



# Office of EMERGENCY MANAGEMENT

August 27, 2019

FROM: Collin College, Office of Emergency Management

TO: Emergency Management Working Group (EMWG) Members

SUBJECT: July/August EMWG Meeting Minutes

The summer presented challenges with conflicting priorities for EMWG members. The monthly meeting was conducted over July and August.

**Objective: Review and coordinate foundational documents**

- Final review of standard emergency procedures for distribution
- Midpoint review of operating instructions for emergency notifications
- Initial review of exercises type and frequency

**Attendees / Invitees:**

NAME, DEPARTMENT	COMMENTS
Christina Canales, Human Resources	July meeting
Cindy White, Purchasing	July meeting
Jon Hardesty, McKinney Campus	July meeting
Kim O'Bryon, Public relations	July meeting
Sgt Don Mewbourn, CCPD	July meeting
William Taylor, Chief of Police, CCPD	July meeting
Dave Hoyt, Technology Services	August meeting
Don Weasonforth, Frisco Campus	August meeting
Kim Davison, Chief of Staff	August meeting
Marisela Cadena-Smith, Public Relations	August meeting
Mike Dickson, Chief Innovation Officer; EMWG Chair	August meeting
Mike Messina, Office of Emergency Management	July/August meeting
Tracey Bradley, Office of Emergency Management	July/August meeting
Abe Johnson, Plano Campus	
Amy Throop, CCCD Clery Act Lead	Unable to attend
Andrew Ducksworth, Radio and EM SME	Unable to attend
Barbara Johnston, AVP Financial Service	Unable to attend
Bill Horstman, Frisco Campus	Unable to attend
Bill King, Technical Campus, and Courtyard Campus	Unable to attend
Brian Lenhart, Plano Campus	Unable to attend
Jason Parry, Facility Operations	Unable to attend
Julie Bradley, Chief Finance Officer	Unable to attend
Lauren Davis, Lead Dispatcher, CCPD	Unable to attend
Mary McRae, Wylie Campus	Unable to attend
Amy Throop	Unable to attend
Cheri Jack	Unable to attend
Samar Rawas, SGA President	Added to member list

**FEMA Training (Department of Education Required).** Review of block I, section 2 of FEMA IS-100, *Introduction to Incident Command*. Ms. Kim Davison requested that the list of FEMA training and instruction on how to sign-up be disseminated to the EMWG members. It was addressed that College personnel may not be the incident commander for an event on campus since being the identity of the incident commander is event specific and requires extensive training. Incident command sparked the discussion of the lack of Geographic Information Systems (GIS) mapping of our campuses and its impact on various departments.

**Final review of Standard Emergency Procedures (Department of Education Required).** The r procedures will provide lifesaving actions and replace existing instructions. The simplistic verbiage matches the Texas State, Texas School Safety Centers guidance from the *I love you guys* foundation for K-12 and Institutions of Higher Education (IHE). These procedures also share the same look and graphics of many of the neighboring IHEs in North Texas. These similarities are intended to present a sense of familiarity among the students.

Status: Final review by EMWG members before submission to leadership.

Shortfall: Once approved, copies of the procedures will need to be printed and posted in every classroom and work center.

**Final review of operating instructions for Crisis Notifications (Clery Act Required).** This operating instructions addresses the shortfalls in the College's current procedures for alerting personnel by suggesting different message types to specific audiences based on need.

Status: Final review by EMWG members before submission to leadership.

Shortfall: The creation of the Safety monitor program. Distribution of shelter kits. The formal assignment of department personnel as key member in the College emergency management program See attachment 1.

**Initial review of exercises type and frequency (Clery Act Required).** An overview of the required and suggested drills and exercises types and frequency for the College was provided to the members. This information was intended to spark discussion on departmental guidelines and limitations, as well as ways that the EMWG can create a robust and purposeful exercise program to prepare all personnel and alleviate the anxiety when it comes to responding to an incident.

Status: An operating instruction is in development and an initial draft will be presented to the September meeting.

Shortfall: None at this moment.

