

## University Council Minutes January 10, 2006- Cypress Room-UC

R. Zaccari called the meeting to order at 3:10 p.m.

### President's Update

- Returned from spending five days in Indianapolis at the NCAA annual convention.
  - Included Division I, II, III colleges and universities.
  - Discussed future of Division II.
  - There are 285 colleges and universities within Division II.
  - People feel that Division II is many levels below Division I and could not compete with the larger colleges and universities.
  - New initiative underway in Division II to come up with a new status to elevate the focus and a positive outcome for Division II.
  - New theme is called "Balance." The idea is to bring the A game to Division II. "A" stands for Academics and Athletics.
  - Working on a national task force with NCAA with six other presidents across the United States in Division II. Met this week to launch a new initiative of about \$2 million with ESPN/ESPNU. ESPNU is a new network under ESPN. And possibly other major networks to bring a major focus on not only football on Thursday evenings. But bringing men and women's basketball in Division II to a national focus to the media and having selected sites across the country so we have Division II basketball being on national networks.
  - In terms of the UnCo, dealing with Division II, we are very well respected as a university and the way we do our business. That has to say a lot about our Athletic Director, Herb Reinhard and the staff.

### Agenda

- Emergency Contingency Plan (Bob DeLong & Meredith Lancaster)
  - What role will UnCo play in finalizing this project?
  - After this plan has been reviewed and revised, I would like the plan to go to the academic groups (deans, chair's, COSA, Faculty Senate, Student Government) for each group to have an additional look and bring it back before UnCo for the final revision. (R. Zaccari)
  - UnCo is the conduit to get things moving. We are the first review before it goes out. (R. Zaccari)
- Passed out Memorandum with Bob DeLong's signature. Attached to the memorandum there is the UnCo Discussion Checklist and summary of the responses. (B. DeLong)
  - "What do you both see as the biggest obstacle facing Valdosta State as we go from where we are at this point to a much more defined campaign to emergency planning?" (R. Zaccari)
  - I do not think there are a lot of obstacles. Who are the stakeholders? Every one that teaches, works, studies and lives at Valdosta State University. How we collaborated with them is working with Evan Mitchell, the consultant. We set-up meetings and committees and met with all areas representatives throughout the campus. (B. DeLong)
  - How will students, faculty and staff view the decision/action of the project? Although students, faculty and staff will see very little change as the result of adopting this plan. It demonstrates VSU's concern for our campus and community well-being. Ensures that we are capable of handling any emergency that negatively impact to students, faculty and staff as well as the surrounding community. (B. DeLong)
  - How will parents view this decision? Parents that are aware of emergency planning will see the revision of this plan as a proactive measure to protect their sons or daughters from harm. Many parents may not be aware of the uncompromising stance VSU takes regarding their child's safety. In order to increase their awareness, we plan to include the final plan on the website. It will enhance relations between VSU and our community fostering cooperation on emergency planning issues. It will also demonstrate our commitment to preparation for potential disasters. (B. DeLong)
  - A suggestion that I have is perhaps we need to make reference to the bio-terrorism agreement. Perhaps the Emergency Contingency Plan should be identified and make reference to Scott Doner to activate the agreement that we entered into. (L. Gaskins) One of the things I did not realize before, when we were handed the document. The document that you have is only a part of the entire plan. The plan encompasses everything that Laverne just described. The entire binder contains each one of the separate safety entities. (J. Black) Since additional documents have been removed, maybe we should include them in this document as well without detail. (L. Gaskins)

