1. March 18, 2014 minutes were approved.

2. Discussion with Will Flagler on door signs for emergency management personnel:

Bob Carroll opened the discussion by stating that the committee had discussed developing signs identifying personnel involved in emergency management to both promote awareness of the program and to identify where people could go to address questions they may have about the program. This prior discussion by the committee in February was generally in favor of identifying office locations for wardens.

Mr. Flagler wanted to hear what the individual building wardens felt about the proposal. He asked the building wardens in attendance for their opinions.

Dr. Conroy said that he is in favor of the signs because an essential component of emergency management is communication, and these signs could be seen as a type of communication, as well as providing a greater awareness of safety personnel for faculty and staff.

Bob stated that sometimes the authority of wardens is questioned even though wearing the vest and helmet. He thought the signs could help identify emergency personnel as individuals with some responsibility during emergencies.

Mark Phillips stated that he would like to see a list compiled of phone numbers of all certified emergency personnel. Such a list exists but needs to be kept current and appropriately distributed.

Dean Dubeck-Smith dissented to the door signs. She stated that when there is an emergency, people should call 911 first, rather than look for a staff member’s office. She mentioned that she is a building warden, but not a trained first responder.

Ben Lueders agreed with Celeste.

Will was not in favor of door signs either. He stated that offices are often empty, and that it would waste time in an emergency to look for offices of building wardens if they are not trained
as a first responder. Building wardens are just trained to organize evacuations and shelter-in-place. He also pointed out that door signs could possibly lead to litigation if the appropriate help is not provided in an emergency after someone reaches such an office. It is always best to call 911 or campus police. He was in favor of developing signage for buildings and emergency management training which would display building warden’s attire during emergencies for identification and a brief description of their job responsibilities. Will suggested that a standardized picture of a warden’s uniform would be most helpful, as individual wardens change, and wardens are not always on campus. He will also develop training for warden identification and recognition.

Dean Calobrisi suggested that the new LiveSafe mobile application is a quick and easy way for the campus community to contact the campus police in an emergency situation.

Kevin stated that he has a sign on his door showing the location of the warden bag in his office should he not be present. He suggested creating a slide of a warden in uniform to be shown at student orientation and Mr. Flagler responded that Justin Miller is already working on this.

Cheri suggested this information should be provided to faculty also.

Mr. Flagler indicated a warden identification slide will be included in the beginning-of-year faculty meetings. Andrew Goldstein is already working on this for adjunct faculty, and CETL is creating a new safety video. He also stated that in the evenings there are no wardens, but only “emergency rooms” with warden supplies.

Bob stated that when he was an adjunct, he taught in rooms in the evening and was not aware of the equipment. Adjunct orientation should inform adjuncts about the equipment and its intended use.

Dean Dubbeck-Smith suggested a “big cartoon type dummy” wearing the outfit would be more memorable than a slide of a person.

Mr. Flagler said they will work on such displays to place in buildings and in training material.

Bob mentioned that in emergencies wardens leave their offices so door signs would not help people in most emergencies. He also suggested occasional meetings would be useful among wardens and emergency personnel to share strategies and lessons learned. He suggested maybe one annually during faculty/staff welcome back activities.

Mr. Flagler further stated that the community emergency response team will integrate traffic flow on the outside as wardens clear the buildings and new radios will soon be provided to wardens for communication.
3. **Green Festival Update:**

Registration for The Green Festival continues and some outstanding workshops and speakers are on the program scheduled for April 22 in the CE building. Student attendance was encouraged.

4. **Sub-committee Updates:**

- **Nature Trail Markers and Site Descriptions:** Nancy’s students are in the process of adding GPS coordinates alongside the tree identifications on the map. Pictures are being taken of the trees so that the map can be interactive as one walks the trail with a portable device. She is also compiling a list of the memorial trees on campus. Current color Nature Trail Maps will be handed out at the Green Festival.
- **Tunnel CE/CG Displays:** Kevin has come up with a total of $38,000 for the tunnel displays, but he is continuing to work on more ideas to bring the cost down.
- **Cigarette Litter Prevention Program:** Bob reviewed the slides on their cigarette litter prevention program sponsored by Keep American Beautiful which Bob Hull had previously emailed committee members. Bob also passed out pocket ashtrays to the members present. There will be a pre-scan of campus cigarette litter this Spring before the pocket ashtrays are distributed widely to students. Some of the smoking sub-committee members were participating in a webinar for the program, and unable to attend our meeting today, but will provide updates at our next meeting. Bob will develop a poster explaining our cigarette Litter Prevention Program for display at the Green Festival.

5. **New Business/Other:**

Meeting adjourned at 3:58 PM. **Next meeting To Be Determined** as 2nd Tuesday in May is right in the middle of exam week.

Respectfully submitted,

Bob Carroll and Virginia Pates