

**Santa Monica College
Emergency Preparedness Task Force
Recommendations
Tuesday, January 28, 2014**



The Emergency Preparedness Taskforce (EPTF) was created to assess the Emergency Procedures at the college. The group met twice a month and was comprised of students, staff, faculty and managers. The goal of the EPTF was to review the Emergency Preparedness Policies and Procedures for Santa Monica College and to make recommendations to the Superintendent President in the areas of:

- A. Access to Information (Webpage and Monthly Updates)
- B. Addressing feedback and concerns from the college community
- C. Roles for Disaster Services Workers (What is Your Role)
- D. Education of Students
- E. Trainings and Simulations

The EPTF was comprised of the following individuals:

- Eve Adler, Faculty, Health Sciences; Academic Senate President
- Michael Greenberg, Associated Students
- Marcia Lewis, Career Services Advisor
- Helen LeDonne, Faculty, Cosmetology
- Lina Lopez, Associated Students
- Robert Myers, Campus Counsel
- William Selby, Faculty, Earth Science
- Jim Serikawa, Multimedia Specialist
- Michael Strathearn, Faculty, Physical Science
- Joy Tucker, Faculty, Business Department Chair
- Michael Tuitasi, Vice President of Student Affairs
- Albert Vasquez, Dean, Campus Security/Student Health & Safety; Chief of Police

The Emergency Preparedness Task Force would like to make the following recommendations:

Building Monitors

- Identify and train building monitors at all SMC Locations.
- Provide on-going updates and trainings for building monitors.

Collaboration with Outside Organizations

- Create a memorandum of understanding with the American Red Cross.
- Conduct joint trainings with SMPD and SMMUSD.
- Develop written protocols with the City of Santa Monica and Santa Monica Malibu Unified School District.

Disaster Services Workers (DSW)

- Give all new District employees the DSW handout that explains their role in the event of an emergency.
- Add the DSW title to all staff identification cards.
- Require all District employees to wear SMC ID's.
- Hand-out EP folder to all new employees.

Dissemination of Information

- Infuse Emergency Preparedness into the SMC culture. Communicate this concept regularly.
- Sign placards (such as the ones for GRIT) should be put out occasionally with tips on Emergency Preparedness.
- Faculty should be reminded at the beginning of each semester to talk to students about proper Emergency Preparedness Procedures.
- Send quarterly EP emails to District employees.
- Provide a 10 minute update at the opening session of Flex Day and on Professional Development Day.
- Encourage District staff and students to keep up-to-date emergency contact information on file.
- Mail, *the Faculty Guide to Emergency Preparedness*, to all faculty.

Education of Students

- Send an EP updates at the beginning of each semester to students.
- Include EP Guide in new student packets for VIP Welcome Day.
- Train the President's Ambassadors on EP. Have EP information available at information tables.
- Add EP information in the student handbook.
- Add EP questions to the new student online orientation.
- Add a pop up quiz in Corsair connect.
- Train Inter-Club Council Officers and AS Leadership on EP procedures.
- Make Emergency Preparedness a theme for "Club Row".
- Faculty: Review EP with students during the first class period.
- Include Emergency Preparedness information in the course syllabus.

Leadership:

- Management in the evenings: Create a rotation for evening managers on the main campus location from Monday through Thursday.

Notification System

- Conduct ongoing testing of the Singlewire and Blackboard Connect systems.
- Create a test/simulation calendar.

Trainings

- Make SMC's efforts to provide training mandated and conduct campus wide drills on a regular basis.
- Require on-going training for all District employees.
- Create an online training for staff, faculty, and managers.
- Offer EP Training every Flex Day and Professional Development Day.
- Emergency Preparedness Month: Offer workshops and identify EP speakers.
- Run a simulation drill each Fall and Spring Semester.

Webpage

- Keep the EP Webpage updated. Post the following:
 - a) Emergency Procedures Booklet;
 - b) Most recent evacuation maps and directions;
 - c) Training videos; and
 - d) Faculty tool kit and student tool kit.