College Emergency Management & Planning Committee  
September 25, 2014

Members Present: Brian Bales, VP and CAO Tony Bansal, Kathleen Deal, Chief Daniel Dusseau, William Flagler, Dr. Sam Hill (by telephone), Connie Kirkland, Dr. Marleen McCabe, Rizwan Rahman, Kathy Thompson, Dan Wells

1. Introductions and purpose of the Committee
   - Mr. Flagler welcomed the Committee and thanked them for their participation in the 2014 – 2015 year. He then introduced himself and asked the Committee members to introduce themselves.
   - Mr. Flagler discussed the purpose of the Emergency Management and Planning Committee.

   - Mr. Flagler highlighted last year’s Committee accomplishments.
   - Dr. Hill suggested that Emergency Management’s training on the various campuses should be added to the list of accomplishments (including the COOP Table Top Exercises).
   - Chief Dusseau suggested adding the removal of the student call boxes to the list as well.

3. Topics for 2014 – 2015
   - Mr. Flagler asked the Committee members for their input on topics to be covered over the course of the year.
   - Dr. Hill suggested adding more training for the campuses as well as to find a way to increase participation by faculty and staff.
   - Mr. Rahman suggested regularly scheduled safety walk-throughs on the campuses. After discussing the topic, both Mr. Flagler and Chief Dusseau suggested that this would be better handled by the College Safety and Security Advisory Committee or individual Campus Safety Committees.
   - Mr. Flagler explained to the Committee that George Mason recently switched to a new alert system because of the numerous problems with the current system. Chief Dusseau explained that Mason’s new system is much easier to use and less cumbersome than NOVA’s current system. Mr. Flagler indicated that Dr. Sachs said he would like to get the permission of this Committee prior to looking into new systems. Some problems with our current system include text messages and emails not going through or going through long after a message was sent out. Earlier in the year, VCCCS said NOVA had to purge the entire alert system because there were too many users, which we did, but the issues were not resolved. VP and CAO Bansal asked Mr. Flagler if Dr. Sachs wants the Committee’s permission to look into a new system or to buy a specific system and Mr. Flagler clarified that he would like permission to look at new systems. The Committee agreed it is best to have Dr. Sachs look into new alert systems as quickly as possible.
   - Mr. Flagler asked the Committee to send him an email with any other topics or issues they would like addressed over the year.
4. Door safety sleeve for active shooter
   - Chief Dusseau gave a brief background of why this issue has been brought to the Committee. A professor saw the door sleeve online and brought it to Dr. Templin’s attention. Dr. Templin then forwarded it to this Committee for review and discussion. The sleeve is a piece of metal that can be slid over the top of the door closer for an Active Shooter situation which will block someone from getting into the classroom. If the sleeve is used on doors, the Police cannot get into the rooms. Chief Dusseau does not believe this is a good solution for NOVA because of this. Mr. Wells also explained that the sleeve would be a fire code violation and legally, the College cannot use it. The Committee therefore recommends that this issue be dropped as it is not feasible.

5. Emergency call boxes
   - The Committee previously discussed this issue last year and determined that the boxes are not even being used for their purpose. The Administrative Council said this past Tuesday that it is time to let the boxes go. Per Admin Council, Facilities will continue to check the boxes regularly but, once they do not work, they will be removed and replaced with a sign that says something similar to: “In an emergency call police.” The Admin Council also tasked the Committee to come up with a long-term plan for the replacement of the boxes.
   - VP and CAO Bansal said that the Live Safe app can replace the boxes as it is a much better technology.
   - Mr. Rahman asked if it would be better just to remove all of the boxes now. VP and CAO Bansal said that Admin Council had the same question but said the boxes are a security blanket as students have come to know they are still there to use in case of an emergency until a new solution is created.

6. White House sexual assault initiative
   - Chief Dusseau said NOVA, like other colleges and universities, has been notified this past Friday that there is a new PR campaign about stopping sexual assault on campuses. According to the campaign, it is everyone’s responsibilities, especially men’s, to look out for women and to make sure they are safe and if they are not, to report it. The Committee has been asked who should take the lead on this campaign and VP and CAO Bansal said he thought Ms. Kirkland’s office and she agreed. Ms. Kirkland said her office (NOVA CARES) will accept the lead on this but not financially if Chief Dusseau gets her the necessary information. VP and CAO Bansal said she can talk with him about the financial issues of this initiative.

7. Inclement weather process and producers
   - Delayed until next month’s meeting

8. Sub-committee reports
   - Clery – Chief Dusseau explained the sub-committee’s purpose and representation. One issue is the Annual Security Report which has to be submitted before October 1st. He will send out an all-College email with information on how to view the report. He also explained the other major Clery issue the sub-committee is dealing with – CSA’s (Campus Security Authority). A challenge related to this issue is that the list of CSA’s changes every semester and everyone who is listed as a CSA must be trained on what is
required of them. The sub-committee is working with HR to finalize the list of who is required to be a CSA ASAP as the College is currently not in compliance.

- Safety – this report has been delayed until next month’s meeting as Mr. DeRamus is not present.

9. Announcements

- The next meeting will be on October 23rd and will be held at MEC Room 205 at noon.