

HCC Emergency Planning Subcommittee Meeting
Friday, 05 02, 2008
Bldg 4 Rm 18

Meeting Agenda

- I. Introductions New Members and Guests
- II. Updates/Announcements
 - a. UH System (Ken Kato)
 - b. Health and Safety Committee (Chulee)
- III. Updates on HCC Emergency Action Plan (EAP)
 - a. Requested Feedback by Friday, May 2 -- Emergency Action Plan & Appendix A (Standard Operating Procedures)
 - b. Table-top Training & Exercise for Administration
? Friday, May 23 (Chulee)
- IV. Discussion on Future of Emergency Planning Ad hoc Subcommittee
 - a. Transition of EAP to Administration
 - b. Administration's Roles in Emergency Plan and Implementation
 - c. Subcommittee's Role
 - i. Past and Pending/Incomplete Projects and who worked in these areas:
 1. Communication (from approved EAP & Appendixes)
 - a. Flip Chart for simplified Emergency Instructions
 - b. Intranet Emergency Instructions - Lorri
 - c. Internet Emergency Instructions - Lorri
 - d. Phone Directory – Lorri
 - e. Department Emergency Planning – Lorri
 - f. Administration Phone Tree – Ken and Lorri
 - g. Emergency (Department) and other signage with identifying colors - Ray and Jason
 2. Emergency Response Items
 - a. Emergency Kit (Floor) – April, Chris, Frank & Kimberley
 - b. Emergency Kit (Bldg)
 - c. Emergency Kit Construction - Jeff
 - d. Command Center
 - e. Emergency Shelter
 - f. Identification of Personnel (should we identify groups by different color)
 3. Command Center Establishment
 - a. Location – Ray & Nick
 - b. Phone/Fax/Equipment
 - c. Emergency Notification
 - d. Connect Ed Training on message sending - ? Nick
 - e. In-house Call-in Center and Outgoing messages
 4. Emergency Services Planning
 - a. Building/Floor Layouts - ? Mike Jennings or Construction Academy
 - b. Campus Layout of emergency items (hydrants, etc.) - Jon
 - c. Emergency Vehicle Entrances, Designated Areas & Routes - Jon
 - d. Hazardous and Chemical Material Storage (MSDS project) – William
 - e. Childcare Evacuation - Jon
 - f. New building plans for Science and Technology Center

5. Emergency Evacuation or Lockdown
 - a. Building Floor Speakers – William
 - b. Emergency lights – William and James
 - c. Persons with Disabilities – Wayne and Lorri
 - d. Building – Chris and April
 - e. Alternatives – Bullhorn, Whistle - Emily
6. Written Appendixes for EAP
 - a. Lockdown and Shooter – Ken
 - b. Pandemic - Chulee

- ii. Do we consider our job done since EAP is near completion?
- iii. Shall our ad hoc Emergency Planning Subcommittee continue next year? Not continue next year?
- iv. Concern:
 1. Is there room for 2 groups (Admin & Subcommittee) to work on Emergency Planning?
 2. Can the groups co-exist and support one another?
 3. Does this creates more confusion or deflects from who is ultimately responsible?
 4. Can this committee become an advisory group to VCAS who is Emergency Management Coordinator since need liaison back to Administrators implementing the plan?
- v. If continue:
 1. Remain ad hoc? Concern would be if became official campus committee may have people who do not want to be on committee or who won't be committed to goals.
 2. Need to prioritize items/projects
 3. Develop Short-term & Long-term Goals & Targeted Completion Dates
 4. Who will remain?
 5. Best way to optimize meeting time and completion of projects?
 - a. Members sign up for take a project or be on a team that meets to get objective complete.
 - b. Meetings – monthly? Every other month?
 - With goals of trying to tackle projects, how might we be considerate of valued time member must spend to prepare for meetings, etc?
 - ? Same format
 - ? Integrate Meeting and Committee Work time (i.e. use first half of meeting to work on problems encountered by group with second half
 - ? Written summaries to committee would be solicited a few days before meeting to lessen time spent at meetings giving report.
 - How do we support and document our progress in all of our key areas to not make it tedious and unmanageable?

V. Old Business

- a. CPR and First Aid Classes – Lorri (TBA)

VI. Other Business (Committee members invited to bring up items of concern)

VII. Next Meeting Date?