

Alpena Community College

Results of Emergency Management Team Table Top Exercise

Date of Exercise: November 13, 2014

Time of Exercise: 2:00 p.m. to 3:00 p.m.

A. Purpose

The purpose of the exercise was to:

1. Convene the members of the Emergency Management Team (EMT) in a central location in response to a hypothetical emergency situation
2. Review the role of each EMT member in the process of determining whether an emergency exists and the manner of giving notification of such emergency to the college community or any segment of the communication.
3. Identify the backup person who will perform the duties of the EMT member in the absence of such member.

The exercise was conducted in conjunction with a table top exercise to convene the members of the Emergency Management Team (EMT). (see separate report on *Results of Public Address System Test and Emergency Notification Drill – November 13, 2004*).

The exercise was announced and an additional purpose of the exercise was to test the public address system as a cue for convening the EMT.

B. Relevant Policy Provisions.

The Policy requirements for communicating a threat to the College community or an appropriate segment of the community are set forth in Board Policy 7006- *Policy on Emergency Response and Evacuation Procedures*, which provides:

In the event of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College community, notification of the emergency or dangerous situation will be given through voice and text messages to phones and e-mail messages via the College's school messenger system. Notification will also be given through the College's website, public address system, and various media outlets, if appropriate. Members of the College community must provide a personal email account and/or a cell phone number to the Registrar in order to receive notifications via the College school messenger system. For more information on the school messenger system, please contact the Registrar's Office, Van Lare Hall Room 108, or (989) 358-7353.

The College's Emergency Management Team consists of the Vice President for Administration and Finance, Director of Facilities Management, Director of Public Information, Associate Vice President of Academic and Student Affairs, and the President. The Vice President of Academic and Student Affairs and Director of Human Resources are

alternate members of the Emergency Management Team. One or more members of the Emergency Management Team will consult with local law enforcement to determine whether an emergency or dangerous situation exists. If confirmed, one or more members of the Emergency Management Team will determine the content of the message to be sent, and will use some or all of the systems described above to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

One or more members of the Emergency Management Team will, without delay and taking into account the safety of the community, initiate the notification system, unless issuing a notification will, in the judgment of local law enforcement, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Procedures Manual for both the Alpena Campus and the Huron Shores Campus is made available to College students and staff on the website. Students receive information about evacuation procedures during orientation, and building-specific evacuation maps are posted in strategic locations in all campus buildings.

The College conducts at least one announced or unannounced drill and exercise each year, and conducts follow-through activities designed for assessment and evaluation of its emergency and evacuation plans and capabilities. The College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

C. Results/Outcome

All members of the EMT and alternate members were in attendance as follows:

Members:

President:	Dr. Olin Joynton
Vice President for Administration and Finance:	Richard Sutherland
Director of Facilities Management:	Tom Ludwig
Director of Public Information:	D. Jay Walterreit
Dean of Students (formerly Assistant VP of Academic and Student Affairs):	Nancy Seguin

Alternate Members:

Vice President of Instruction:	Kathy Marsh
Director of Human Resources:	Carolyn Daoust

Also in attendance were Mark Grunder and Vicky Kropp of the MIS department and Lorie Cadieux- Lawrence to record the minutes.

The roles and focus of each member were discussed as well as the backup person who has been identified to carry out the duties of each member in his or her absence. This information was recorded in minutes maintained by Lorie Cadieux-Lawrence.

It was determined that public address announcement was not audible in many places and therefore did not serve as an effective cue for convening the EMT.

Backup or alternate methods for convening the EMT were discussed, including use of a phone system and additional amplification.

It was determined that each EMT member will have the phone numbers of all other EMT members readily available at all times by programming the contact information in their phones and/or carrying the emergency contact cards containing such information

D. Follow-Up

A follow-up meeting was held on December 11, 2014 to continue to discuss and review alternate means to initiate immediate communication of the EMT members in the event of an emergency. Use of a group text message to initiate call-in to a central phone service (such as conferencecalls.com was suggested in order to permit immediate conferencing capability from any location). In addition, the development of two emergency command centers on the central campus is underway. Another drill will be held next semester when these centers are operational

Submitted by:

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Dated: December 18, 2014

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