide support and facilitation |
| Mike Messina, Office of Emergency Management | Facilitate meeting |

Subcommittee meetings: Warnings and Communications. This subcommittee will focus on solidifying Collin College Emergency Notifications procedures. This working team will review the current process, identify ways to improve and construct a list of the trigger events and other options for executive approval. Read-ahead materials will be provided before the meeting.

Details: 1:00pm, June 14, 2019
Room 109, Collin Higher Education Center

| NAME | COMMENTS |
|--|------------------------------------|
| Mike Dickson, Chief Innovation Officer; EMWG Chair | IT SME, and ELT direction |
| Tom Delamater, Chief of Public Relations | Messaging, and Cougar Alert |
| Marisela Cadena-Smith, Public Relations | Messaging, and Cougar Alert |
| Christina Canales, Human Resources | TASB and ADA requirements |
| Jason Parry, Facility Operations | SME on internal/external speakers |
| William Taylor, Chief of Police, CCPD | RAVE, and CCPD actions |
| Andrew Ducksworth, Radio and EM SME | Communications SME |
| Laurie Davis, Lead Dispatcher, CCPD | Dispatch and initiation of warning |
| Amy Throop, CCCD Clery Act Lead | Clery act requirements |
| Cheri Jack | Associate Dean of Students |
| Sgt Don Mewbourne | RAV SME |
| Tracey Bradley, Office of Emergency Management | Meeting facilitation |
| Mike Messina, Office of Emergency Management | Meeting facilitation |

All EMWG members are encouraged to attend and invite other subject matter experts that will assist in addressing the identified objective.

ATTACHMENT 2
TEMPLATE FOR EMWG APPOINTMENT LETTER

An example of the EMWG appointment letter is provided below. The intent of the appointment letter is to avoid confusion by acknowledging and delegating authorities within your department; a formal tasking to the appointees, and inform the Office of Emergency Management (OEM). The appointment letter also serves as authorization for OEM to store private phone numbers and contact information, and in the event of an actual emergency, recall the identified appointees to function as the departmental representative.

Please send a copy of to the individuals and OEM by July 15, 2019.

----- cutline -----

MEMORANDUM FOR OFFICE OF EMERGENCY MANAGEMENT

FROM: YOUR OFFICE

SUBJECT: Emergency Management Working Group Appointment Letter

The EMWG serves as the principal advisory body to the Executive Leadership Team (ELT) on matters of natural and human-made hazards. This memorandum identifies the members that are subject matter experts in their field and are authorized to represent department concerns and priorities during plan development, exercises, and the implementation of emergency plans during a catastrophic event.

| | NAME | OFFICE | PHONE |
|-----------|-----------|----------|--------------|
| PRIMARY | XXXX XXXX | XXXXXXXX | XXX-XXX-XXXX |
| ALTERNATE | XXXX XXXX | XXXXXXXX | XXX-XXX-XXXX |
| TERTIARY | XXXX XXXX | XXXXXXXX | XXX-XXX-XXXX |

Please contact XXXXXXX, at XXX-XXX-XXXX with any question or concerns regarding this topic.

Regards,

Wet or digital signature

Name

TITLE

ATTACHMENT 3

FEMA COURSES FOR EMWG MEMBERS

To fulfill NIMS requirements, institutions of higher education (IHE) should determine what personnel need to receive incident command system (ICS) and NIMS training based on their role(s) in the overall school or IHE emergency management program. In accordance with U.S. Department of Education (ED) guidance, certain "key personnel" are required to complete the following six courses in order for an individual or organization to be considered NIMS compliant.

