A Look at Santa Monica College's Emergency Preparedness Activities and the Crisis Prevention Team & Wellness and Wellbeing Services

Santa Monica College has a history of providing emergency preparedness training, safety resources, and crisis intervention to the college community for many years. SMC serves as a model for many community colleges in the area of emergency notification, campus infrastructure, and crisis intervention. After the active shooter tragedy that took place on June 7, 2013, SMC has increased its safety preparation by upgrading existing resources and implementing the following activities:

1. Implementing Emergency Preparedness training for students, staff, and faculty.
2. Upgrading the emergency preparedness infrastructure by adding additional cameras, electronic door locks, and the installation of in-class talk-a-phones.
3. Updating both the Hazard Mitigation Plan and Emergency Operations Plan.
4. Updated Emergency Preparedness equipment and supplies.
5. Implementation of the LiveSafe App.
6. Restructuring of the Crisis Prevention Team & Wellness and Wellbeing Services.

Campus Police and Emergency Preparedness

Background: The Santa Monica College Police Department is 24/7 law enforcement agency responsible for the safety and security of the students, staff and faculty of all campuses in the District. Currently, there are 17 sworn officers from Chief to daily patrol officers. The additional field personnel assigned to the department are 13.5 Parking Enforcement Officers (PEO) and Campus Safety Officers (CSO) positions, which cover the campuses Monday through Friday, with the exception of a CSO working Saturday at the Center for Media and Design (CMD) campus. One full-time staff person was recently hired as the Emergency Preparedness and Safety Facilitator whose primary focus is outreach and training.

Prior to 2016 the college worked on implementing an overall security plan of upgrading the Access Control Systems around campus and installed interconnected cameras to be able to observe and capture events via Close Circuit TV. Additionally, classes were taught on emergency preparedness and police personnel were regularly trained in Active Shooter response as well as basic first aid. Once a year an annual campus-wide earthquake drill was conducted with full-scale evacuation of classes with the assistance of the building monitors for each building. The District purchased three trailers to have supplies located at various campuses and upgraded the emergency notification system. Information is transmitted via text, email and phones. For outdoor notification, the blue light talk-a-phones inform people of an existing emergency.

Current Infrastructure:

Staffing: As stated above, the staffing of the police department has a combined workforce of 30.5 Full Time Employee (FTE), which can respond to an emergency on campus, and these are split into six schedules. The day shift (6am-4pm), Monday through Thursday and (5:30am-6pm), Friday through Sunday. Mid Shift Monday through Thursday (10am-8pm) PM Shift starts at (1pm-11pm) with the weekend Graveyard from (5:30pm-6am). Weekday Graveyard starts at (8pm-6am).

Day Shift						
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
1 Sgt.	1 Sgt.	1 Sgt.	1 Sgt.	1 Sgt.	1 Sgt.	1 Sgt.
2 Officers*	4 Officers*	4 Officers*	4 Officers*	3 Officers*	1 Officer	1 Officer
6 PEO/CSO	6 PEO/CSO	6 PEO/CSO	6 PEO/CSO	6 PEO/CSO	1 CSO	
Mid Shift						
1 Officer	1 Officer	1 Officer	1 Officer			
PM Shift						
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
1 Sgt.	1 Sgt.	1 Sgt.	1 Sgt.			
2 Officers	2 Officers	2 Officers	2 Officers	1 Officer		
Graveyard Shift						
1 Officer	1 Officer	1 Officer	1 Officer	2 Officers	2 Officers	2 Officers

* Indicates Officer Samano who is on maternity leave till August 1, 2018 – One officer is on training and will be reflected in the schedule working Tuesday through Friday Mid-shift .

Cameras: Currently SMC has over 800 cameras on campus and this is expanding as new buildings come online. The cameras are a mix of Pan-tilt zoom and fixed wide-angle cameras and are mainly used for evidentiary purposes. On occasion (Special Events) we have used them to monitor crowds and other areas of interest based on the information we receive from the community.

Access Control: The initial scope of the project includes replacing all existing electronic door locks, installing new electronic locks on exterior doors and selected interior areas. This is an ongoing project throughout the campus. Recently, Cisco has changed software due to a merger with a new company. This has caused some delay as our dispatchers now have to take an additional step to lock down our newer buildings. The older buildings work by a single command to lock down all the exterior doors however, the newer buildings will not allow for this function. In order to lock down the system, a change must be made with the scheduled lockdowns (used during certain periods – weekend schedule and normal business hours). Once this is accomplished, the building can be remotely locked through our Dispatch Center. We are currently addressing this with the vendor and will work this out soon.

