

Donna Roark					A						1
Steve Roberts						A					1
Kathy Smoot	A	A						A			3
Eli Stidham,						A					1
Jade Sloan	A										1
Laura Thomas											0
Linda Williams	A	A	A	A	A	A	A				7
Evelyn Wood									A		1
Connie Watts		A		A	A	A	A	A			6

- * = Chair
- ** = Co-chair
- *** = Student
- ****= Guest
- ***** = ex-officio

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

Please complete the following information to summarize the work of this HCTC Committee for the 2010-2011 academic year:

I. Number of meetings held: 9 meetings

II. PRIMARY focus for the year of 2010-2011:

Hazard Community and Technical College
Review of 2010-11 accomplishments

Suggestions from 2009-10

1. Training and orientation of campus "Supervisors for the Day" in emergency response procedures.
 - Supervisors were trained in a general way with several exercises as part of the CMT meeting agenda.
 - Need still exists for Table Top Drills at Knott, Hyden and Lees to test local campus response and also to become acquainted with local first responders
2. Explore additional NIMS training to be sure CMT plan is NIMS compliant.
 - Waiting for KCTCS to offer some lead in this area.
3. Explore availability KRCC assistance with triage counseling services for an emergency and provide a plan of implementation.
 - Need to continue to develop closer relationship with Kentucky River Comprehensive Care.
4. Provide EMT/Safety professional development sessions
 - Was not adequately addressed in 2010-11 and needs attention in 2011-12.
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.
 - Several drills were held: evacuations, storms; and table top response to violence issues

6. Lobby to make funding to purchase surveillance cameras for Technical, Hazard and Hyden campuses a higher college priority.
 - Cameras have been installed at Lees College Campus, Technical Campus; Knott Campus and plans are for Hazard and Leslie during 2011-12.
7. Perform at least one safety survey of each campus during the fall semester.
 - Campus safety surveys were conducted by KCTCS and by CMT members. Observations relating to lighting, shrubbery, and obstacles were notes and corrections made. Recommended that more intensive surveys be performed at Technical Campus.
 - Vendor demonstration for web based electronic locks for outside doors and plans are to equip one building with such locks during 2011-12
8. SNAP training for all CMT members
SNAP training for CMT members was performed
9. Identify first aid kits in various buildings and keep supplied. Add triage supplies such as blankets, large bandages etc as appropriate. First Aid kits are updated and in labs and business offices.

Extract from September Meeting:

Cluster presented the following list of incidents that in his experience might be expected to occur on our campus.

- 1) Threats by people on campus with possible weapons/ and or shooter on campus
- 2) Possible sexual assault on campus
- 3) Severe weather
- 4) Tornados
- 5) Conflict with a student who is being dismissed or removed from a program
- 6) Domestic situations with husbands looking for spouse
- 7) Chemical or gas leaks
- 8) Employee conflicts that might require conflict management skills—could involve a department need to make sure angry employees are required to get counseling before they return to work site
THE ABOVE LIST OF INCIDENTS WERE ADDRESSED IN SOME FASHION.
- 9) Bomb Threats
- 10) Sale of drugs on campus
- 11) Drug overdose on campus

Extract from October Meeting

The intent of this campus shooting exercise was to help the CMT team to:

Train employees so that they can help diffuse difficult situations.

- 1) Remember prevention is the key to success.
- 2) Better define terms like lock down, active shooter, etc.
- 3) Make sure everyone on the CMT is aware of standard operating procedures and who they should call in terms of command center, etc.
- 4) Important to have joint training sessions with local law enforcement and other first responders.
- 5) Trust is very important. We need to facilitate trust among students, faculty, and staff. Students and others report more to people they trust.

The exercise was judged to have been very useful and many of the listed expectations came out in the discussion.

