

INCIDENT RESPONSE TEAM (IRT)

The name of each person on the Incident Response Team (IRT) is followed by his or her office/room number and phone extension number. If dialing from off-campus, the prefix is 791.

- ▶ **Incident Coordinator** Val Garcia, AC-126, ext. **2218**, cell: **661 889-2073**
..... or Rosa Carlson, AC-110, ext. **2215**, cell: **559 799-1578**
Initially declares that an incident exists and oversees the initial incident interventions. Coordinates the intervention process during the time of the incident and ensures the provision of incident counseling if needed.
- ▶ **Security Liaison** Bill Henry, AC-101, ext. **2307**, cell: **661 319-7627**
Maintain contact with local police and/or sheriff's departments during the incident. Be responsible for crowd control, school evacuation, or traffic management.
- ▶ **Media Liaison** Deekay Fox, AC-111, ext. **2290**, cell: **661 378-2353**
..... or Bill Henry, AC-101, ext. **2307**, cell: **661 319-7627**
Establishing an ongoing dialogue with local media during the incidents, ensures that the media is an aid rather than a hindrance, identify a suitable location for an emergency media center, and be responsible for the dissemination of the incident facts.
- ▶ **Incident Preparedness Administrator** Arlitha Harmon, AC-102, ext. **2374**
..... or John Word, M&), ext. **2254**
Coordinates the development of an incident prevention plan and reviews this plan annually with staff. Ensures adequate resources are available, appropriate staff assigned to various team responsibilities, and necessary staff training is periodically conducted.
- ▶ **Administrative Assistant** Carol Brown, AC-101, ext. **2316**
Records minutes during team meetings, maintains an up-to-date listing of referral sources and referral forms, organizes records and situations summaries, disseminates necessary forms and paperwork to staff during time of incident.
- ▶ **Medical Liaison** Kim Behrens, HC-2041, ext. **2322**, cell: **559 310-6058**
..... or Marlis Brownfield, (HC-2071), ext. **2212**, cell: **559 920-1374**
Establish communication with local doctors, hospitals, and emergency personnel, and coordinate any medical needs prior to arrival of paramedics, etc.
- ▶ **Incident Interveners** Patricia Serrato, AC-126, ext. **2376**
..... Maria Roman, AC-116, ext. **2230**
Provide direct incident intervention and counseling assistance. Assistance would also include follow-up to students or staff the days following the incident.
- ▶ **Notification Liaison** Patricia Serrato, AC-126, ext. **2376**
Identifying and contacting persons needing personal notification of incident, e.g. parents, spouses, etc.

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- ▶ **Switchboard**.....ext. "0"
.....or(day) AC Lobby, ext. **2330**
.....or(eves) AC Lobby, ext. **2452**
Coordinates all incoming calls which are directed to the Media Liaison.

- ▶ **PC ALERT (Conn-Ed) Communications**.....
.....**Val Garcia**, AC-126, ext. **2218**, cell: **661 889-2073**
.....**Ron Childress**, LRC, ext. **2440**, **559 310-2143**
Coordinates sending out a student and staff alert via text, e-mail and phone at least one time per semester.

- ▶ **Crisis Intervention Coordinator**..... **Patricia Serrato**, AC-126, ext. **2376**
Coordinates the need for follow-up counseling and/or assistance for students or staff in the days following the incident.

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