College Emergency Management & Planning Committee
November 15, 2012
Minutes

Members Present: Tony Bansal, Bill Chamberlin, Donald Cole, Kathleen Deal, Lt. John DeGurse (on behalf of Daniel Dusseau), William Flagler, Dr. Sam Hill, Connie Kirkland, Dr. Marleen McCabe, and Cathy Simpson.

Members Absent: Jessica Baxter, Kathleen Deal, and Dr. Steve Sachs

1. Review and Approval of Minutes: The following corrections to the minutes from the October 25th meeting were suggested:
   - Under “Winter Weather Procedures”, paragraph one: Ms. Simpson asked that her name be added after, “The Director of Emergency Management and Planning will disseminate advisories via multiple alert methods, to the Director of the Call Center…” since she needs to update the College website.
   - Paragraph two: Dr Hill stated that the sentence should read, “A new provision has been “suggested” to be added…”
   - Mr. Bansal stated that we should add, “We will review this process” to this section.
   - Dr Hill motioned to approve the minutes and Ms. Simpson seconded the motion. Mr. Bansal gave the final approval.

Recommendation:
   - Mr. Bansal suggested that the College look at having a policy for ELI in place since their students are not required to be on campus but can continue their online classes as usual as long as there are not widespread power outages.

2. Blue Light Call Boxes Report: Lt. DeGurse discussed the issue that the current call boxes on the campuses are now an aging technology. Often, someone pushes the call button and, by the time that the Police are able to get to the box, the person is no longer there. He explained that the National Park Service has even removed the boxes from the park paths. Mr. Chamberlin said that removing the boxes would be expensive so Mr. Flagler asked if we could remove just the button and leave a sign that states to call 911 or Police Dispatch.

Mr. Bansal stated that the College is looking into phone aps that could assist with calling in an emergency. Students would be responsible for the cost to purchase the ap on their phones.

Recommendation:
   - Mr. Bansal and the Committee recommended removing the call boxes and replacing them with emergency notification call numbers (911 and College Police Dispatch).

3. Weather Notifications – Media: Mr. Flagler showed the Committee the current list of radio and television stations that the Office of Emergency Management and Planning (OEMP) uses for
inclement weather notifications. He also showed the OEMP website which indicates that people in Prince William County should contact 703-330-3770 for closing information. He asked that Ms. Simpson look into this phone number to see if it is still a requirement and, if it is not, to remove it from the OEMP website.

Committee members inquired as to the possibility of adding a Spanish FM station to the OEMP list.
Recommendations:
  • Remove all of the AM radio stations from OEMP’s list of media outlets.
  • Look into adding 99.1 FM to the current list of media outlets as it is a news station.

4. **C-CERT Update:** Mr. Flagler explained what C-CERT (Campus Community Emergency Response Team) members are qualified to do which includes evacuating people from campus buildings and assisting with search and rescue. He said that he would like to have new recruits go through the process in a more condensed timeframe of one week compared to the previous class of graduates which took a few months. The condensed timeframe would allow for OEMP to graduate two teams of 15 – 20 individuals each semester instead of just one team.

Mr. Flagler said that he would address OEMP’s spring training calendar at the January Committee meeting.

5. **Hurricane Sandy Post Incident Brief:** Mr. Flagler explained that this weather event was a unique situation for the College. He said he worked with Cathy Simpson and Jessica Baxter who preemptively posted messages on the College website with emergency preparedness information as well as instructions for faculty, staff, and students to check back for status updates.

Mr. Flagler stated that he found out that the College Emergency Operations Center (EOC), located in CT 355 on the Annandale campus, has no back-up power capability so he spoke with both Dr. Hill and Mr. Chamberlin and found that there is a space at the Woodbridge campus that does have back-up power as well as analog phone lines (Support Services Building). Mr. Chamberlin stated that it is a possibility to get a back-up generator that could provide power just to CT 355, the location of the current EOC. Mr. Chamberlin will work with Mr. Flagler to determine the power needs to determine what could be done. Mr. Flagler said that, in the meantime, he would look into other alternatives for a back-up EOC and notify members of the College Incident Response Teams that they should report to Woodridge for EOC activations.

Mr. Bansal asked how the College could teach students if we had a situation like what happened in New Jersey where the infrastructure was destroyed. He asked that Mr. Chamberlin look into a back-up generator for two of the College’s campuses, but Mr. Chamberlin explained that, if the infrastructure is down, we would not be able to get the generators refueled and they only run for approximately 18 hours.
Dr. McCabe suggested that Mr. Flagler look into what Florida’s and California’s colleges’ back-up policies are for continuing education in the midst of major outages.

6. **2012 COOP Assessment Score:** This item has been postponed until the January Committee meeting.

7. **Open Forum:**
   Mr. Cole stated that a dispatch system at the Alexandria campus was down for a few days due to Hurricane Sandy and he was concerned about communications with the Police. Lt. DeGurse said that the Police do have a back-up system which can reach their Toughbooks that allows them to open up a special chat room and communicate with each other. He also stated that the Police communicated via OPS 1 which runs independently of NOVA. If the College loses power though, this system goes down as well. The Police are now on a back-up generator so Police Dispatch will not go down (although the phones will go down because they are on the College network). Mr. Coles asked Lt. DeGurse for more information on the special chat room program.

   Mr. Cole asked if it is possible to stream emergency notifications on the television screens, phones, and digital signage. Mr. Flagler and Ms. Simpson both stated that this technology is already in place at the College.

8. **Announcements:** The next Committee meeting will be on January 24th