

1. Assessment Plan - Four Column



PIE - Administrative Services: Environmental Safety/ Emergency Services

Where We Are Now: Analysis and Summary

2018-19

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Program Planning Dialog: This planning cycle Environmental Safety and Emergency Services will focus on completion and update of regulatory plans, increased staff training and exercise, and increasing campus readiness for response to emergency events. This will include training, exercises and drills, development of Standard Operating Procedures, and improving emergency communications.

External Conditions, Trends, or Impacts (Student Services): Mt. SAC must comply with local, state and federal mandates for developing emergency plans, conducting employee training, and ensuring the College is equipped to manage emergencies.

Hazardous materials must be managed per local, state and federal regulations. These requirements include plan development, employee training, monitoring and inspection, and proper waste disposal. Local regulatory agencies (CUPA) are increasing inspection frequency and scrutiny.

Internal Conditions, Trends, or Impacts (Student Services): Staff concerns for protection from increase in violent/hostile acts on college campuses.

Increase need to provide emergency communication and training.

Critical Decisions Made by Unit: Unit was reassigned to Safety and Risk Management. New assignments and direction.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:

Contributors to the Report: Melonee Cruse

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Emergency Preparedness - Increase emergency preparedness communication and training. Improve campus personal preparedness for home and on campus.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Goal Entered: 07/17/2018</p>	<p>Report directly on Goal</p> <hr/> <p>Request - No Funding Requested - Updated website</p> <p>Describe Plans & Activities Supported (Justification of Need):</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>Created emergency brochures for students and posters for buildings and classrooms. Brochures are handed throughout campus. Posters are being posted in classrooms (as of May 2019- 50% completed). (06/14/2019)</p> <hr/> <p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Website is being updated weekly. Updates to start May 2019 (05/23/2019)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Website will be updated to improve appearance, update emergency procedures, and provide current preparedness information to campus. Site needs more resources.

Lead: Melonee Cruse

What would success look like and how would you measure it?: Increase of traffic on site and downloading of resources. Usage will be measured quarterly.

Type of Request: IT SUPPORT:
Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: High
Request - Full Funding Requested -
Disaster Fair resources: Vendor lunches, water, preparedness supplies, Disaster Fair banner, table clothes, \$6000

Describe Plans & Activities Supported (Justification of Need):
During Campus Emergency Preparedness Week, staff and students are provided emergency information, training and resources to help them safely and effectively prepare for and respond to emergencies. The Disaster Fair brings vendors to campus to provide information on local preparedness and response resources. Training class focus on emergency response skills such as First Aid/CPR/AED, traffic control, disaster service worker, building evacuations and active shooter. Emergency

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preparedness and response training topics are coordinated with ACCESS to coincide with October Disability Awareness Month. Event and activities during this month provides emergency training and resources to the entire campus community. Funding will be used for banners, and booth supplies (one-time) and food/water, speakers, and emergency preparedness promotional items (on-going) .

Lead: Melonee Cruse

What would success look like and

how would you measure it?: A successful event will be evident by event attendance, vendor and attendee feedback, and survey results.

Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.

Planning Unit Priority: High

Documentation Attached?: Yes

One-Time Funding Requested (if applicable): 2500

On-Going Funding Requested (if applicable): 3500

Related Documents:

[emergency_prep_Final.pdf](#)

<p>Emergency Planning - Improve campus emergency preparedness and response through effective planning and implementation. Status: Inactive Goal Year(s): 2016-17, 2017-18, 2018-19</p>	<p>In Progress - Support to complete missing plan elements. Lead: Melonee Cruse What would success look like and how would you measure it?: Successfully editing of EOP by campus constituents and Cabinet.</p>	<p>Reporting Year: 2018-19 % Completed: 50 Safety & Risk supporting EOC training. Plan elements are being completed by consultants from West Coast Consulting. (05/23/2019)</p>
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Goal Entered: 07/27/2017
Date Goal Archived/Inactivated: 01/07/2019
Planning Unit Priority: High

