

# Emergency Management Quarterly Report

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## **Accomplishments:**

1. Building evacuation training for the Marshall and Floor Captains in-person training: Started on May 12th and will continue till end of August. Currently we are conducting 4 training sessions per month.
2. Emergency Response 101: Monthly Emergency Management 101 training program (in-person and zoom) session end at June 30<sup>th</sup> to capture the entire MT.SAC staff communities. Majorities of our night custodial crews attended the training. So far approximately 492 individual attended the training. We will continue with this training form September 22. It will be once a month in person training.
3. MT.SAC Chemical Hygiene Plan has been completed.
4. Developed a Safety Inspection Check list (Building). This will assist us to take proactive action to mitigate probable hazards.
5. The Emergency management committee updated the classroom and office emergency procedures. Marketing has designed the poster and it has been approved for print.
6. Completed a written Emergency Reference Guide document. This condensed guide will assist individual to navigate with easy with various emergency procedure during an emergency incident.
7. Along with Police and Campus Safety completed Security and Vulnerability Self-Assessment training.
8. Developed a code/regulation compliance check list for Maintenance & Operation, Design & Construction, and Safety & RM to stay up-to-date and avoid citation/violation.
9. Working with MT.SAC Design and Construction team in regards to Fire and ADA compliance code.
10. Fire Protection and Prevention Program has been approved.
11. Completed CPR/First Aid certification training.
12. Attended FEMA organized Emergency Management Higher Education Symposium.
13. Mitigation of Hazardous Situation: We identified and reported various hazardous situation during our regular walkthroughs. All identified hazardous situations were addressed and eliminated by Facility management. Also, we responded to swimming pool chemical spill and mitigated the hazards.
14. IAQ: Worked with Design & Construction team to mitigate mold issue at Building 66.
15. Recently in collaboration with M&O and Designed and Construction team, we developed Building Water Damage Response SOP.
16. We are continuing with the disposal of hazardous waste.

## **Pending Projects:**

1. Laboratory Safety Program and training: 50% completed

2. Hazard Communication Program and training: 50% completed
3. Emergency radio distribution –we have received 100 radios. Currently, we are distributing the radios to building Marshall's during our training session.
4. New template for building evacuation plans and team members. We have 90% of them completed with building marshal and floor captains identified, they also include assembly area map and building evacuation routes.
5. Updates to the Emergency Operations Plan with the new ERT Team members – ongoing project to update the plans.

**COVID-19:**

1. Daily disposed COVID-19 Antigen test wastes from HR led test site (from February to June).
2. We are still continuing with the distribution of various PPE across campus.