

## Clackamas Community College (CCC) CCC Ready Advisory Group

**I. INTRODUCTION:** Clackamas Community College (“CCC” or “College”) respects and values the safety and well-being of our students, staff, faculty and visitors. Our college community can only remain safe and secure through the cooperation of community members. By working together, we can continue to make CCC among the safest community colleges in the country.

CCC recognizes that incidents on any or all of the three campuses could range in scope from a college-only response to a complex, multi-agency response. How incidents are responded to will be based on the nature, time, duration and complexity of the incident.

Natural or manmade incidents requiring a multi-agency response might include:

- Fire / emergency evacuation
- Active threat
- Water outage
- Bomb threat
- Earthquake
- Medical emergencies / death response
- Telecommunication failure
- Electrical / power outage
- Hazardous materials emergency
- Crimes / incidents / assaults

As a result, CCC is moving towards becoming a disaster-resilient college. Becoming a disaster-resilient college entails developing and implementing solutions to address short-term and long-term emergency preparedness, mitigation, response, and recovery goals.

A critical first step in this process is finding out where we are, then determining where we want to be through a comprehensive review and analysis of the current mitigation, emergency response and recovery plans. The team will collect historical and recent data on existing, potential, and perceived threats, then perform a threat assessment to prioritize the most likely threats.

The Advisory Group’s work will be incorporated into the College’s assessment-planning-budgeting process to implement Advisory Group recommendations. The College’s Executive Team will be the decision-making forum for implementing Advisory Group recommendations that require policy or budgetary changes.

**II. PURPOSE:** The CCC Ready Advisory Group is created for the purpose of guiding CCC in development and implementation of mitigation, preparedness, response, and recovery plans to protect and preserve the safety and well-being of its students, staff, faculty and visitors.

### III. AREAS OF FOCUS:

- **ICS** – Update / identify members, provide appropriate training, conduct drills and table top exercises.
  - Develop an all-hazard, multi-agency capable Incident Management Team to respond to on-campus incidents that require a robust response to an incident.
  - Collect all available internal emergency plans and all local and state plans that reference CCC.

- Write and adopt comprehensive mitigation, emergency operations and recovery plans that incorporate and synchronize with key stakeholders and partners.
- **Threat Assessment Team** – Assemble a stand-alone Threat Assessment Team (TAT), provide appropriate training, establish recurring meetings, collaborate with the Behavior Intervention Team (BIT) and Building Emergency Response Teams (BERTs).
  - Select members
  - Set forth a charge for the TAT
  - Provide appropriate training for all TAT members
  - Collect threat analysis work done by local, state, and federal partners.
  - Analyze and prioritize information to begin the planning process and begin to address gaps in information.
  - Establish an information network for the sharing of information as it relates to current and future hazards and threats to the college.
- **Safety Training, Education and Awareness** – Identify related training for employees and students, identify key ways to incorporate messages throughout the college – video, orientations, social media.
  - Implement training and exercise plan.
- **Continuity of Operations** – Identify essential functions and employees, develop a Continuity of Operations Plan (COOP), communicate requirements to employees.
  - Determine the requirements of each college program, service or activity to recover to operational status and the priorities of each.
  - COOP creation fulfills the requirements for restoration of essential services and the path to normal operations.
- **Intergovernmental Partnerships** – Establish Memorandums of Understanding (MOUs) and Intergovernmental Agreements (IGAs), include partners in drills, leverage relationships for training (Clackamas County, Oregon City, medical, nonprofits, business and industry).
- **Facilities, Equipment and Supplies** – Ensure adequate radios, messaging systems, emergency kits, shelter-in-place supplies, campus/college security lighting and cameras, speaker systems, screen/monitor messaging and other supplies necessary for emergency operations.
- **Communications** – Ensure systems are available and ADA compliant to notify employees, students and partners in emergency situations.
- **Building Emergency Response Team (BERT)** – Support and equip BERTs as needed

#### IV. GROUP OPERATIONS:

- Monthly, one-hour meetings – agenda prepared by Chair
- Monthly tracking of Two-year Work Plan implementation
- Development of short list of accomplishments to share in Quarterly College-Wide Message
- Establishment of ad hoc teams (within the College Ready Advisory Group) to tackle smaller initiatives

#### V. GROUP COMPOSITION:

Wendi Babst (chair), Pete Kandratieff (co-chair), Alissa Mahar (sponsor), Donna Larson, Bob Cochran, James Logan, Lori Hall, Jeff Ennenga, Sharron Furno, Jarett Gilbert (Harmony representative), Shelly Tracy (Wilsonville representative), Margaret Mallatt