

After-Action Report

Date of Exercise: 10/15/09

Time of Exercise: 10:15am

Type of Exercise: Earthquake drill and evacuation drill

Campus: Orange Education Center

Below are items that were tested during this exercise and brief comments about what worked well or what can be improved.

■ Communications

- Alert U – (text messages sent to mobile phones)

Reported: Working well with all employees who have signed up for the service.

- BERBEE telephone emergency alert system

Reported: Working very clearly in most areas.

Rooms 127, 128, 130 and Security desk: Volume low.

Rooms 154 and 159: No sound.

- PA systems

N/A

- Fire Alarms

N/A

- Emergency radio frequency

Reported: Working well.

- Radio communications with the district office

Reported: High amount of communications traffic.

Discussion: The IC should appoint someone to monitor Ch. 1 traffic, for District, SAC news briefs and calls for report.

- Radio communications with the Building Captains/Floor Wardens

Reported: Smoother than previous drills.

■ Evacuations

- Did the Building Captains/Floor Wardens evacuate their areas in a timely manner?

Reported: Yes, but “all clear” stickies (post-its) were not on EVERY door.

No class head counts were taken outside.

Discussion: BE ASSERTIVE. Some students were uncooperative.

Reorder rooms on hallway captain chart geographically.

First call from Incident Commander: report back “All clear” if the area/building is cleared. The Second call is to report numbers of accounted for and missing.

For Areas 7 & 8: Clear building, once outside visually check evac routes, notify IC if there is a major/dangerous impediment, look for disabled/injured people to redirect to default 7 & 8 areas. Guide others to the East lot.

■ Did the Building Captains report a building status to the Command Post?
Reported: Yes.

■ Did staff and students report to their evacuation area?
Reported: Yes.

■ Did the assigned evacuation areas work?
Reported: Yes, good spacing with evac areas.
Discussion: Two people will be assigned as parking lot driveway monitors. In a real emergency, they will not admit any incoming traffic aside from emergency vehicles.

■ ICS

■ Did the ICS team report to the Command Post with their radios?
Operations – Search & Rescue: Activated and reported.

■ Were ICS positions assigned?
Operations – Search & Rescue: Activated and reported.

■ Did someone do a Situation Status?
Operations – Search & Rescue: Yes

■ Was an update provided to the District Office?
Yes, heavy cross traffic.

■ Is the Command Post set-up to handle an emergency or does it need more equipment/supplies?
Discussion: The Child Development Center has some supplies that may be useful in the event of an emergency. An inventory list for the Incident Command Post needs to be established.
A supply, First Aid and water inventory list, detailing location needs to be established for the Incident Command Post.

Other:

Spring semester: faculty will be mandated to review emergency procedures with class, walk the evacuation route and send a confirmation of completion to their dean.