

Timestamp	7/22/2013 11:49:25
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Unit Name	Campus Manager
What improvements have been planned implemented	We have implemented the Riverside Campus Emergency Evacuation Standard Operating Procedures Manual (as per 2012)
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve	Knowledge, organization, and preparation is the key to success. The decision was based on the need to establish a consistent operations template for the entire campus. This knowledge would help us be more prepared and efficient in campus emergency evacuations.
Description of what measures are going to be used to determine if the improvements were successful	We have scheduled meetings with campus coordinators, training sessions, and refresher workshops to ensure the success of the improvement plan.
baseline data used to determine improvements were needed	(1) Response time of campus emergency evacuation drills (2) Number of faculty and staff attending meetings, training sessions and refresher workshops.
target goal data that shows your improvements have achieved your goals	Target Number of Campus Emergency Evacuation Coordinators is 100. Number of Campus Emergency Evacuation Coordinators 2012 was 88 Number of Campus Emergency Evacuation Coordinators 2013 is 76 *The decrease in number s is due to either faculty/staff relocating to another campus or faculty/staff no longer employed at the college.and they have not been replaced because of ACC Hiring Freeze.
current data where you are currently in reaching your target	Evacuation Training attendance 2010 was 31 Evacuation Training attendance 2012 was 38 Evacuation Training attendance 2013 was 19 *The decrease in number s is due to either faculty/staff relocating to another campus or faculty/staff no longer employed at the college.and they have not been replaced because of ACC Hiring Freeze.
Narrative	Campus Duplication Center made copiers for all campus emergency evacuation coordinators. The manual is a comprehensive manual with all the categories of possible emergencies that could lead to a campus evacuation. Meetings and follow-up training sessions have been scheduled. We have conducted an inventory of all emergency evacuation supplies to ensure that everyone will have the necessary equipment to fulfill their function/role in the emergency evacuation process.We will know how much we have improved when we have our campus emergency evacuation drill during ACC Emergency Preparedness Week.

Unit Review Leader

Frank Taylor