Emergency Management Operations Team (formerly known as the Critical Incident Response Team—CIRT) Meeting
May 19, 2011
1:30 p.m.
Scharbauer Student Center

Attendance: Tana Baker, Rebecca Bell, Rick Bender, Alfredo Chaparro, Chief Martin Garcia, Leland Hart, Chesly Herd, Dr. Richard Jolly, Tanya Primera, Ken Riley, Rita Stotts, Zaira Valeriano, Stephanie VanCuren

Current Plan
- Tana Baker announced that a blank template is available that follows government mandated guidelines, and the subcommittee will be working to complete the template by July 1.
- MC Policy 11.02.01 will also have to be changed and approved by the MC Board of Trustees to address the new plan.
- The Plan will be sent to the county emergency management team.
- Once the new plan is developed, the subcommittee will be creating an easy-to-read guide for MC employees and students.
- A large-scale emergency drill will be planned for the 2011-2012 academic year.

Communications
- Rebecca Bell reported that there is now a direct link on the website homepage to the MC Police Department’s web page. She will be working with MC Web Editor Jeff McDonald to get an MC Emergency Management Operations Team web page.
- The subcommittee will meet within the next month to review emergency texting alert options and hopes to get something in place by fall 2011. It was recommended that students and employees wanting to subscribe to the emergency text service do so through the MC website. These texts will only be sent for campus emergencies as determined by the MC Police Department and inclement weather situations that impact campus delays and closures. The text service will not be used for general student and employee announcements.

Training
- Zaira Valeriano reminded all team members to complete the FEMA online training.
- The subcommittee is working to schedule employee emergency management training for summer/fall. It was recommended to hold training for HLGCC employees during the first week of August, since the Center is closed during this week for employee training.
- Once an Emergency Management Operations Team website is established, a training calendar will be posted to the website.
- The subcommittee will also determine a schedule of emergency drills.

Budget
- Dr. Richard Jolly reported that the Midland College Foundation awarded $75,000 for an emergency operations center, radios and cameras
**Strategies of Behavior Intervention**

- Chesly Herd reported that the subcommittee has developed several documents relating to recognition, prevention and response of disruptive student behavior. These documents include a mission statement, warning signs, report form and response form. All of these documents will be reviewed by legal experts. If approved, they will be posted to the Emergency Management Operations Team web page, and MC employees will be notified of availability.

**Other Business**

- It was recommended that markings on campus building roofs needed to be done for air identification purposes.
- Dr. Richard Jolly announced that the internal emergency operations audits are due to his office on June 1. Staff in the Office of the MC Executive Vice President is working diligently to compile the results of the internal audit and have been reminding MC employees assigned with completing the internal audit report of the due date.
- Rita Stotts announced that West Texas Opportunities donated two Dell laptop computers and printers to the HLGCC so that files could be stored on these computers and carried with staff in case of an evacuation. She also announced that the HLGCC staff is working on a separate emergency plan specifically for the Center. This will be submitted as an appendix to the college-wide plan. The HLGCC will be conducting table-top drills.
- It was recommended that the MC Public Information Office have contact information for parents of children attending the HLGCC so that in the case of HLGCC staff being occupied with Center evacuation, the parents can be notified by Public Information staff.

The meeting adjourned at 3:00 p.m.