1. **IS-100.SCa, Introduction to the Incident Command System (ICS) for Schools**
Introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
2. **IS-700.a, National Incident Management System (NIMS)-An Introduction**
Introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
3. **IS-200.b, ICS for Single Resources/Initial Action Incidents**
Designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
4. **IS-800.b, National Response Framework, An Introduction**
Introduces participants to the concepts and principles of the National Response Framework (NRF).
5. ***ICS-300, Intermediate Incident Command System for Expanding Incidents**
6. ***ICS-400, Advanced Incident Command System for Command and General Staff-Complex Incidents**

FEMA Student Identification (SID) Number Registration

1. A FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA. The FEMA SID uniquely identifies the student throughout the FEMA organization and all of its agencies. The goal is for the FEMA SID to serve as your identification number instead of a Social Security Number (SSN).
2. A FEMA SID is required to register for and participate in any training provided by FEMA agencies. All FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID.
3. How to obtain my FEMA Student Identification (SID) number.
Step 1: To register, visit FEMA's Student Identification Registration and Management System.
<https://cdp.dhs.gov/femasid/>
Step 2: Click on the "Register" link at the top of the page.
Step 3: Follow the instructions and provide the necessary information to create your account.

| Course Number | Course Name | (M)andatory (S)uggested (E)valuator | President & VPs | EMWG Mbrs | Police Chief | Police Staff | Police Dispatch | OEM | Facilities Mgmt. | Plant Staff | PIO | IT Network | Mental Health | Faculty & Staff | |
|---------------|---|---|-----------------|-----------|--------------|--------------|-----------------|-----|------------------|-------------|-----|------------|---------------|-----------------|--|
| | | | | | | | | | | | | | | | |
| IS-100.c | Introduction to the Incident Command System (ICS) | | | M | M | M | M | M | M | S | M | | | S | |
| IS-200.b | ICS for Initial Action Incidents | | | M | M | | | M | M | | M | | | | |
| ICS-300 | Incident Command System | | | | M | | | M | | | M | | | | |
| ICS-400 | Advanced ICS | | | | M | | | M | | | M | | | | |
| IS-700.b | Nat Incident Mgmt. Sys Intro | | | M | M | S | S | M | M | | M | | | S | |
| IS-800.c | National Response Framework | | | | M | | | M | | | M | | | | |
| ICS- 402 | Incident Command System (ICS) for Executives and Senior Officials | | M | | | | | | | | | | | | |
| IS-775 | EOC Management and Operations | | | M | M | | S | M | M | | M | | | | |
| IS-360 | Preparing for MASCAL Incidents for IHE | | | | S | | | M | | | | | | | |
| IS-906 | Workplace Security Awareness - | | | S | S | S | | | | | | | | | |
| IS-907 | Active Shooter: What You Can Do - | | | S | S | S | | | | | | | | | |
| IS-909 | Community Preparedness for Everyone | | | S | S | S | S | M | S | S | S | S | S | S | |
| IS-120.c | An Introduction to Exercises | | | E | M | | | M | | | M | M | | | |
| IS-139.a | Exercise Design and Development | | | E | S | | | M | | | M | M | | | |
| IS-362.a | Multi-Hazard Emergency Planning for Schools | | | S | S | | | M | | | S | S | | | |
| IS-546.a | Continuity of Operations Awareness | | | S | S | | | M | | | S | S | | | |
| IS-908 | Emergency Management for Senior Officials | | S | S | S | | | M | | | | | | | |
| IS-393.b | Introduction to Hazard Mitigation | | | S | | | | M | | | | | | | |
| IS-547.a | Introduction to Continuity of Operations | | | S | | | | M | | | | | | | |
| IS-130 | How to be an Exercise Evaluator | | | E | | | | M | | | | | | | |
| IS-318 | Mitigation Planning | | | S | | | | M | | | | | | | |
| IS-395 | FEMA Risk Assessment Database | | | | | | | M | | | | | | | |
| IS-552 | The Public Works Role in EM | | | | | | | | S | S | | | | | |
| IS-15.b | Special Events Contingency Planning | | | S | | | | M | | | S | | | | |
| IS-558 | Public Works and Disaster Recovery | | | | | | | | S | S | | | | | |

