

1. Assessment Plan - Four Column



PIE - Administrative Services: Emergency Operations

Where We Are: Analysis and Summary

2017-18

Contact Person: Melonee Cruse

Email/Extension: 5567

Program Planning Dialog: This planning cycle Emergency Services will focus on strengthening Emergency Operations Center functions. This will include training, exercises, and development of SOPs. Planning will also include improving emergency communications

External Conditions, Trends, or Impacts (Student Services): Mt. SAC employees assigned to assist the college during an emergency or disaster must be trained according to Federal Emergency Management Agency (FEMA) and the National Incident Management System (NIMS) training requirements and guidelines. Training must meet State of California Office of Emergency Services (Cal OES) training requirements for Disaster Service Workers and baseline coursework for EOC team members.

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.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: (1) Increased awareness and training for disaster service workers: 13 staff completed CERT training, 29 staff attended Disaster Service Worker Training, and 15 staff attended traffic control training. (2) Annual Disaster Preparedness Fair issued 200 emergency kits to students, staff and faculty visiting vendor tables. (3) Purchased two emergency supply bins, one is located in Sherman Park, the other in Lot M. Supplies will support traffic control and staff located on east and south sides of campus.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Office works with campus departments (POD, Risk & Safety, Facilities, Fire Technology), managers, and local community partners (Cal Poly Pomona, City of Walnut, City of Pomona, LA County Office of Emergency Management) to develop & implement training, acquire and share resources, and strengthen emergency coordination.

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>In Progress - Updated website</p> <p>Describe Plans & Activities Supported: Administrative support to allow time to create site.</p> <p>Lead: Melonee Cruse</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 50</p> <p>Created emergency brochures for students and posters for buildings and classrooms. Posters will be posted by Fall 2018.</p> <p>Website update is overseen by Safety & Risk Management. Site expected to be up by Fall 2018. (06/28/2018)</p>

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Goal Year(s): 2017-18
Goal Entered: 07/17/2018

What would success look like and how would you measure it?: Increase of traffic on site and downloading of resources. Campus survey indicating resources are available and useful.

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

Describe Plans & Activities Supported: 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. Speakers and trainers provide information that build staff capability to respond to emergencies. This event provides emergency training and resources to the entire campus community.

Lead: Melonee Cruse

On-Going Funding Requested (if applicable): 6000

Type of Request: Staffing, Marketing, Non-Instructional Supplies

Planning Unit Priority: High

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.

Reporting Year: 2017-18
% Completed: 25
 To date no progress has been made on main page. Emergency information is available on Campus Safety and Risk Management webpages. (04/19/2018)

Emergency Planning - Improve	In Progress - Support to complete	Reporting Year: 2017-18
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>campus emergency preparedness and response through effective planning and implementation. Status: Active Goal Year(s): 2016-17 Goal Entered: 07/27/2017</p>	<p>missing plan elements. Lead: Melonee Cruse Planning Unit Priority: High What would success look like and how would you measure it?: Successfully editing of EOP by campus constituents and Cabinet.</p>	<p>% Completed: 25 Safety & Risk supporting project. Developing quick reference guide to be used by Police/Campus Safety and Emergency Operation Center team. (06/28/2018)</p>
<p>Emergency Response Training - Develop, schedule, and implement training and exercises for all campus emergency preparedness teams. Status: Active Goal Year(s): 2016-17 Goal Entered: 07/27/2017</p>	<p>In Progress - Campus support to create and implement multi modal emergency training for staff. Describe Plans & Activities Supported: Trainers Learning Management Systems Lead: Melonee Cruse On-Going Funding Requested (if applicable): 2500 Type of Request: Staffing Planning Unit Priority: Medium What would success look like and how would you measure it?: Accessible training. Increase in staff training. Will measure success by requiring participant registration and testing.</p>	
	<p>Full Funding Requested - Trainers, Professional and Technical Experts, and Consultants Describe Plans & Activities Supported: Ongoing training is needed for all campus response support teams. These teams include, Policy Group, Emergency Operations Center (EOC) team, Campus Emergency Response Team (CERT), and the Medical support team. Professional trainers are needed to build responder capability and skill level. Includes cost for certifications where applicable.</p>	

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Lead: Melonee Cruse
On-Going Funding Requested (if applicable): 3000
Type of Request: Staffing
Planning Unit Priority: High
What would success look like and how would you measure it?:
 Increased training classes. Increase in training certificates. Improved responder skills and capability. Will measure success based on after action reports, and surveys.

Community Colloboration -
 Incorporate local emergency response agencies, jurisdictions and community in Mt. SAC emergency response trainings and exercises.
Status: Active
Goal Year(s): 2016-17
Goal Entered: 07/27/2017

In Progress - Meeting supplies. Participant certifications, handouts, lunch. \$500.00
Describe Plans & Activities Supported: By collaborating with local and regional emergency response agencies, MT. SAC is included in state training, 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
 Robert Wren
 Paul Miller
On-Going Funding Requested (if applicable): 500
Type of Request: Non-Instructional Supplies
Planning Unit Priority: Medium
What would success look like and how would you measure it?: Mutual aid agreements. Improved mutli-agency communication and response

Reporting Year: 2017-18
% 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. (06/28/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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coordination. Access to training and trainer opportunities. Will measure success through cost savings, agency participation at Mt. SAC and agency recognition of MT. SAC.

<p>Emergency Preparedness and Response Supplies - Increase emergency supply cache. Use supplies in exercises where appropriate.</p> <p>Status: Active Goal Year(s): 2016-17 Goal Entered: 07/27/2017</p>	<p>In Progress - Ensure staff and campus have supplies and resources needed to effectively respond to any campus emergency.</p> <p>Describe Plans & Activities Supported: Staff equipment and supplies - \$500.00 Supplies kits and equipment for response teams and facilities - 1000.00 Supplies and equipment for exercises - \$750.00 Lead: Melonee Cruse One-Time Funding Requested (if applicable): 3000 On-Going Funding Requested (if applicable): 2250 Planning Unit Priority: High What would success look like and how would you measure it?: Improved response to emergencies such as utility failure, campus closure and other incidents that impact normal campus operations.</p>	<p>Reporting Year: 2017-18 % Completed: 75 Staff are being trained and equipped to handle campus emergencies. Funding was spent on traffic control supplies, emergency response kits, classroom disaster supply kits and items such as flashlights, spill control kits, hygiene kits, etc. (06/28/2018)</p>
<p>Environmental Compliance - Effectively manage hazardous materials inventory, reports and regulatory requirements across campus.</p> <p>Status: Active Goal Year(s): 2016-17 Goal Entered: 07/27/2017</p>	<p>In Progress - Emergency spill kits, hazardous material and waste labels, and technical expert for training.</p> <p>Describe Plans & Activities Supported: To comply with recent regulatory inspection findings, staff who handle, store, or generate hazardous materials/waste must have spill supplies and equipment,</p>	<p>Reporting Year: 2017-18 % Completed: 75 Mt. SAC has achieved compliance with local and state hazardous materials regulators. There are no outstanding notice of deficiencies or pending inspections. Staff have been trained on maintaining records. Site specific training on hazardous materials and regulatory compliance is needed. (06/28/2018)</p>

Unit Goals

Resources Needed

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

and must be trained per regulatory requirements.

Lead: Melonee Cruse

One-Time Funding Requested (if applicable): 2000

On-Going Funding Requested (if applicable): 250

Type of Request: Staffing, Non-Instructional Supplies

Planning Unit Priority: High

What would success look like and how would you measure it?:

Compliance with CUPA, DTSC and AQMD, as well as other environmental regulatory agencies.