College Emergency Management & Planning Committee
January 23, 2014

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

Review and approval of Minutes:
- Mr. Cole motioned to approve the minutes and Mr. Bales seconded the motion. The minutes were approved with no changes.

Updated Inclement Weather Procedure Concerns:
- Mr. Flagler discussed the problems that arose from this Committee’s October policy change including being called before the Personnel Services Committee. That Committee had various issues including wanting to know why they were not consulted first before this policy was implemented. Mr. Flagler created a go-around to their concerns which will state that the College will close at xxx p.m. but that will allow students to leave a half hour prior to the official closing time.
- The Committee agreed to use a statement that Mr. Flagler with the assistance of Ms. Baxter will prepare. For example: “Fri., Jan. 25 - NOVA classes and activities will end for students at 2 p.m. due to inclement weather. Faculty and administrative offices will close at 2:30 p.m. The College will provide updates, if needed, via NOVA Alert and the website. Please refresh your browser for the latest update.”

Panic Dialer Direction Stickers:
- Chief Dusseau addressed the issue of questions that came as the result of an All Staff/Faculty email sent from his department in December concerning Panic Dialers. He is not certain that the Police should be in charge of putting Panic Dialer stickers on the phones because they would have to inventory all of the phones on a regular basis. Dr. Sachs said there are only two kinds of phones and thought the Police could go through Purchasing to buy the stickers. The stickers would give instructions for how to use the Panic Dialers.
- Mr. Bansal asked Dr. Sachs to determine how many phones the College has so we can get the stickers printed.

COOP Process Update:
- Mr. Flagler told the Committee the status of OEM’s work to update the COOP. All of the campuses have been working well through this at this point and, OEM is now meeting with all of the VPs to go through the process as well. This part of the COOP is due April 1st.
- Ms. Kirkland asked if this process will help to get courses online for up to 30 days in the event of an emergency. Mr. Flagler said this would be determined by the campuses as well as the Executive VP. Mr. Bansal recommended that Mr. Flagler work with those individuals in order to determine what classes can be put online so this issue can be proposed for next year’s COOP update.

Open Forum:
- Ms. Kirkland said she went to the ISSC last week and they asked the following questions: When will the new evacuation signs be posted in the classrooms (Mr. Bansal will address this issue),
and, how can they obtain new posters (like the Emergency Procedure Posters) with 911, the Police Dispatch phone number, and the website for concerning behavior? Mr. Flagler said the first two numbers are already provided on the Emergency Procedures Posters and Ms. Kirkland can work with Graphics and Printing Services to have something printed with her information. Mr. Bansal said this information should be provided on the NOVA app instead of a poster. Mr. Flagler said Ms. Kirkland should get in contact with Ms. Simpson to get this put on the NOVA app.

- Dr. Sachs said only 20% of users have responded to the NOVA Alert test. He is going to send out a reminder email today but is concerned that too many users will be dumped because they have not responded. IT may or may not purge the emails system as well. There are currently 80,000 email accounts and 55,000 cell phone accounts. Of those, only 17,000 have responded.
- Chief Dusseau said an expert Clery Act person will come in all day tomorrow to speak at the Clery subcommittee regarding all Clery issues.
- In regard to the Clery Act, Mr. Cole asked Chief Dusseau if he thought that the location of international NOVA students’ housing (not a NOVA dorm but an outside arrangement) would be considered another NOVA location. Chief Dusseau said he did not believe it would since it is not a NOVA-sponsored arrangement.
- Chief Dusseau explained the issue of faculty/staff wanting to get into the buildings early if the College open’s late. A possible temporary solution is to have NOVACard open the doors a half hour early and let faculty/staff know they cannot get into the buildings early. Mr. Bales and Ms. Kirkland both expressed concerns that there should be an official open/close time posted. Ms. Kirkland also asked if the above Inclement Weather Policy can indicate that faculty/staff must leave or cannot come in before or after xxx time if a building or campus is closed. Chief Dusseau will be working with Rob Johnson, Acting Director of Enterprise Services to develop a policy to address door access issues.

Announcements:
- Please submit any items for the agenda to Mr. Flagler by February 20th.
- The next meeting on February 27th will be held at 7630 Little River Turnpike, Suite 900 Conference Room.