College Emergency Management & Planning Committee  
February 28, 2013

Members Present: Tony Bansal, Jessica Baxter, Bill Chamberlin, Donald Cole (via telephone), Chief Daniel Dusseau, William Flagler, Dr. Sam Hill (via telephone), Connie Kirkland, Dr. Marleen McCabe, Dr. Steve Sachs, and Cathy Simpson.

1. Review and Approval of Minutes  
   a. Mr. Cole motioned to approve the minutes and the motion was seconded by Jessica Baxter and approved by the chair

2. Automated External Defibrillator – Policy Approval  
   a. Mr. Flagler explained that Dr. Templin would like this policy as well as other Safety policies be brought up to this Committee and then moved up to the Admin Council for final approval. This particular policy, the AED Policy, describes what the Safety Office will do with AEDs throughout the College.
   b. The goal of the Safety Office is to have one AED per floor per building.
   c. The Safety Office is working on policies to regulate the AEDs throughout the College.
   d. Mr. Cole suggested that we include the life expectancy of AEDs in the policy.
   e. Dr. Sachs suggested that 5.0 be moved since that is not a policy procedure – perhaps make it an attachment instead.
   f. The goal of the Safety Office is to have approximately 200 – 250 AEDs for the College.
   g. Chief Dusseau asked Mr. Flagler if monthly inspections are the best-case scenario or the actual standard since there are too many for his officers to inspect that often. He is concerned that if this is stated in the policy, auditors could make it a point to check to see if the inspections have been completed. The Chief said he would like to change the policy to quarterly instead of monthly. Mr. Flagler said he will check with the Safety Manager to see if there is a regulation that states how often they are to be inspected. Dr. Sachs asked if there will be something placed (perhaps a sticker) on the actual AED that shows when the device was last inspected. Ms. Simpson suggested the addition of language to the policy to reflect that there is something on the devices that reflects they have been inspected.

3. VCCS Weapons Policy Mandate – Chief Dusseau  
   a. Chief Dusseau explained that he already showed this PowerPoint presentation to the Admin Council but they asked him to bring this to the attention of this Committee.
   b. Chief Dusseau said that NOVA has had a policy of no weapons permitted on campus except by Sworn Police that may be off duty and students at NOVA. They have a specific procedure that they follow when they are on campus.
   c. VCCS have a new regulation concerning weapons that prohibits the carrying of weapons except by police where an event/class is going on. However, if the area is open, someone can carry a weapon legally if they have a permit. If anyone violates this, the weapon has to be removed immediately.
d. Chief Dusseau said that in some places this regulation uses the term “weapons” and in other places uses the term “firearms” so he would like to clean up the language and make these terms clear.

e. The regulation states that people should store the weapons in their cars.

f. Ms. Simpson asked if a concealed handgun permit includes a shotgun or rifle. The Chief said he will look into that.

g. Mr. Chamberlin said the word “contractors” needs to be added so that their tools are not considered weapons.

h. Chief Dusseau said that for the term “possessions” – nowhere in the policy does it state that individuals cannot have carry a weapon between their car and a building.

i. Add “campus grounds” to Application since it is in the Purpose Statement.

j. Mr. Flagler asked how people will be made aware of the new policies. Ms. Baxter said that the PIOs had a conference call and they want to keep advertising and promoting this policy as minimal as possible. Chief Dusseau suggested a link on the Police website to the new policy. Ms. Simpson suggested that this policy be updated in the faculty handbook (and possibly the student handbook if it is up for revisions).

4. Announcements

   a. There will be a Statewide Tornado Drill on March 12th at 9:45am. OEMP will be sending out emails about this to all faculty and staff.

   b. Fire Drills are being conducted College-wide this semester. OEMP is working with the DCOs on this.

   c. Chief Dusseau asked if we can add to the next agenda standards about glass walls/walls because Brian Foley asked that this Committee discuss this in reference to Active Shooter. He asked is there a way to close off the walls/doors that are see-through so that individuals can hide.

   d. The next meeting will be on March 28th.