College Emergency Management & Planning Committee  
October 24, 2013

Members Present: Brian Bales, VP and CAO Tony Bansal, Jessica Baxter, Donald Cole, Louis DeRamus, Chief Daniel Dusseau, William Flagler, Dr. Sam Hill, Dr. Marleen McCabe, Dr. Steve Sachs, Cathy Simpson, Rick Tittmann, and Frances Villagran-Glover

Review and approval of Minutes:
- Mr. Cole moved to approve the minutes and Chief Dusseau seconded the motion. The minutes were approved with no noted changes.

Introductions:
- Mr. Flagler introduced Mr. DeRamus to the Committee and explained his position as the College Safety Manager.
- Mr. Flagler read a letter from Chief Harris of Virginia Western Community College to Dr. Templin in reference to and appreciation of Thomas Mayhew’s and Louis DeRamus’ efforts to teach the CERT (Community Emergency Response Team) program at that college.

External Emergency Communications on Campus:
- Mr. Tittmann questioned what happens with communication to those individuals who are outside of the campus buildings when there is an emergency or evacuation. He referred to the earthquake drill and how those in the buildings were evacuated but there were still people coming into the parking lots who had no idea what was going on. Mr. Bansal asked about the possibility of using a smartphone app so everyone would know. Chief Dusseau mentioned the Live Safe app that can send out information about the ongoing emergency which would let everyone know whether they are inside or outside of a building. Mr. Flagler said we will revisit this issue after the app rolls out. A couple of members expressed concerns about relying strictly on an app to disseminate emergency information due to the fact that many individuals do not have a smart phone or may not be able to access it when necessary.
- Dr. Hill asked if we can use the emergency short wave radio stations (1630am) for this but Mr. Flagler said that is something the College uses as a last resort since they are not considered a go-to way of making announcements on campuses.

Evacuation Map Presentation:
- Rizwan Rahman and Dr. Saperstone voiced concerns to Mr. Flagler that the evacuation maps were removed from the classrooms and offices and because of that, students, faculty, and staff may not know where to go in a fire or other evacuation emergency.
- Mr. DeRamus explained that it would be a good practice to post the maps back where they were by the doors and would like this Committee’s input concerning the issue.
- Dr. Sachs said if the Committee creates a “policy”, it would need to go to the Board for approval and all future changes to that policy would have to be approved by the Board as well. However, if a new “procedure” or “standard” is created, it would not have to undergo such scrutiny and could be adopted or changed much easier.
- Mr. Bansal said he will make this issue a top priority and would like to have a meeting set up with himself, Mr. Flagler, and Mr. Chamberlin.
Drill and Exercise Report:

- Mr. Flagler said that Emergency Management is having good results with scheduling the drills on the campuses and the follow-up reports are providing good data. He also mentioned the new tool used by OEM for the earthquake drill – Survey Monkey, which helped provide useful information for IT to determine areas which need to be addressed.

- Mr. Cole said that on the return back to the buildings at the Alexandria Campus, it seemed as if the drill was incomplete because he had hoped the wardens would participate more. He asked what could be done to enhance the warden training so they can also learn to push back crowds as well as stop traffic. Mr. Flagler said at some campuses, wardens were more helpful than others. He also said that the warden training will be posted on NOVA Academy and, once the list of wardens is sent to the emergency coordinators each year, they will be asked to take the Warden Training via NOVA Academy. Also, we will still continue to have a once-a-year in-person warden training.

- Mr. DeRamus said that some campuses use their parking services employees to push back the crowds outside as well as stop traffic. He also mentioned that the Loudoun Facilities employees use bullhorns to tell people to move away from the buildings. Mr. DeRamus also suggested that we use the C-CERT members for traffic control so they could help evacuate the buildings during a drill or emergency.

- Mr. Flagler mentioned that Emergency Management is still waiting to get the FCC licenses so that the warden radios can get up and running. This will allow him and the Coordinators to talk to the wardens during drills and emergencies and give instructions.

Open Forum:

- Mr. Cole asked how to make non-operational call boxes operational again. Chief Dusseau said Facilities does a weekly inspection of the call boxes and they indicate whether the boxes have either passed or failed. If a box has failed the inspection, the Chief then forwards that information on to the campus sergeant. Chief Dusseau went on to say that after completing an internal study of the call boxes, the Police found that there were no emergency calls made. Any calls that were made were accidental or non-emergency. Chief Dusseau said if a call box is non-operational, Facilities puts a bag over the box so students know not to use it. He also said that the new app that the College is working on, Live Safe, would allow a person to contact the campus Police directly from the app. Dr. Sachs said that we cannot rely solely on the app or a cell phone to work in an emergency so Mr. Bansal said we must continue to maintain the call boxes for now.

- Mr. Bansal said that Mr. Flagler and Chief Dusseau should work to develop the best plan and a proposal for the blue lights, annunciators, and EWAS. This would include best practices as well as the most cost effective and best plan for NOVA as it pertains to alert notifications system standards. Dr. Sachs suggested doing a RFI to get information on what is currently out on the market, what is affordable, what plans are open systems and buildable.

Announcements:

- The November 21st meeting will be held at the 7630 Little River Turnpike 9th floor conference room.