## **Attachment**

Attachment 1. EMWG action item tracker

## ATTACHMENT 1

### EMWG ACTION ITEM TRACKING LIST – (AO: AUGUST 27, 2019)

Tracking Number	Action / OPR Task(s)	Status / ECD
0001	<p><b>Solidify EMWG members / All</b></p> <p>1. OEM send appointment letters to department lead for identifying and authorizing primary and alternate EMWG members and replacement criteria (June 2019).</p> <p>2. OEM receives appointment letters (July 2019). EM Strategic Plan, Task 1.1.1, Attachment 2.</p>	<p><b>On track /</b> May 2019 Start July 2019 Conclusion <b>OVERDUE</b></p>
0002	<p><b>Begin FEMA training / OEM *** Required ***</b></p> <p>Provide EMWG members with FEMA training instructions and options (July 2019).</p> <p>OPTION 1: Take mandated courses online OPTION 2: Begin classroom instruction and online test taking</p>	<p><b>On track /</b> May 2019 Start NOTE: This will be an ongoing task.</p>
0003	<p><b>Approve EMWG Charter</b></p> <p>1. Review charter 2. EMWG Chairperson signs the charter</p>	<p><b>On track /</b> June 2019 Start September 2019 Conclusion</p>
0004	<p><b>National Preparedness Month / OEM</b></p> <p>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.</p> <p>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.</p>	<p><b>On track /</b> June 2019 Start September 2019 Conclusion  Reoccurring every September</p>
0005	<p><b>Emergency Preparedness Messaging Campaign / PIO &amp; OEM</b></p> <p>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.</p>	<p><b>On track /</b> May 2019 Start Reoccurring every month</p>

0006	<b>FirstNet Authorization for EMWG / CCPD</b> CCPD provides EMWG members with authorization letters for FirstNet. Requires task 0001 to be completed (August 2019). EM Strategic Plan, Task 1.3.2.	<b>On track / August 2019</b> Reviewed every August
0007	<b>Develop Fire Drill Operating Instructions / OEM</b> <b>*** Clery Act Requirement ***</b> 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) EM Strategic Plan, Task 2.2.3.	<b>DELAYED. AWAITING CONVERSATION WITH KEY PLAYERS</b>  June 2019 Start December 2019 Conclusion
0008	<b>Develop Emergency Notification / OEM &amp; PIO</b> <b>*** Clery Act Requirement ***</b> 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) EM Strategic Plan, Task 1.3.2.	<b>On track /</b> June 2019 Start September 2019 Conclusion
0009	<b>Review campus vulnerabilities and severe weather shelter / OEM, Facility Operations, CCPD</b> 1. Review current vulnerabilities (June - August 2019) 2. Develop DRAFT messaging (October 2019) 3. Procure resources (November 2019) 4. Initiate improvement (November 2019) EM Strategic Plan, Task 1.1.3. <b>*** Required ***</b>	<b>On track /</b> June 2019 Start January 2019 Conclusion

<p><b>0010</b></p>	<p><b>Develop Course of Actions (COA) for trigger events, immediate actions, authorizations, personnel categories for planning and exercises</b>  1. Review current processes (July – September 2019)  2. Develop DRAFT procedures (October 2019)  3. Obtain Approval (November – December 2019)  EM Strategic Plan, Task 1.1.2.  <b>*** Required ***</b></p>	<p><b>On track /</b>  July 2019 Start  December 2019 Conclusion</p>
<p><b>0011</b></p>	<p><b>Begin cross-functional review for large event planning</b>  EM Strategic Plan, Task 2.1.3</p>	<p><b>DELAYED</b>  July 2019 Start  Delayed due to conflicting priorities.</p>
<p><b>0012</b></p>	<p><b>Conduct Fire Drills / OEM</b>  Timeline and Master Event Listing to be developed later  EM Strategic Plan, Task 2.2.3.  <b>*** Required ***</b></p>	<p><b>DELAYED</b>  Delayed due to slower than expected completion of precursory tasks.</p>
<p><b>0013</b></p>	<p><b>Create an Emergency Team</b>  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.</p>	<p><b>DELAYED</b>  Oct 2019 Start  Ongoing  Delayed due to slower than expected completion of precursory tasks.</p>
<p><b>0014</b></p>	<p><b>Emergency Operations Center (EOC) / DASHBOARD</b>  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.</p>	<p><b>DELAYED</b>  Oct 2019 Start  Delayed due to slower than expected completion of precursory tasks.</p>

0015	<b>STORM READY Certification</b> Obtain a Storm Ready Certification for Collin College. 1. Review criteria 2. Obtain resources 3. Submit application EM Strategic Plan, Task 1.3.4.	<b>On track /</b> Oct 2019 Start March 2020 Conclusion
0016	<b>DR Drill / IT</b> Details and timeline to be developed by IT	<b>TBD</b>
0017	<b>EOP Basic Plan and Annex Review</b> This task requires previous actions to be completed before beginning. EM Strategic Plan, Task 1.1.4. <b>*** Required ***</b>	<b>On track /</b> December 2019 Start
0018	<b>Geospatial Assessment of Facilities and Infrastructure</b> EM Strategic Plan, Task 2.1.1.	<b>TBD</b>