Introductions: Flagler called the meeting to order at 12:00 noon and asked members to introduce themselves. He noted that all future meetings would take place in Suite 900 at the Pitney Bowes building.

Safety and Security Symposium: Will Flagler provided an update on the symposiums being planned that include Woodbridge on December 7, followed by Alexandria and Manassas, with all campuses completed by the end of December. The four-hour symposium includes sessions on:

- Dealing with difficult people
- Student Mental Health
- Emergency Management
- Police presentations

Chief Dan Dusseau commented that the turnout had been low on other past sessions.

Winter Closing Procedures-Revised: Will Flagler reiterated the winter closing procedures that begin with an overall assessment by the Office of Emergency Management and Planning with information received from Facilities & Support Services and the College Police. Mr. Flagler then makes a recommendation to the Vice President and CAO, who seeks final approval from the President. The Director of Emergency Management and Planning will disseminate advisories via multiple alert methods, to the Director of the Call Center, Auxiliary Departments and media outlets.

Mr. Flagler raised the issue that the original college closing procedure specified that “auxiliary events at the Ernst Center and/or Schlesinger Center will continue as planned” and therefore were not subject to closing. A new provision has been suggested to be to the contracts that event organizers sign that will state that events may be cancelled if the college closes and that is at the discretion of the auxiliary(Ernst, Schlesinger) sites management. The reason for this change is due to the fact that there may be no staff infrastructure to support an event when the college is closed. Vice President Bansal stated that the committee will review this process.

Suggestions and comments from Committee members included:

- Improve the messaging in general, and add more comprehensive information to the website.
- Consistent and specific language added to event contracts on the issues of liability and college support during a college closing, including having event managers notify their customers up front about college closing policies. It was suggested that the legal section assist in providing input on the language.
Mr. Flager will forward the contract issue to the Cultural Center Directors and then brief the Committee members.

**Emergency Management and Planning:** Will Flagler briefed the Committee on the following:

- **Warden Program:** This program has been standardized, including equipment, with sessions held on all campuses. There will be the addition of 125 two-way multiple channel radios, and the Emergency Management and Planning office will provide training in the use of the radios. Committee members asked about the possibility of creating command center locations on all campuses.

- **Training:** Several types of training have been done on all campuses, including earthquake training. Campus administration training took place on three of the six campuses with the remainder to be done shortly. Dr. Marleen McCabe, Associate Director for Training and Development, stated that there would be a series of mandatory trainings for all faculty and staff. A new website page entitled “The NOVA Academy” will facilitate signing up for coursework and will track coursework and training taken by all employees.

- **Exercises and Drills:** Mr. Flager stated that the earthquake drill took place on October 18 and by all accounts, went well. A tornado drill will take place in April.

- **Responses:** Woodbridge Provost, Dr. Hill, mentioned that the campus administration training went well on his campus and helped the staff recognize that the collective effort on behalf of the entire team results in a successful outcome in an emergency situation. Don Cole, Director of Campus Operations, said the earthquake drill went well at the Alexandria campus and that the sound was effective, but that the second message did not get through to some of the classrooms.

**Open Forum:**

- Dr. Hill suggested that as wardens are trained, if there are campuses doing a good job of recruiting wardens, the techniques for recruiting could be shared with other campuses as well as sharing overall lessons learned from the training experience itself.

- A need was expressed by Committee members to identify staff that remain behind to assist in an emergency situation. Dr. McCabe said she would look into putting this into position descriptions, to make it official, so there would be no questions as to whom the essential staff members would be. She suggested a further discussion on this topic.

- A suggestion was made to establish emergency level color coding system, similar to what exists in the federal government. Mr. Flager will follow up on developing a code and report back to the Committee.

- Mr. Cole suggested the need for training for medical interventions, a triage of medically trained staff on each campus to assist during medical emergencies. Mr. Flager will explore this possibility and report back to the Committee.

**Announcements:** The next meeting is being scheduled for November 15, at 12:00 noon, in the Suite 900 of the Pitney Bowes building. The meeting adjourned at 1:00 p.m.