Members Present: Brian Bales, Jessica Baxter, Kathleen Deal, Louis DeRamus, Chief Daniel Dusseau, William Flagler, Dr. Sam Hill, Dr. Marleen McCabe (by telephone), Cathy Simpson, Rick Tittmann, and Frances Villagran-Glover

1. Review and approval of Minutes (deferred until March)

2. Updated Inclement Weather Procedure Concerns:
   • Mr. Flagler said he would like to provide recommendations based on lessons learned from this winter later this semester. He explained how the inclement weather process has changed since he first came to NOVA and how we now make a decision to close by 5 AM or, if the decision can be made the evening before, as soon as possible.
   • Mr. Tittmann said that he thought that the notifications this season have gone well and people he has spoken to seem to understand or expect that they will get an announcement by 5 AM. He has not heard any complaints about the current inclement weather procedures. Mr. Cole said he thinks we are doing a great job with closing and/or delay announcements. Dr. Hill said he appreciates that we put out a clarifying message that the College would be open on 2/26 when we just had a dusting of snow.

3. College safety video:
   • Mr. Flagler and Chief Dusseau have been working on having this video updated.
   • The video is used at multiple presentations and can be used in classrooms as well.
   • The current video had students as the target audience and the new will have faculty, staff, and students as the target audience

4. College Drills:
   • March 4th @ 9:45 - Alert Notification Systems. Television screens, computer pop-ups, and telephones will be used to signal the test. There will be a follow-up email with a link to Survey Monkey asking for details if individuals heard or saw the alert. OEMP will send the results of the survey to IT for their information and follow-up.
   • March 11th @ 9:45 - Statewide Tornado Drill. This is a mandatory drill for those on campuses or in administrative buildings. Again, there will be a follow-up email with a link to Survey Monkey asking for details if individuals heard or saw the alerts notifying them of the drill. The results from this survey will also be forwarded to IT for their information and follow-up.

5. Signal Hill Expansion:
   • Chief Dusseau wanted the Committee to know that George Mason University will be joining NOVA at the Signal Hill location. NOVA will provide a security officer for this location and Mason will reimburse us for part of that person’s
salary. College PD and OEMP are working on safety and IT related issues including who will be responsible for notifying students, faculty, and staff of a Clery-related issue.

- The College will take over space on the first floor and most of the second floor of the building. The spaces have been designated as NOVA or Mason for the most part but we will have some shared space.

6. Open Forum:
   - Mr. Flagler asked Chief Dusseau to clarify the phone sticker issue from the previous Committee meeting. Chief Dusseau said he does not know what phones are located where and does not want or have the staff to inventory them. IT has been tasked to determine how to inventory them. Chief Dusseau’s impression is that the sticker issue is to contain the directions of how to use the panic dialer. Chief Dusseau said that he believes that the issue is back with IT at the moment.
   - Dr. Hill said that he believes that the panic dialers on the phones in his new building are not working. Mr. Cole said he asked at Provost Staff if all of the faculty members knew how to dial out in the event of an emergency and the answer was that they did not believe so. He would like to standardize the process and phones so that everyone can call dispatch in an emergency.
   - Mr. DeRamus said his impression of the sticker issue back from the Committee meeting that Lt. Carlock attended was that the stickers are to give the actual physical address of the telephone so if an individual needed to call 911, he/she could tell 911 dispatch where he/she is located.
   - Dr. Hill asked the status of the emergency exit procedures. Mr. Flagler said they were approved to be hung up again and should be back soon and that facilities is the lead on this issue.
   - Dr. Hill asked if we should have a procedure to have staff and faculty show up a half hour early if there is a delayed opening. Chief Dusseau said NOVACard is now unlocking doors an hour early if there is a delayed opening or locking them an hour later if there is an early closing. He believes the policy needs to be clarified or standardized so there is not a safety or liability issue. Mr. Flagler said he would check into other local college and university policies about closings or delays and certain “codes” for employees and students.
   - Dr. Hill asked Chief Dusseau about the possibility of having plain-clothed officers on campus. Chief Dusseau said he could do that but it is often prohibited by the number of officers on duty. There are days when officers have court dates or other issues not allowing enough officers to do so on a regular basis. However, when there is a specific incident that the Police are investigating, he does pull some officers from other campuses and has them dressed in plain clothes.
Announcements:

- Please submit any items for the agenda to Will Flagler by March 13th.
- The next meeting will be held on March 20th @ 7630 Little River Tpk, Suite 900.