AVP Quincy Martin opened the meeting by stating that the purpose of today’s town hall meeting would be to provide the campus with an opportunity to ask questions, share their concerns and make suggestions.

AVP Quincy Martin reminded the attendees that immediately after the devastating tragedies that took place at Virginia Tech and Northern Illinois University he started to receive numerous phone calls from concerned parents and the community regarding what measures Triton College would be taking in the event that a crisis should occur. When he was the former Dean of Student Services he quickly assembled a Crisis Management Team (CMT) to ensure that the necessary safety measures were in place.

Assistant Director of Admissions, Latina King suggested that simulations occur throughout the entire campus. Quincy stated that the Crisis Management Team is looking to have drill sessions soon, so they are currently in the midst of fine tuning them before presenting to the campus.

A concerned parent mentioned that upon entering the Early Childhood Center the door’s latch appears to remain partly open which makes it easily accessible for anyone visiting the campus to walk straight through. A note was sent to all concerned parents advising them that the department will soon be remodeling in summer 2014 which should rectify the door issue. Chief Jeff Sargent confirmed that the door tends to warp due to the cold weather but he will follow up with AVP of Facilities, John Lambrecht to check the door and to make the necessary adjustments.

**AVP Martin proposed the following question to the audience:**

The drills are mandatory that everyone participates, however should it be mandatory that all employees be required to go through the training, or should it be an option?

The simulation would not require everyone’s involvement but they would occur and the key members would be involved. Deputy John Hansen said that they would gladly welcome volunteers to participate in the simulations.

Mike Garrity said that the Professional Development Center is working on making Crisis Management Training mandatory.

The CMT is working closely with the Human Resources Department in order to track this process as well as make it mandatory. This would be readily available online and postings throughout the campus to keep everyone well informed.
AVP Martin proposed the next question to the audience:

Do you feel that the Crisis Management Team is effective in communicating its initiatives and if not, how can they be more effective?

Audience responded by saying “we need to do a better job of informing our students.” For example, when the siren goes off possibly advised students as to why it’s actually going off.

AVP Martin asked the audience how would they propose that the CMT better communicate to our students, other than during orientation what are the other ways?

A member from the audience mentioned that we could include in our attendance policy, send it via email and possibly allow instructors to go over in their classes by 5 minutes to explain to our students the crisis management procedures.

Latina King mentioned making crisis management announcements at many of our student activities such as the corn roasts and prospective student group tours could help to get the message out even more.

AVP Martin asked the audience: How do we get the faculty more involved? What methods would we used, other than email and text?

Sandy Berryhill recommended that we incorporate the crisis management procedures at a national student yearly event in order to help get the message out to our students.

It was stressed that everyone should make sure that their information is update to date with the Human Resources Department.

A counselor from the audience asked how involved does the CMT want the counselors to be should a crisis occur?

AVP Martin stressed the following:

- When there is a pre-incident, we want to make sure that we educate the campus.
- During an actual incident, we depend heavily on the Police & Fire Department since they are the first emergency responders.
- After the post incident, this is when the counselors would be really involved.

Library Faculty Member, Robert Connor proposed that if we could possibly have the CMT to create a notification whenever someone accesses our website. It was recommended that
whenever a student visits our library’s internet that we could possibly have a webpage set up that would notify the student that they must agree to our “terms and conditions” before utilizing our computer equipment. Mike Garrity mentioned that the Information Technology (IT) Department could possibly set this up. Currently the IT Department is working on creating a separate page or link that our guests must click on to accept the agreement if they would like to continue to use our computers. Robert suggested that individuals from the Academic Department be designated as the point of contact for the CMT.

Dean Corey Williams mentioned about creating a ticker page that says something like “Did you know?”

Associate Dean of Financial Aid, Pat Zinga said we should not stress out our students about being in a safe environment.

AVP Martin said that we need to be strategic about how and when we inform our students, so that they do not become numb or overloaded with information.

Chief Jeff Sargent shared that Triton is the third safest campus in Illinois. He also said that because our police are more visibly seen that it tends to deter anyone that might try to cause harm on our campus.

AVP Finance & Business Services, Gary Abezetian recommended that we include weather condition updates to the campus.

An audience member stated that prior to an incident occurring it would be comforting to know that our Public Announcement System is up and running since a telephone may not be within their reach should a crisis occur. Chief Sargent said we are upgrading our existing Public Announcement System. In the meantime, he suggested that everyone should have their office phone programmed directly to the Police Station. Telecommunications Specialist, Antwan Standberry can assist with any telephone programming issues that you may need.

**Pat Zinga asked which method is the best way to reach Triton Police either by pressing the panic button or dialing the police directly?**

Emergency Medical Technology Coordinator, Bill Justiz responded by saying within the Fire Department their findings were that the panic buttons are not used as much. Chief Sargent stated to use whatever way is the quickest way to obtain a response.

**Latina King asked what is expected from today’s attendees regarding the CMT Team?**

AVP Martin said to communicate and be active participant, there’s the accountability measure that’s involved.
Chief Sargent stressed that everyone needs to know where to go to view the Emergency Response Guide and keep a hard copy handy.

**AVP Martin asked the audience how effective has the institution been with getting the information out? What knowledge did you have prior and what knowledge have you obtained?**

He stated that drill sessions, training and simulations all help.

Chief Sargent shared with the audience that Triton College has 7 to 8 policeman assigned on campus whereas most villages tend to only have 2-3 policeman on hand.

CMT will have to show proof and actionable items, so we need to be held accountable to prove that we are giving you what you need.

**Gary Abezetian said since our campus is more open than most, we tend to be reactive in the event a crisis should occur. How do we handle the media?**

AVP Martin shared that we have a communications team in place that deals directly with the media.

Chief Sargent said the information is always constantly changing, so it will also be ongoing.

AVP Martin stressed how helpful and important it is to create an awareness within the campus.

Professional Development Center and Human Resources Departments are working collaboratively to create a comprehensive and mandatory Crisis Management Training.

*Forum ended at 1pm*