

Alpena Community College

Results of Public Address System Test and Emergency Notification Drill

Date of Exercise: November 13, 2014

Time of Exercise: 2:00 p.m. to 2:15 p.m.

A. Purpose

The purpose of the exercise was to:

1. Test the public address system as a means for disseminating emergency notification information
2. Provide written scripts for faculty to read aloud to students in the classroom with reference to 3 hypothetical emergency scenarios. Employees in charge of other employees were also provided with the same scripts to read aloud to those in their area. No evacuations or any other actions were performed.

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 Emergency Management Team Table Top Exercise- November 13, 2004*).

The exercise was announced in advance to all ACC employees.

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

Notification was given on the public address system at 2:00 p.m. that an emergency drill was being performed. Following the drill, an email was sent to each employee asking if the announcement was heard by them. The responses to the email reflected that the notification was audible to those in some areas near the speakers, but many were not able to hear the notification.

Instructors and other employees read the script as they were instructed to do, regardless of whether they heard the public announcement. The script provided information regarding specific actions to take in response to three hypothetical emergency scenarios, as follows:

- Active shooter on campus
- Evacuation procedure in the event of activation of fire alarm
- Tornado

D. Follow-Up

A follow-up meeting was held on December 11, 2014 to ways of improving the audibility of the public address system, including the following:

- Checking volume controls on all speakers
- Increasing power to the public address system

The drill highlighted the fact that, while the public address system is one means of providing notification, it should be used in concert with other communication means, including text messaging through the school messenger, emergency notification on the website and verbal instructions conveyed in person. The use of the telephone speaker system was discussed as a means to augment the public address system.

Another drill will be held next semester to test additional means of providing emergency notification.

Submitted by:

Anna Soik, Clery Coordinator

Dated: December 18, 2014

.