<p>Community Colloboration - Incorporate local emergency response agencies, jurisdictions, and community in Mt. SAC emergency response planning, training and exercises. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Goal Entered: 07/27/2017</p>	<p>Request - No Funding Requested - Release time for meetings. Occasional funding for hosting meetings at Mt. SAC. Describe Plans & Activities Supported (Justification of Need): By collaborating with local and regional emergency response agencies (City of Walnut, Walnut Sheriff, Disaster Management Area Coordination, LA County Office of Emergency Services, Cal Poly Pomona, etc.) MT. SAC is included in state and cross training activities, has better access to resources, and develops stronger relationship with agencies/entities that will support the campus in an emergency or disaster. Working with these groups includes MT. SAC in a Multi Agency Coordination (MAC) group. Lead: Melonee Cruse Mike Williams Duetta Langevin What would success look like and how would you measure it?: Mutual aid agreements. Improved multi-agency communication and response coordination. Access to training and trainer opportunities. Will measure success through cost savings, agency participation at Mt. SAC, and agency recognition of MT. SAC. Will measure inclusion of various agencies and entities in planning process. Type of Request: PROFESSIONAL &</p>	<p>Reporting Year: 2018-19 % Completed: 75 Mt. SAC has participated in several training and exercise events with local, county and state emergency response agencies. These relationships are firmly established and will continue to grow through exercise, training and information/resource sharing. In 2018/19 attended - Cal OES/CSTI (state office of emergency services training division) - EOC Position Section Training City of Walnut - Hazard Mitigation planning Cal Poly Pomona - EOC Emergency Action Planning (observer/training assistant) Disaster Management Area Coordination Meetings - Attend monthly meetings with public/county/law enforcement agencies for updates on LA County Preparedness. SCHEEM - Attend quarterly meetings with Southern California Higher Ed Emergency Managers. Representatives from local public and private colleges and universities in southern California. (05/23/2019)</p>
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ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium

Emergency Preparedness and Response Supplies - Increase emergency supply cache. Use supplies in exercises where appropriate.

Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21
Goal Entered: 07/27/2017

In Progress - Ensure staff and campus have supplies and resources needed to effectively respond to any campus emergency. Supplies include lockdown kits and emergency supplies for buildings and classrooms, .
Describe Plans & Activities Supported (Justification of Need):
 Staff equipment and supplies - \$500.00
 Supplies kits and equipment for response teams and facilities - 15000.00

Lead: Melonee Cruse
What would success look like and how would you measure it?:
 Improved response to emergencies such as utility failure, lockdown, campus closure and other incidents that impact normal campus operations. Buildings, offices and classrooms will have emergency supply caches.
 Will measure how many buildings have supplies.
Type of Request: NON
 INSTRUCTIONAL EQUIPMENT:
 Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-

Reporting Year: 2018-19
% Completed: 75
 As a result of moving Emergency Services under Risk & Safety, building evacuation team training attendance increased (from 64 in fall to 151 in spring). Risk has taken the lead on EOC training for management with the assistance of West Coast Consulting.
 The increase in building evacuation team members requires more supplies. There is also a growing concern over possible building sheltering or lock-down and supplies needed to carry out these types of responses. . Additional funds are needed to continue to provide staff with preparedness training and equipment.
 (05/09/2019)

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instructional purposes.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 15000
On-Going Funding Requested (if applicable): 2500

<p>Environmental Compliance - Effectively manage hazardous materials inventory, reports and regulatory requirements across campus. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Goal Entered: 07/27/2017</p>	<p>Request - Full Funding Requested - Emergency spill kits, hazardous material and waste labels, and technical expert for training. Describe Plans & Activities Supported (Justification of Need): To comply with recent regulatory inspection findings, staff who handle, store, or generate hazardous materials/waste must have spill supplies and equipment, and must be trained per regulatory requirements. Lead: Melonee Cruse What would success look like and how would you measure it?: Compliance with CUPA, DTSC and AQMD, as well as other environmental regulatory agencies. Will measure number of staff attending training, progress in meeting compliance requirements, i.e. , hazmat inventory, maintaining self-inspections, and reduction in regulatory agency non-compliance findings. Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not</p>	<p>Reporting Year: 2018-19 % Completed: 75 Mt. SAC has fined \$5,000 for non compliance to required plans for above ground storage tanks. Plans were completed and staff have been trained on maintaining inspection records. Site specific training on hazardous materials and regulatory compliance and refresher training is an ongoing need. (05/09/2019)</p>
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Unit Goals

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require the assistance of POD.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 1500

On-Going Funding Requested (if applicable): 250