Extract from January Minutes

The intent of this terroristic threatening exercise was to help the CMT team to:

- 1) Train employees so that they can help diffuse difficult situations.
- 2) Remember prevention is the key to success.
- 3) Better define terms like lock down, active shooter, etc.
- 4) Make sure everyone on the CMT is aware of standard operating procedures and who they should call in terms of command center, etc.
- 5) Important to have joint training sessions with local law enforcement and other first responders.
- 6) Trust is very important. We need to facilitate trust among students, faculty, and staff. Students and others report more to people they trust.

The exercise was judged to have been very useful and many of the listed expectations came out in the discussion.

Extract from February Minutes Food related illness-

- This exercise again raised the issue of how to increase administrative availability on the various campuses and at night.
- Senior administrators have two cell phones and other phones to bring them into the loop at odd hours and various campus locations.

- In the evenings the college depends heavily on the evening coordinators and M & O. As an extension of this exercise, an exercise will be held that will bring the Senior Leadership or backups together to respond to a surprise situation. Cluster Howard will prepare the exercise and initiate the call to action. Each CMT member is encouraged to review the CMT plan on the "Point"

Extract from April Minutes

- Cluster to arrange a test event for CMT leadership.
 - Cluster arranged an unannounced drill for senior leadership involving, a call from a male saying that he had one of our students (girl friend), and two other individual hostage and demanded the name of a person that his girl friend had been seeing. He thought that Cluster had the name. Cluster indicated he was in Jackson and this records where in Hazard and it would take him about an hour to get to Hazard. Cluster notified the Senior Leadership, with only Donna Roark and Fred aware that it was a drill. Dr. Greiner, Delcie, Doug, Vickie, Donna, Ron, Fred and Kathy by Telephone were gathered in 5 minute and were on task. Quickly it was decided to check to see if the student was in class. The instructor was called and reported that the students was not in class (Cluster had prearranged for the instructor to report her absent). At this point the group had to assume that this was not a hoax but a real hostage situation and that immediate action was needed. It was quickly decided that the college was not trained to deal with such a situation and that we needed to call 911 for police assistance. It was here that Cluster announced that this was a drill.

Critique of the Drill

- The Team was gathered, confirmed that a hostage situation had a good possibility of not being a hoax and was ready to call 911 within about 10 minutes of being alerted.
- Question debated whether best to use email or SNAP to alert senior leadership. It was decided that email was faster but that for a larger group, SNAP would have been better.
- An issue arose in that the regular command post (Commodore Room) was not available. President's conference room was quickly selected as a substitute room.
- In this case there was good senior leadership in attendance but the comment was that those in attendance would assume command and take action as appropriate.
- It was mentioned that if this incident had been real, that the media would have been on the scene quickly. It would be good in future events to have Public Relations Staff present from the beginning to be aware of what has happened.

III. Major ACCOMPLISHMENTS: See notes above

IV. Recommended FOCUS FOR UPCOMING YEAR 2011-2012:

Review of Priorities for 2011-12

- **Use September meeting for start up and organizational purposes.**
- **October meeting for Hazard first Responders review of HCTC emergency response drill. Invite Media Person from WMYT for a media perspective.**
- **Emergency Fire Drill exercise at Knott to meet volunteer fire fighters**
- **Emergency fire drill at Leslie better know local 1st responders**
- **Table top at Lees to test campus readiness to respond to an emergency**
- **Provide EMT training, Neil and Jennifer to assist in performing and promoting. This is to support shop safety**

- **Broader involvement in safety inspections at all campuses, especially including campus director and have at least one each semester.**
- **Conference call with Keila Gatewood on managing emergency room care and student accident insurance at one of CMT meetings. Maybe September.**
- **Use video tape of “Shots Fired” to demonstrate management of a hostile encounter and how to lower emotions- Key to develop good listening skills. This is to be targeted to faculty.**

Other Priorities:

- **Purchase and install security cameras for Hazard Campus. Make sure all campuses are networked and available on network to authorized viewers.**
- **Cluster Howard will include a focus on student safety/security/health (flu prevention) as part of Student Services plan.**
- **Complete Cleary and Minger Reports in August**

Chair Signature and Date: Fred Landrum