| Course Number | Course Name | (M)andatory (S)uggested (E)valuator | President & VPs | EMWG Mbrs | Police Chief | Police Staff | Police Dispatch | OEM | Facilities Mgmt. | Plant Staff | PIO | IT Network | Mental Health | Faculty & Staff | Child Care |
|---------------|---|---|-----------------|-----------|--------------|--------------|-----------------|-----|------------------|-------------|-----|------------|---------------|-----------------|------------|
| | | | | | | | | | | | | | | | |
| IS-815 | ABCs of Temporary Emergency Power | | | | | | | | S | S | | | | | |
| IS-29 | Public Information Officer Awareness | | | | | | | | | | S | | | | |
| IS-201 | Incident Action Plan Forms | | | S | | | | M | | | | | | | |
| IS-309 | Tornado Mitigation Basics for Mitigation Staff | | | S | | | | M | S | S | | | | | |
| IS-368 | Including People W/ Disabilities in Disaster | | | S | | | | S | | | | | | | |
| IS-505 | Religious/Cultural Competency in Disaster | | | S | | | | S | | | | | | | |
| IS-554 | Emergency Planning for Public Works | | | | | | | | S | | | | | | |
| IS-951 | DHS Radio Interoperability | | | | | | | M | | | | | | | |
| IS-366.a | Planning for the Needs of Children in Disasters | | | S | | | | S | | | | | | | M |
| IS-703.a | NIMS Resource Management | | | | | | | M | | | | | | | |
| IS-913.a | Critical Infrastructure Security and Resilience | | | | | | | M | | | | | | | |
| IS-36 | Multi-hazard Planning for Childcare | | | | | | | | | | | | | | M |
| IS-42 | Social Media in Emergency Management | | | | | | | M | | | S | | | | |
| IS-251 | IPAWS for Alerting Authorities | | | | | | | M | | | | | | | |
| IS-317 | Community Emergency Response Teams | | | | | | | S | | | | | | | |
| IS-556 | Damage Assessment for Public Works | | | | | | | | S | | | | | | |
| IS-559 | Local Damage Assessment | | | | | | | | S | S | | | | | |
| IS-559 | Damage Assessment Operations Training | | | | | | | | S | S | | | | | |
| IS-247.a | Integrated Public Alert & Warning Sys (IPAWS) | | | | | | | M | | | | | | | |
| IS-271.a | IPAWS for Alerting Authorities | | | | | | | M | | | | | | | |
| IS-632.a | Introduction to Debris Operations | | | | | | | | S | | | | | | |
| IS-144 | Telecomm Emergency Response TF | | | | | | | | | | | S | | | |
| IS-523 | Exercising Continuity Plans for Cyber Incidents | | | | | | | | | | | S | | | |
| IS-794 | External Affairs Program Liaison | | | | | | | | | | S | | | | |
| IS-914 | Surveillance Awareness | | | | S | | | | | | | | | | |
| IS-702.a | NIMS Public Information Systems | | | | | | | | | | S | | | | |

ATTACHMENT 4

EMWG ACTION ITEM TRACKING LIST

| Tracking Number | Action / OPR Task(s) | Status / ECD |
|-----------------|---|--|
| 0001 | Solidify EMWG members / All 1. OEM send appointment letters to department lead for identifying and authorizing primary and alternate EMWG members and replacement criteria (June 2019). 2. OEM receives appointment letters (July 2019). EM Strategic Plan, Task 1.1.1, Attachment 2. | On track / May 2019 Start July 2019 Conclusion |
| 0002 | Begin FEMA training / OEM *** Required *** Provide EMWG members with FEMA training instructions and options (July 2019). OPTION 1: Take mandated courses online OPTION 2: Begin classroom instruction and online test taking | On track / May 2019 Start NOTE: This will be an ongoing task. |
| 0003 | Approve EMWG Charter 1. Review charter 2. EMWG Chairperson signs the charter | On track / June 2019 Start September 2019 Conclusion |
| 0004 | National Preparedness Month / OEM National Preparedness Month (NPM), recognized each September, provides an opportunity to remind us that we all must prepare ourselves and our families now and throughout the year. 1. Form a cross-functional team to discuss messaging, activities, and efforts 2. Develop an agenda, acquire materials EM Strategic Plan, Task 2.2.2. | On track / June 2019 Start September 2019 Conclusion Reoccurring every September |
| 0005 | Emergency Preparedness Messaging Campaign / PIO & OEM Collaboration to create a seamless messaging campaign to provide preparedness information to the College via the most effective and appropriate media. EM Strategic Plan, Task 2.2.2. | On track / May 2019 Start Reoccurring every month |
| 0006 | FirstNet Authorization for EMWG / CCPD CCPD provides EMWG members with authorization letters for FirstNet. Requires task 0001 to be completed (August 2019). EM Strategic Plan, Task 1.3.2. | On track / August 2019 Reviewed every August |

