

Institutional Effectiveness Yearly Report Form  
Crisis Management Committee, 2011-2012

Names of Members	Date	Date	Date	Date	Date	Date	Date	Date	Date	Tot
	July	Sept	Oct	Nov	Jan	Feb	Mar	Apr	May	
Dr. Steven Greiner*	A	X	a	A	X	X	A	X	A	4
Fred Landrum**	X	X	X	X	X	X	X	X	X	9
Jeff Adams	X	X	X	X	X	X	X	X	A	8
Tony Bradley	X	a	X	X	X	X	X	X	X	8
Neil Brashear	X	X	X	X	X	X	X	X	A	8
Don Castle	A	X	a	A	X	X	X	X	X	7
Delcie Combs	A	X	X	X	A	X	X	X	X	7
Vickie Combs	A	X	X	X	X	X	X	X	X	9
Tom Caudill	X	X	X	X	X	X	X	X	X	9
Steve Cornett	X	X	a	X	X	X	X	X	A	7
Doug Fraley	X	a	X	X	X	X	A	X	A	6
Jackie Hall	X	a	a	A	X	X	X	X	A	5
Cluster Howard	X	X	X	X	X	X	X	X	A	8
James King	X	X	X	X	X	X	X	X	X	9
Bart Massey	X	X	a	A	X	X	A	X	A	5
Anna Napier	X	X	X	X	X	X	X	X	X	9
Dean Osborne	X	X	X	X	X	X	X	X	X	9
Donna Roark	X	X	X	X	X	A	A	X	A	6
Steve Roberts	X	X	a	X	X	X	X	X	X	8
Leila Smith	X	X	X	X	X	X	A	X	X	8
Kathy Smoot	X	X	X	X	X	X	X	X	A	8
Eli Stidham,	X	a	X	X	X	X	X	X	X	8
Evelyn Wood	A	X	X	X	X	X	X	X	X	8
Connie Watts	X	a	X	X	X	A	X	X	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 2011-2012 academic year:

I. Number of meetings held: 9

**II. PRIMARY focus for the year of 2011-2012:**

Practice Drills

III. Major ACCOMPLISHMENTS:

A review and assessment of the Teams success in achieving the objectives listed the September minutes of 2011 was performed, See comments for the various objectives

- **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 1<sup>st</sup> responders**
- **Table top at Lees to test campus readiness to respond to an emergency**

**The first four objectives were altered and replaced by a more intensive "Mock Shooter Drill" that was staged in April of 2012. The smaller drills were suggested again for FY 2013**

- **Provide EMT training, Neil and Jennifer to assist in performing and promoting. This is to support shop safety**  
**CPR and First aid seminars were provided**
- **Broader involvement in safety inspections at all campuses, especially including campus director and have at least one each semester.**  
**In some cases student services and academic representatives accompanied M & O on safety and maintenance inspections.**

- Conference call with Keila Gatewood on managing emergency room care and student accident insurance at one of CMT meetings. Maybe September.

**This conference was not arranged but was suggested again for fall of 2012.**

- 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.

**Video tape was played as part of a security workshop with Hazard police and Kentucky State Police leading a discussion.**

- Purchase and install security cameras for Hazard Campus. Make sure all campuses are networked and available on network to authorized viewers.

**A pending cut in state funds to the college delayed the purchase of these cameras. They are targeted for installation in 2013.**

- Cluster Howard will include a focus on student safety/security/health (flu prevention) as part of Student Services plan.  
Student services included information in orientation and also as part of cookout events for students during the year.
- Noted that the Cleary and Minger Reports were made in August

#### **IV. Recommended FOCUS FOR UPCOMING YEAR 2012-2013:**

##### **Recommendations for areas to address in FY 2013**

- Emergency Fire Drill with Fire Dept responding – Hindman
- Emergency Fire Drill With Fire Dept responding- Hyden
- Mock Exercise at Tech Campus
- Conference call with Keila Gatewood to discuss managing emergency room care for campus incidents
- Purchase and install security cameras on Hazard Campus
- Continue Safety/Security professional development with staff
- Review College Warning systems, esp. for lockdown and tornado warnings.

Chair Signature and Date: \_\_\_\_\_ D Fred Landrum 10-3-12