



Ron Daley	A				A	A	A		
Doug Fraley	A								
Cluster Howard				A		A	A	A	
Larry Parke		A						A	
Donna Roark	A			A	A		A	A	
Steve Roberts	A			A				A	
Kathy Smoot	A		A		A	A		A	
Eli Stidham,						A	A	A	
Jade Sloan					A	A	A	A	
Laura Thomas	A					A			
Linda Williams	A			A	A	A	A	A	
Evelyn Wood	A		A	A	A				
Connie Watts	A					A	A		

\* = Chair

\*\* = Co-chair

\*\*\* = Student

\*\*\*\*= Guest

\*\*\*\*\* = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

I. Number of meetings held: 8 Regular,

## II. PRIMARY focus for the year of 2009-10

**The committee focused on Updating college policies and procedures.**

## III. Major ACCOMPLISHMENTS:

2009-10 CMT assignments and their disposition during 2009-10

1. Identify and communicate chain of command for emergency response at each campus to college and community partners. Assignments to identify and explain the Emergency Response command for each campus is as follows:

**This activity was judged to have been satisfactorily addressed with individuals being identified as person in charge on various days at the different campuses. More work needs to be done to continue to train these individuals on appropriate responses.**

2. Identify process to go to communicate to First Responders in case of loss of telephone service

*Work completed - Backup App Wireless phones purchased; Plan to use employee automobile satelite phones. Need to Identify some on each campus. Plan to use runners to notify First Responders if necessary.*

3. Provide professional development (training) for emergency response needs for those in the back up positions in command.

**This approach was abandoned and the responsibility of broadcasting SNAP messages was assigned to Technology Solutions and Public Relations staff rather than Senior Leadership.**

4. Provide illuminated safety vests (safety or security official) and maybe other designations, to help people identify these staff are responsible for crowd control, etc.

**This need was addressed and safety vests were purchased for M & O.**

5. Adapt NIMS standards to Command structure of HCTC –  
**This training need is still in process awaiting further direction from KCTCS safety personnel.**
6. Have access to more than one cell service and ensure Appalachian Wireless phones, the preferred choice for first responders are on each campus.  
**This has been accomplished with the purchase of Appalachian Cellular phones for Senior Leadership**
7. Add 1<sup>st</sup> responders to Alert messages  
**Donna Roark, Fred Landrum will review annually to make sure current personnel are enrolled for this service**
8. Provide mechanism for remote access to HCTC web page for updating emergency information  
**This access has been provided to appropriate personnel**
9. Establish dialogue with WYMT and WSGS radio to determine how the media can assist in communication during disasters.  
**Conversations took place and both indicated cooperativeness in broadcasting appropriate emergency announcements and news releases.**
10. Inventory all college employees to see who has emergency medical response skills  
**This activity was not explored and needs more consideration in terms of employee personal liability and the colleges right to impose on any such non-job related skills other than a total voluntary basis.**
11. Provide PD to interested college staff (include community members in training) on emergency medical response  
**This action will be an on going activity each year to offer CPR and first aid related training to interested employees**
12. Encourage HCTC employees to be volunteers in community first responders organizations  
**This action was not addressed but might be considered for future**
13. Include KY River Community Care and other mental health providers during planning for triage counseling work  
**This activity was not addressed and will be continued in 2010.**
14. Share college emergency plans with appropriate community partners and agencies.

**The Crisis Management Plan will be updated with a final edit during the summer of 2010 and copies will be given to Disaster Emergency Services in each county that the college has facilities.**