Notifications: We currently have two main modes of communications for mass notification. The first is Singlewire, which is a system that works internally on the campus and sends emails, and voicemails to all phone devices on campus. This allows not only interior notification through the phones in every classroom but also notifies those outside through the use of the speakers of the blue light talk-a-phones. The second main mode of notification is through Blackboard Connect. Blackboard Connect not only emails all our students, staff and faculty, but sends text messages to the phones registered on the system. This can be launched from dispatch, and through certain key personnel in the college hierarchy. Additional communications are sent through campus-wide Bulletins, the LiveSafe Safety App and social media. The one concern with Blackboard Connect is that several colleges use the system and if the message does not indicate which college sent the message it can cause confusion. This happens when the student registers at multiple colleges thus receiving the text inadvertently. SMC has taken steps to address this regional issue.

Committees: Currently the College has three active committees that meet to discuss issues and problems. The mission is to develop solutions to improve our readiness and safety.

Safety Committee: The Director of Facilities Management is the chair of the committee and we look for structural safety concerns. We recently implemented regularly scheduled safety walks in order to identify lighting issues, trip hazards; equipment malfunctions and other possible concerns in order to improve the safety for those attending the college. This committee is multi-disciplinary, with classified staff, faculty, and managers represented.

Emergency Preparedness Committee: The Captain of the Police Department is the chair of the committee and provides information to the various constituencies. This group also collaborates on ideas and makes recommendations to the Emergency Operations Team committee.

Emergency Operations Team (EOT): This is a standing committee that is comprised of key personnel on campus who may be called upon during a major disaster. The team also includes the Chief Resilience Officer from the City of Santa Monica. The team works collaboratively to prioritize projects and has been instrumental in moving projects and activities forward. Some of the items completed include:

- Joint SMMUSD/SMC Hazard Mitigation Plan
- Red Faculty and Staff 911/Emergency Guide
- Santa Monica College Emergency Procedures Booklet
- EOT – Call out email and Text notifications network
- Input on Emergency Operation Center procedures and locations
- Drills and Simulations
- Trainings
- Updated Emergency Preparedness and Safety procedure bulletins

*The next major projects are updating and implementing the Emergency Operations Plan as well as conducting campus specific drills and simulations at the Center for Media and Design, Emeritus College, Bundy Campus, and the Performing Arts Campus.

Resources:
- Automatic External Defibrillator (AED) – AED's are inspected every month between the 1st and 6th and reported into the PlusTrac system before the 10th of the month. New AED's are already in place at the Core Performance Center (CPC), CMD and KCRW.
- Emergency Equipment Trailers – 3 trailers are currently equipped with emergency equipment and supplies to include tools, generator, lighting, food, water and medical equipment. Once completed, they will be stored at Bundy, PAC and the main campus.
- Emergency Trauma/Tourniquet kits are available in every patrol vehicle
- 2 Water purification systems to be used in the event of a disaster to make non-drinking water drinkable. (SMC Pool)
- Building Monitors – Assist with and facilitate evacuations and lockdowns.
- SMCPD - Trained in Active shooter and emergency response. They deploy rifles and shotguns in every vehicle for every shift.
- SMPD Mutual Aid/City of SM/Area "A" major disaster law enforcement mutual aid agreement
- 5 Satellite phones
- LiveSafe Safety App

Drills:
- The annual "Great Shake Out" is the main drill for SMC and is held annually. Previously the drill consisted of an announcement on "Singlewire" (Drop, Cover and Hold) and then an evacuation of all the buildings with the assistance of the building monitors.

  For the last 2 years a Command Post has been implemented and has increased the participation of the building monitors through a check-in process. The second year we instituted several scenarios; testing on-duty maintenance and police personnel.

  Additionally, a nighttime notification to Drop, Cover and Hold was made via Singlewire. The PD has recently designed and revamped the Building Monitor training to include a segment on emergency evacuation chairs and fire extinguishers. College-Community Emergency Response Team (C-CERT) classes are being scheduled for the fall semester.

- Table Top Exercises have been given to senior staff, the EOT and the Crisis Prevention Team.
  - Senior Staff – Earthquake and Social Media Threat
  - EOT – Earthquake, Social Media Threat, TB outbreak and explosion on campus
  - CPT – ICS overview and Active Shooter
- Proposed Tabletops
  - Active Shooter/Killer
  - Suspicious Device
  - Dignitary with demonstration
- Proposed Drills
  - Active Shooter

- Full Campus Lock Down
- CMD Active Shooter to coordination with CMD and KCRW
- Night time drill

Training:

- CPR/AED – Ongoing and Continuous
- C-CERT –We are currently coordinating this and will offer these classes, which requires (6) consecutive five hour sessions.
- Emergency Preparedness – Taught at various flex days (recently offered during all three sessions). Additionally, offered to departments during their meetings based on request.
- Building Monitor Training – Below are some additional Building Monitor Training Topic after initial class
  - CPR First Aid
  - Evacuation Chairs
  - Fire Extinguisher Training
  - ICS training online
- Incident Command System (ICS) Training in person and online
  - ICS 100, 100HE, 200, 300, 400, 700, 800
- Standardized Terrorism Awareness Training – Currently in the planning stages