

Porterville Community College

**After Action Report/Improvement Plan
(AAR/IP)**

Announced Fire Drill Fall 2019

**AFTER ACTION
REPORT/IMPROVEMENT PLAN**



Porterville Community College

After Action Report/Improvement Plan
(AAR/IP)

Announced Fire Drill Fall 2019

Situation:

Announced evacuation drills were conducted at Porterville Community College on:

- Wednesday 9/18/19
 - Trade and Industry Building
 - Career Technology Building
 - Maintenance and Operations Building

- Friday 9/20/19
 - Academic Building

The intent of the evacuation drill is to ensure everyone knows what to do, where to go, and no one panics in the event of an actual emergency. In addition, the evacuation drill allows the evaluation of evacuation procedures, establish routes, testing of alarm systems, and to demonstrate efficiency under simulated conditions.

Execution:

Wednesday, September 18, 2019

Start Time: 5:12pm

Exit Time: 5:17pm

All Cleared: 5:20pm

Participants: Approximately 70 people

Trade and Industry Building:

Evaluator: John Ward

Objectives:

- Staff lead students and gave clear instructions
- Students knew procedures
- Participants remained calm
- Elevators used

Yes No
 Yes No
 Yes No
 Yes No NA

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- Performed drill according to plan Yes No
- Met at designated place per plan Yes No
- Meeting place at safe distance from building Yes No
- Drill/Response team acted according to plan Yes No
- Evacuation was orderly Yes No
- Roll call was conducted Yes No NA
- Special needs person accommodated Yes No NA

Comments:

One instructor did not evacuate and was asked to go to the evacuation area. The instructor complied with the request. John noticed there was no audio or visual alarm device in the print shop work area and the hallway visual alarm device was not working.

Action Item:

- Todd will speak with the Dean of Instruction regarding faculty not leaving their classroom/office immediately after hearing the alarm.
- John will work on getting the alarm devices.

Career Technology Building

Evaluator: Todd Dearmore

Objectives:

- Staff lead students and gave clear instructions Yes No
- Students knew procedures Yes No
- Participants remained calm Yes No
- Elevators used Yes No NA
- Performed drill according to plan Yes No
- Met at designated place per plan Yes No
- Meeting place at safe distance from building Yes No
- Drill/Response team acted according to plan Yes No
- Evacuation was orderly Yes No
- Roll call was conducted Yes No NA
- Special needs person accommodated Yes No NA

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Comments:

Several students exited the CT building and were not led by their instructor. Todd had to tell multiple students where the evacuation area was. Two instructors and one student did not evacuate and were asked to go to the evacuation area. All complied with the request.

Action Item:

- Todd will speak with the Dean of Instruction regarding faculty not leaving their classroom/office immediately after hearing the alarm.
- Todd will send out a training bulletin to all faculty, students, and staff reminding them of the evacuation procedures.

Evacuation Area

Evaluator: Christian Castaneda

Objectives:

- | | |
|---|---|
| • Staff lead students and gave clear instructions | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Students knew procedures | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Participants remained calm | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Elevators used | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| • Performed drill according to plan | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Met at designated place per plan | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Meeting place at safe distance from building | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Drill/Response team acted according to plan | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Evacuation was orderly | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Roll call was conducted | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| • Special needs person accommodated | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |

Comments:

Christian stated everyone was calm in the evacuation area and followed instructions. Christian did not see roll call being conducted.

Action Item:

- Todd will speak with the Dean of Instruction and work out a procedure to account for the students.
- Todd will work with administrators and work out a procedure to account for faculty and staff.

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Friday, September 20, 2019

Start Time: 8:56am

Exit Time: 8:59am

All Cleared: 9:04am

Participants: Approximately 120 people

Academic Center

Evaluator: Todd Dearmore/Tim Noel/Juan Ramirez

Objectives:

- Staff lead students and gave clear instructions Yes No
- Students knew procedures Yes No
- Participants remained calm Yes No
- Elevators used Yes No NA
- Performed drill according to plan Yes No
- Met at designated place per plan Yes No
- Meeting place at safe distance from building Yes No
- Drill/Response team acted according to plan Yes No
- Evacuation was orderly Yes No
- Roll call was conducted Yes No
- Special needs person accommodated Yes No NA

Comments:

The evacuation was performed in an orderly and calm manner. Tim and Juan noticed there were no audible or visual alarm devices in AC-117 and AC-120.

Action Item:

- John will work on getting the alarm devices.

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Major Strengths

The major strengths identified during this exercise are as follows:

- Participants remained calm.
- Majority of the drill/response team acted according to plan.
- Good response time exiting the buildings

Primary Areas for Improvement

Throughout the exercise, opportunities for improvement were identified. The primary areas for improvement, including recommendations, are as follows:

- Need to work on training facility, students, and staff to reinforce proper evacuation procedures.
- Need to work on updating and improving evacuation procedures.

The Porterville Community College Safety and Security Manager (Todd Dearmore) will be responsible for follow up on all areas of improvement that were identified.

Report completed by:

Todd Dearmore
Safety & Security Manager
Porterville Community College