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| 0007 | <p>Develop Fire Drill Operating Instructions / OEM *** Clery Act Requirement ***</p> <ol style="list-style-type: none"> 1. Review current procedures and requirements (June 2019) 2. Develop DRAFT procedures (June 2019) 3. Table Top Exercise (TTX) DRAFT procedures (July 2019) 4. Develop a FIRE DRILL schedule for 2019-2020 (July 2019) 5. Obtain approval of DRAFT procedures (August 2019) <p>EM Strategic Plan, Task 2.2.3.</p> | <p>On track / June 2019 Start August 2019 Conclusion</p> |
| 0008 | <p>Develop Emergency Notification / OEM & PIO *** Clery Act Requirement ***</p> <ol style="list-style-type: none"> 1. Review current procedures and requirements (June 2019) 2. Develop DRAFT procedures (June 2019) 3. TTX DRAFT procedures (July 2019) 4. Obtain approval of DRAFT procedures (September 2019) <p>EM Strategic Plan, Task 1.3.2.</p> | <p>On track / June 2019 Start September 2019 Conclusion</p> |
| 0009 | <p>Review campus vulnerabilities and severe weather shelter / OEM, Facility Operations, CCPD</p> <ol style="list-style-type: none"> 1. Review current vulnerabilities (June - August 2019) 2. Develop DRAFT messaging (September 2019) 3. Procure resources (September 2019) 4. Initiate improvement (October 2019) <p>EM Strategic Plan, Task 1.1.3. *** Required ***</p> | <p>On track / June 2019 Start October 2019 Conclusion</p> |
| 0010 | <p>Develop Course of Actions (COA) for trigger events, immediate actions, authorizations, personnel categories for planning and exercises</p> <ol style="list-style-type: none"> 1. Review current processes (July – September 2019) 2. Develop DRAFT procedures (October 2019) 3. Obtain Approval (November – December 2019) <p>EM Strategic Plan, Task 1.1.2. *** Required ***</p> | <p>On track / July 2019 Start December 2019 Conclusion</p> |
| 0011 | <p>Begin cross-functional review for large event planning EM Strategic Plan, Task 2.1.3</p> | <p>On track / July 2019 Start</p> |
| 0012 | <p>Conduct Fire Drills / OEM Timeline and Master Event Listing to be developed later</p> | <p>On track / On Going Aug/Sep 2019 Start</p> |

| | | |
|------|---|--|
| | EM Strategic Plan, Task 2.2.3. *** Required *** | |
| 0013 | Create an Emergency Team Organize, train, and equip teams for specific roles to expedite life-saving measures and promote safety and security. These teams include building captains, damage assessment, and others. EM Strategic Plan, Task 1.2.1. | On track / Oct 2019 Start Ongoing |
| 0014 | Emergency Operations Center (EOC) 1. Work with stakeholders in identifying the location and design of the Collin College EOC. 2. Identify alternate EOC locations 3. Organize, train, and equip EOC members 4. Conduct exercise. EM Strategic Plan, Task 1.3.3. | On track / Oct 2019 Start |
| 0015 | STORM READY Certification Obtain a Storm Ready Certification for Collin College. 1. Review criteria 2. Obtain resources 3. Submit application EM Strategic Plan, Task 1.3.4. | On track / Oct 2019 Start March 2020 Conclusion |
| 0016 | DR Drill / IT Details and timeline to be developed by IT | TBD |
| 0017 | EOP Basic Plan and Annex Review This task requires previous actions to be completed before beginning. EM Strategic Plan, Task 1.1.4. *** Required *** | On track / December 2019 Start |
| 0018 | Geospatial Assessment of Facilities and Infrastructure EM Strategic Plan, Task 2.1.1. | TBD |