



CHC Great California Shakeout – Evacuation Drill Timeline

Thursday October 18

2018

Author: Mike Strong

Reviewed by CHC Safety Committee: **February 11, 2019**

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INTRODUCTION

In support of our ongoing commitment to increasing disaster awareness and preparedness for our students, faculty, staff and visitors, CHC conducted an evacuation drill as part of the Great California Shakeout on Thursday, October 18, 2018 at 10:18 a.m.

Incident Overview:

2018 CHC Great California Shakeout – Evacuation Drill

Duration:

(10) Minutes / 10:18 a.m. – 10:28 a.m.

Funding Source:

No funding allocated.

Focus:

- Prevention:
- Response
- Recovery
- Other

Classification:

- Unclassified
- For Official Use Only (FOUO)
- By Invitation Only

Activity or Scenario:

- Fire
- Severe Weather
- Hazardous Material Release
- Bomb Threat
- Medical Emergency

- Power Outage
- Evacuation
- Lockdown
- Special Event
- Other

Location:

11711 Sand Canyon Rd, Yucaipa, CA 92399

Participating Organizations:

- Crafton Hills College
- San Bernardino Community College District
- San Bernardino Community College District Police
- City of Yucaipa

Drill Timeline

Drill Timetable		
Friday, September 21, 2018	2:50 p.m.	Drill notification email sent to the entire campus
Thursday, October 4, 2018 at 10am and Friday, October 12, 2018 at 1:30pm		Building Captain training in preparation for the shakeout. It included an overview of building captain responsibilities and a review of their role in the Shakeout drill.
Thursday, October 18, 2018	10:18 a.m.	EVACUATE notification sent (Regroup, Informacast-internal phone notification system); all campus buildings evacuate to the nearest evacuation site.
	10:20 a.m.	Building Captains observe conditions at their assigned evacuation sites.
	10:24 a.m.	ALL CLEAR notification is the discontinuation of the fire alarms and Building Captains authorize participants of the “All Clear”
	10:35 a.m.	Building Captains gather in Quad to report. Lead Safety Officer conducts a (debrief) with personnel, ESC’s and observers and notes areas of improvement.

Thursday, October 26, 2018	Public Information Officer submits social media post statistics to Lead Safety Officer for inclusion in the After Action Report.
Monday, February 11, 2019	Distribute After Action Report to CHC Safety Committee and District-Wide Safety Committee.

AFTER ACTION REPORT (AAR) OVERVIEW

This report is a compilation of information from key personnel, evacuation site coordinators and observers who participated in the Evacuation Drill.

The recommendations in this After Action Report should be viewed with considerable attention to the needs for a safe district and campuses. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this After Action Report should be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response; stabilization and notification are efficient and effective.

Strengths

- Great, positive participation by the building captains
- Building captain list was updated and training provided
- The building captain trainings held prior to the drill on 10/4/18 and 10/12/18 were well attended. 17 of 23 primary building captains attended the training.
- Water, first aid kits, light sticks, and emergency food for personal use was distributed to the building captains at the training.
- Equipment in emergency bags that require batteries were checked and refreshed as needed.
- Great support by District Police
- Relationships were built between CHC and District Police
- All fire alarm equipment worked flawlessly
- Great support and participation from CHC Facilities Dept.
- Communication seemed to be clear
- Students across campus participated
- Emails and campus phones were utilized to contact individuals

Mass Notification Report Data

- Emails sent: 13,549
 - Successful: 13,482
- Texts sent: 5,699

- Successful: 5,421
 - Failed: 278
- Voice Calls sent: 0
 - Successful: 0
 - Failed: 0
- Live Broadcast through Campus Phones
 - A live broadcast was made via the Informacast messaging system through the campus CISCO phones. This broadcast cut off while the broadcast was in process.

Areas for Improvement

- The practice element of the drill could be strengthened—i.e. Drop, cover, and hold on.
- 5 out of 17 evacuation assembly areas did not have building captains that were available for the drill.
- The Regroup text message was delayed for up to 45 minutes following it being sent at 10:18am
- The Regroup phone message was delayed for up to an hour following it being sent at 10:18am
- The Informacast message to all the campus phones worked well except it was scheduled to repeat 3 times and was cut off at the beginning of the 2nd message.
- The building captain trainings need to include and train the back-up captains

Recommendations

Include “Drop, cover and hold on” in the next drill

Hold a table-top training exercise for wildfire and a drill for active shooter

Work with TESS on finding the problem and developing the solution to improve Regroup’s messaging time. Report back to the Safety Committee in February.

THIS SECTION COMPLETED AFTER REVIEW/INPUT FROM CHC SAFETY COMMITTEE

CONCLUSION AND NEXT STEPS

Add conclusion and next steps here.

IMPROVEMENT PLANNING MATRIX

Activity/Function	Improvement Action	Responsible Party	Status