

Educational Planning Committee Report
Academic Year 2019-2020
Year 1 of the *Strategic Plan 2019-2022*
Year 1 of the *Educational Master Plan 2019-2025*

EMP Focus Area and Goal: *College Systems Goal 5*
Champions: *Chief of Police, Director of Maintenance/Operations*
Presenters: **Jeff Marozick and Klaus Christensen**

[Timeline for implementation](#)

EMP 6-Year Goal and Strategic Plan 3-Year Objectives:

College Systems EMP GOAL 5

Increase campus safety, awareness, and training at all locations to prepare employees and students in case of emergencies.

CS Goal 5 Performance Indicator

100% of full-time faculty, staff and administrators have participated in safety and /or emergency training by 2025.

Strategic Plan Objective CS5.1: *Improve and expand the use of training methodologies for campus safety, awareness and emergency preparedness.*

Progress Indicator CS5.1: Measure the number of staff and student participants in training simulations, how often and the various scenarios used (minimum 50-75 faculty, 500-700 Students).

Strategic Plan Objective CS5.2: *Improve capabilities to utilize IT telecommunications*

Progress Indicator CS5.2: Alert system is in place and periodic testing of all systems occurs.

- 1. What actions have been taken toward achieving the objectives above? Please describe (reference action steps when relevant). Attach or add links to relevant documentation as needed.**

Strategic Plan Objective CS5.1

Action Step 1.1 Hold trainings related to campus safety and awareness.

- *The Police Department held three First Aid training courses*



-
- *One First Aid for Disaster Response course was held*
- *Several Active Killer trainings have been held, including posting two training videos on the COM police department website.*
- *Two pepper spray classes were held*
- *Two self-defense classes were held*
- *One Emergency Management class was held during our Leadership Series*
- *An Emergency Planning Committee was formed. The Emergency Planning Committee planned the campus wide fire drill in 2018, and the Earthquake drill in 2019*
- *The Police Department will continue to hold one emergency management drill per year*

Progress Indicator CS5.1: Measure the number of staff and student participants in training simulations, how often and the various scenarios used (minimum 50-75 faculty, 500-700 Students).

The listed trainings exceed the minimums required in Progress Indicator CS5.1. Although the attendees were not logged, we will create a log in the future to count each faculty or student that was trained during each class.

Strategic Plan Objective CS5.2 Improve and expand college emergency alert systems.

Action Step 2.1: Improve capabilities to utilize IT telecommunications to communicate with the College community, including mobile devices, in case of emergency.

- We currently utilize Blackboard to notify those students who have signed up at COM ALL about any campus emergency.
- We contracted with a company called ALERTUS to enhance this emergency alert system to include digital signage, laptop computers, alert beacons and high volume speaker arrays. Alertus works in conjunction with Blackboard.
- The system is partially in place, in fact all desktops connected television screens displayed the emergency alert during the Great Shakeout on October 17, 2019.
- The Alert Beacons still need to be installed throughout both campuses. We have 30 beacons that will be strategically installed in the most common areas.
- We will activate the High Power Speaker Array located on top of the Kentfield Physical Education building during one of our emergency management drills.
- [Desktop Alertus](#)
- [Alertus Speakers](#)
- [beacon photo](#)
- [Alertus video overview](#)

2. Are you on track to achieve the objectives above?

a. Please self-rate your progress toward achieving each of the above objectives:



Red: No progress



Yellow: Substantial progress



Green: All action steps implemented and objective achieved

b. What evidence (progress indicators, etc) supports your judgment of progress made toward this objective?

We have held many emergency trainings, and have met our minimum requirements. We have contracted and have the new ALERTUS system currently working.

c. Where are you not on track? What will you do differently for next year / what else needs to happen?

We need to schedule more emergency trainings, and begin tracking all those who have taken the classes by name, date and class. We need to install ALERTUS beacons on both campuses to close the loop in the ALERTUS system.

Strategic Plan Objective CS5.1:

Substantial Progress

Strategic Plan Objective CS5.2

Substantial Progress

CS Goal 5 Performance Indicator

100% of full-time faculty, staff and administrators have participated in safety and /or emergency training by 2025.

2019-2020: No Data

EPC Use Only:

[Minutes to January 27, 2020 EPC meeting](#)

EPC supports the recommendation of “substantial progress” for each of the objectives above.