- As I read this document, I read a few statements that we need to follow through on. I want to know how binding legally are we making a statement like this in University policy. In the introduction of the document, (page 1), there is a separate quick reference emergency procedure brochure. It will be made available to all students, faculty and staff. When we say we make it available to all students, do we give it to them at the beginning of freshman orientation; are they also expected to have the brochure? If there are updates on a policy, how do we get the updates to the students? Do all students get the updates? Do we revise the brochure and give them the latest information? Legally, how binding is something like that? (R. Zaccari) *The key issue is how do you define availability? If it is on the website and it is always updated, then we are consistent with what we are saying. But if you put it in the plan a broad disclaimer/safety hatch in the event that a situation dictates, we alter the procedure we have in place.* (L. Gaskins)
- Page 2-Definition of minor incident emergency and major emergency. The definition of minor incident-any incident, potential or actual, which will not allow seriously affect the overall function of the University. Does that rise to the level of emergency or does it rise to the level not sending anything out unless it is necessary? *If we are looking at a definition of emergency have we identified those in the right sequence? Should disaster be the lead in or the two just be reversed?* (R. Zaccari)
- When we start through mock problems item, “D”, we are in the process of shutting down the University. What are we going to do here? Make sure we are doing our job properly. Do you have emergency generators? Would we be able to communicate if the telephone system goes down? Is it going to be the President or a designee that decides if we are in a major emergency? (R. Zaccari) Once President Zaccari is notified, he would be the one to make the decision. (B. DeLong) On page 3, (Declaration of Campus Emergency) it does outline that it is the President’s or his designee responsibility. (T. Yorkey)
- Page 5- “Table Top” refers to a mock drill. We pull the entire response team together and do a full-scale mock drill. (B. DeLong)
- The biggest challenge of the plan is *implementation*. Mock drills are not easy because they have to be evaluated. Unless we document what went wrong, during the mock drill, then we do not learn by it. I looked at this plan through the eyes of operations asking “Will it work?” Can it be implemented? The plan says we will be building an evacuation. The plan says we will have building coordinators, which are necessary. In the appendix, for building coordinators, it list departmental coordinators and there are about 160. On page 20, it says develop your plan now. I assume that each building coordinator/departmental coordinator would develop their own plan, which means there could be up to 160 different plans. I look at *simplification*. *We should have a single building coordinator. Designate someone who is responsible in that building who will implement a plan and all the plans should be the same. The building coordinators should have specific guidelines and be responsible for his team. Then if he conducts a mock drill that team could be trained. Someone will have to step up to the plate and say I am the building coordinator and this is my team.* (B. Bell)
- “I remember looking at West Hall and I am on there and Dr. Levy is as well. If I am in a command area and I am working with the Vice President’s and I am trying to make the decision to whether go to full disaster or emergency. I cannot be coordinating West Hall. I will be relying on Dr. Levy and the other Vice President’s to be in some of the decision making areas. I cannot imagine that we would have 160 different plans. If you are dealing with an instructional facility and there are classrooms, there should be a standard procedure.” (R. Zaccari)
- If you have what I consider a “safety committee” I feel that you need more than one person (i.e. on vacation or sick), you do not have a representative. This has been the most difficult part of pulling this together. This is required by law. To have this document in place we went ahead and tried to pull this together. It has to be reviewed annually. Every January it has been scheduled for review and revised. If there are any revisions. It is mandatory by law that the review takes place. (B. DeLong)
- An evacuation plan is what that means. The building coordinators will be responsible for pulling their evacuation plan together. (B. DeLong)
- *Each building coordinator should have a template?* (J. Black) Yes, building coordinators should be using the same rules. It could be a single building coordinator but that person has to have a team. (B. DeLong) That is another reason why we went with departmental. The Environmental & Occupational Safety office is housed in Ashley Hall, but we have no idea how many people showed up for work in the history department. (M. Lancaster)