15. HCTC grant office work collaboratively with community partners on funding for satellite phones or other equipment needs  
**This is viewed as a recurring activity as needs develop for the joint safety and security of the college and community. The college will pursue cooperative ventures.**
16. Need better way to account for students and employees  
**After much discussion the Safety Committee decided that the most effective way to account for building clearance was to inspect buildings after evacuation. This would be much more accurate than any type of checking attendance.**
17. What is the back up plan, chain of command, and means to get the word out about the command structure to the college and community?  
Coordinate with county DES.  
**A quick response guide and a list of contacts was developed and will be shared with first responder groups in the communities.**
18. Include college emergency response in college strategic plan  
**The emergency planning is developed as part of the operational plan for Business Services and thus supports the strategic plan.**
19. College identify staff who are in charge of certain buildings during disasters  
**It was decided that M & O supervisors on various shifts assign this duty as appropriate for the situation with the staff available at any point in time. Other arrangements didn't appear realistic due to the wide range of conditions that occur at the various campuses.**
20. Clearly identify location of first aid supplies on each campus, enhance with triage supplies and monitor quarterly to replenish supplies.  
Expand the number of first aid kits, flashlights and spot lights for use in daytime and evening emergencies. See Chris Friley for advice  
**This is an important activity that did not get appropriately addressed and is a recommendation for continued action for 2010-11. Major First Aid Kits need to be established and location clearly communicated and identified.**
21. Need a system/ emergency signage to indicate that a building is cleared of people, Do not enter-Building unsafe, etc.  
**This Is an activity recommended for additional work during 2010-11.**

22. Clearly identify utility cut offs at all campus locations (Location and mapping) and diagram on electrical entrance panels on how to cut off electricity to selected areas/equipment ( Middle Ky River Med Center good example)- Write and diagram appropriate to adding to the CMT plan

**This activity received significant attention and still needs additional attention during the 2010-11 year. Exactly how to communicate the locations has not been determined.**

23. Review the risks listed below and prepare plans to mitigate the risks. Develop and rehearse college (administrative) responses to various incidents.

- Gun shots fired on campus
- Shooting/robberies etc in adjacent area
- Bomb/explosion
- Terroristic Threats
- Severe wind or tornado
- Pandemic flu-

**These activities were reviewed and determined that they were adequately described in the emergency procedures booklets attached by the doors of all offices and classrooms. It was noted that appropriate drills should be conducted to familiarize individuals with the procedures.**

24. General security: Installation of Security Cameras and Placement notice of electronic surveillance signs on all monitored locations ( maybe some unmonitored ☺)Apply for fund balance dollars of \$40,000 to complete installation of security cameras on Technical Campus and Hazard Campuses

**Cameras were purchased for Lees College Campus and Knott Campus with appropriate servers. Technical, Hazard and Leslie Campus need cameras. Several incidents occurred at the Technical campus. Efforts will be made to lobby for higher ranking of this need on the Non-recurring needs list for the college during 2010-11.**

25. Continuous training for mass communications Donna Roark to schedule mock exercise with SNAP Team members and with individuals on the team to keep team current with sending messages Unannounced emergency Drills for SNAP team to respond to a crisis scenario to check response time

**It was determined that the best approach to SNAP messages was to assign the tack to appropriate Technology Solutions and Public relations staff.**

26. Employee Safety Training to reduce injuries and time loss from job ( Specifically provide for M & O and for others as possible) Lifting; Ladder safety, preventive measures (signage, etc.); Electrical Hazards, MSDS-Chemical safety  
**A special project was commissioned to identify the most critical safety training needs . Training aids were purchased and a calendar of training for M & O employees for 2010-11 was established. M & O was the targeted audience for this training because of their high risk activities.**

27. Enhance Campus Safety Inspections- M & O and Fred to walk each campus once per semester to compare campus to safety checklist.  
**This activity was not administered as systematically as desired but significant activities did occur with replacement walkways, installation of a building catwalk for safer accessibility but recommended that in 2010-11 that systematic safety inspections involving Safety-Crisis Management Committee members and campus M & O be established**

#### **IV. RECOMMENDED FOCUS FOR UPCOMING YEAR 2010-11**

##### **Summary of recommended activities for 2010-11.**

- 1. Training and orientation of campus "Supervisors for the Day" in emergency response procedures.**
- 2. Explore additional NIMS training to be sure CMT plan is NIMS compliant.**
- 3. Explore availability KRCC assistance with triage counseling services for an emergency and provide a plan of implementation.**
- 4. Provide EMT/Safety professional development sessions**
- 5. Select a number of emergency response activities and schedule drills for those procedures with at least one of those being a response of the SNAP team to an urgent, significant incident.**
- 6. Lobby to make funding to purchase surveillance cameras for Technical, Hazard and Hyden campuses a higher college priority**
- 7. Perform at least one safety survey of each campus during the fall semester.**

