# Safety and Security Committee Minutes

Friday November 6, 2015

**Attendees:** Gordon, Wyatt, Roger, Dean Bingham, Curtis, Phillip, Matthew, Larry, Elizabeth, Dave, Matt, Jan, Russ, Donna, and John (Special guest from the State)

Special meeting called with Dean Bingham

Matt: Announced Wyatt as the Co-Chair of the committee meeting

Dean Bingham: The purpose of this meeting is that this committee needs to understand its role within the campus.

- This committee is not idol; this committee has the authority to create policy
- We, as campus, need to be better prepared for when something does happen

Dean Bingham: There are two primary things that have to be done on this committee before anything else:

1. Update the Emergency Action Plan and Emergency Protocol Policy
2. Every person on the committee needs a task
   - Need outreach documentation
   - Need a plan that matches John's plan
   - No panic buttons or lock-down door devices until we have a plan built
   - Need sub-committees to complete tasks in order to complete larger plan

John: I would highly recommend to have one of you on the Local Emergency Preparedness Committee (LEPC) that is chaired by Paul Spengler. LEPC meets the 3rd Wednesday of every month from 3-5pm. Also recommends the free Campus Safety Magazine.

Dean Bingham: What do we want to focus on and what completion date do we want to have set for each area?

Focus:

- Lockdown
- Shelter in place
- Evacuation
- Communication
- Training

Completion Date: January 1, 2016-go to Leadership and say we are ready

Dean Bingham: Need to set up sub-committees to take each individual focus to update the policy.

**Active Shooter**

Curtis-Chair

Matt S.

Matthew

Roger

Phillip

**Shelter in Place**

Elizabeth-Chair

Dave

Wyatt

**Communication**

Barb-Chair

Larry

Jan

**Evacuation**

Donna-Chair

Russ

Elizabeth

Gordon

**Training**

John

John:  Training is important in each of these areas

- An Incident Command System (ICS) needs to be established and utilized properly
- Communication is critical, this is the biggest problem that people have when there are emergencies.
    - Always use plain text in emergency operations.