College Emergency Management Committee  
March 20, 2014

Members in attendance: Brian Bales, VP and CAO Tony Bansal, Jessica Baxter, Kathleen Deal, Brenda DeRamus (for William Flagler), Chief Daniel Dusseau, Connie Kirkland, VP Steve Sachs, Cathy Simpson, and Francis Villagran-Glover

1. Review and Approval of Minutes:
   - Dr. Villagran-Glover motioned to approve the minutes and Mr. Bales seconded the motion. The minutes from the last two meetings were approved.

2. NOVA Alert Purge:
   - Dr. Sachs said the size of our text messages is creating a number of challenges. NOVAAlert currently uses a vendor through VCCS for sending texts. IT received many complaints back in August because of a message that had not been received due to an issue with the Verizon gateway. This was in part due to having too many bad numbers in our database in part because users would not go back into NOVA Alert and delete their old cell phone numbers. The system began to identify texts as spam causing some of the texts to not go through.
   - Dr. Sachs explained that very few people responded to IT’s emails about the purge back in January. When NOVA Alert was first launched, 30-45,000 people signed up; now after the purge, there is only about 8,000-10,000. After sending out a second email about the purge, that number only went up to 26,000.
   - IT is now going to purge everyone out of NOVA Alert in the next few weeks, but will add all faculty, staff, and students back to the system by using their email addresses. However, everyone will have to login to the system in order to put their cell phone number or other device number back in. Dr. Sachs will send out a College-wide email letting everyone know about the purge. At that point, the list should be clean, but there could be problems if the email goes to spam.
   - Dr. Sachs said there has to be a plan moving forward to clean the list.
   - Chief Dusseau asked about an automatic opt-in. Dr. Sachs said by email only, but not for cell phones. People can opt out.
   - VP Bansal asked about alumni and others. Dr. Sachs says anyone could sign up, but they would have to go in and sign up. We would not automatically keep them though. Ms. Kirkland suggested sending out sending out a text message to let them know, but Dr. Sachs is reluctant.
   - Ms. DeRamus suggested that the information be provided to Provost Staff to get faculty to tell students in class. Dr. Sachs says that is part of what we will be doing.
   - Dr. Sachs said the plan is to have this done by the second week of April. For approximately five days, we will not have an alert system. The purge will take five business days or less, possibly Mon thru Fri. He said they have encouraged VCCS to go with another vendor. Most other schools do not have as many users as we do, which is
why we are having so many problems. For the time being, we have to stick with this process.

3. College Drills
   - Ms. DeRamus passed out a summary of the results of the Emergency Notification System Test Survey and the Statewide Tornado Drill Survey. The Summaries did not include specific information; however, the specific information, which was captured in the Surveys, will be forwarded to College IT.
     - Tornado Drill: During the Drill, OEMP tested the telephone intercom system. College IT has grouped all the campuses into two groups. When the alert went to the Alexandria group, it appeared to be correct, but when the alert went to Loudoun and Manassas group, it was incorrect. According to IT, the problem has been fixed. OEMP has been working with IT by advising them of the results of the tests. Dr. Sachs said they know what caused the problem and are looking for an alternate system/product that will work better.

4. Emergency Warden Program Overview
   - Ms. DeRamus wants to create awareness of the Warden Program. She expressed that provosts need to encourage faculty and staff to volunteer as wardens. OEMP trains wardens; however provosts have the responsibility of appointing them. Wardens help streamline evacuations and shelter-in-place incidents. Each are given designated areas of responsibility. The training lets them know what the expectations are/what to do in the event of an emergency to assist. Wardens are given backpacks containing emergency supplies. They are kept in shared location for the back-up wardens if they need it. These items help assist in demonstrating an authoritative figure during an evacuation/emergency.
   - VP Bansal inquired into the current number of wardens and Ms. DeRamus said not enough, encouraging more, possibly 20-40 each campus. Evenings are much more of a challenge because with mostly adjunct faculty there are not enough wardens.
   - It is extremely important that everyone take or attend the All Hazards Training (training is for all staff and faculty). Currently, Dr. Ramsammy makes it mandatory to attend the training. Ms. DeRamus has two sessions set for next week in Manassas each lasting approximately one hour.
   - OEMP is preparing to issue warden radios as well as training for the radios. VP Bansal asked if trainings are done every year, and Ms. DeRamus said yes. OEMP Coordinators work with the DCOs to try to set up training in the fall and a refresher course throughout the year. Ms. DeRamus said that Manassas did not have a big turnout in fall, but with the provost’s support, she has now held six sessions in past few weeks.
   - Chief Dusseau would like to attend training along with Lieutenants. VP Bansal said that interface between wardens and police need to be done.
5. Open Forum
   - Chief Dusseau said it was recently brought to his attention that students created a Facebook page to promote a safer campus environment and survey about improving campus safety. Chief Dusseau does not know where it came from. Dr. Villagran-Glover thinks it may be from the student government. VP Bansal asked if someone could find out; someone will reach out to see who the administrator is. Ms. Kirkland asked if it was SAFER, an initiative, but Chief Dusseau was not sure. Dr. Villagran-Glover says she will try to look into it.

   - Chief Dusseau also spoke about the new LiveSafe app, and that implementation is coming soon. There are operational and roll-out groups. Operational, more police and OEMP; roll-out entails incorporating a slide in presentations at various trainings, provost meetings, and include marketing materials such as physical posters. Dr. Gabriel’s group also will be involved. This will be an ongoing initiative to try to get people signed up for the app. The app will be live the first week of April, not replacing anything, just an add-on feature. There is no plan to use this as an alert system. They are encouraging instructors to push panic dial, but also use Live Safe too. Another email may come out in next day or two from Chief Dusseau. VP Bansal asked for him to get in touch with Dana and set up time with Admin Council.

   - Ms. DeRamus says, at the direction of VP Bansal, the College is moving forward with Alexandria’s addressing issue, and may change to a Dawes Avenue address. She is meeting with the City of Alexandria, the Campus DCO, and Police. DCO will be facilitating with Provost, Dr. Gabriel’s group, and IT. Dr. Sachs says all of those changes need to be programmed manually through Alan Sinner. Ms. Kirkland asked if each building will have separate address, Brenda said yes, but the campus will have one general address. Dr. Sachs says each phone is mapped to a building so that first responders can easily locate the area (if called from college phone).

   - Ms. Kirkland asked if there are any updates on the posting of the evacuation signs, VP Bansal said no, probably at the next meeting.

6. Announcement:
   - Next meeting on April 24th will be held at the Loudoun campus in room LC102k.