- Why would you not have one building coordinator with one building evacuation plan and an area monitor? The one person would be the go to person. Do all the buildings not have a set evacuation plan? (T. Martin) I do not believe so. I do not believe that any department has an evacuation plan. (B. DeLong) Is that what we really need? Who is going to patrol that public area outside the offices? (T. Martin) Have I seen signs somewhere? (L. Gaskins) We are in the process of getting quotes to have evacuation signs on all of our buildings. It is not in all of our buildings and evacuation route. It is not a policy. Having a route does not answer the question who is going to be responsible for getting the person out of the building. (B. DeLong) It is frightening that if someone were trapped in an office and the person could not find a map on the wall saying this is out to get out of the building. (J. Black) All your responsibility is to do in an emergency is to get out. Verify that your staff has gotten out. When the emergency team shows up, it is their responsibility to go in and retrieve other people. (B. DeLong) **In consistent with that concern, I think the priority needs to be getting evacuation signs everywhere.** (L. Gaskins)
- The discussion today is we do not have one point person to pull everything together? (H. Coppage) One of the things we talk about in the document we passed out today is the training of the response team and the estimated cost. All cabinet members and first response teams will receive a copy of the entire notebook. Anyone who responds immediately (Scott Doner, police, Bob DeLong and Meredith Lancaster) are the first responders. No emergency will be the same. The response will never be the same. You will respond to the situation that is before you. (B. DeLong)
- If I were a faculty member, would I be assigned a certain space or is it geographic? (T. Martin) Supervisors are responsible for their staff. I would like to see a safety committee formed. Within that committee, are the coordinators of the building that way we can train and we can have mock drills. The drills have to be critiqued cost would be around \$5,000. (B. DeLong)
- The organizational chart is good. It never has to be changed. **Rather than put names, we should put positions.** (B. Bell)
- One of the responsibilities is to establish a procedure to account for all persons during an emergency? (D. Bogart) What that means during a live emergency we will set-up a Command Center. Depending on the emergency the campus maybe closed. There would be no access except to only authorized personnel. (B. DeLong)
- Now that we are going to our first external contract, (Sodexo), how will the responsibility of the external company have a role in the plan? Do they automatically come under this plan? Do we have anything in here that states they are responsible? Scott Sikes and his team are in a building owned by the VSU Foundation. I want to make sure that the scope applies to all personnel, buildings, grounds owned/operated by VSU and the leased properties. (R. Zaccari) It would come under the umbrella of operations. (J. Black)
- **Is there a designated second in command or alternate? Would they know who they are?** For the crisis response team, we all carry a card with names and phone numbers so if I need to get in-touch with anyone, I have their contact information. (R. Mast) I am not certain that is in place at this time. However Scott, Ann and myself have phone numbers. If something were to happen, I know how to contact everyone. (B. DeLong) **Should that be in the plan? Who the designated person is? If Dr. Zaccari is out, and Dr. Levy needs to step in, Dr. Levy needs a list of the alternates or designee.** (R. Mast) There is much more of a team approach where we get the appropriate thinking and make a better judgment of the situation. (L. Levy)
- If a major disaster were to hit VSU, how are going to communicate, where would we go, what would we do to activate the back-up system? (R. Zaccari) We have met with Hasty Communication and Motorola. The county has just spent \$6.4 million for a communication system. Problem that VSU faces is the aging radio communication tower complex in Remerton. Technology is 25 years old and it is completely analogue. **The main question should be are we going to go to a standard that would allow our police and anyone else to immediately talk to those responsible for safety?** (J. Black) Faculty, staff and students are going to look for leadership from the Emergency Contingency Plan. There are a number of ways in case of an emergency we will be able to communicate. 1. cell phones, 2. 18 mobile command centers behind the University Police Department-all the radios are in communication with Valdosta City 3. Shawn Gibbons, Jim Black and Rob Kellner have been working with GTE. GTE has a mobile unit that can be pulled up to Nevins Hall and plugged in. Once plugged in, your phone is activated. 4. Handheld radios as long as the antenna's are still working. 5. Collect all cell phones and radios and distribute them to the necessary people. (B. DeLong)
- **Other Questions**
  - Evacuation is the obvious thing to do. But I would suggest we have an alternate plan of shelters. **How do we keep campus open when we are closed for the people that cannot evacuate?** (K. Keppler) Dining services is in the process of working on a plan to feed the students that cannot leave. (B. DeLong) Kae has also been working with Sodexo on this plan. (M. Lancaster)

- It appears to be overlap between University Police and Environmental Safety's responsibilities. (L. Gaskins)
- The map on the back, the triangle with a circle around it, showing where the emergency phones are, could they be another color to stand out from the building numbers? (T. Martin) That can be addressed. (B. DeLong)
- IT does have a disaster recovery planning and we are in the process of updating it. (J. Newton)
- Definition is something we need to look at. Day-to-day incidents are going to happen and there are standard policies that are in place. The term "incident" may need to be changed. (L. Levy)
- Develop a list of emergency shelters (W. Huang) The recommendation is the Bio/Chem building. (B. DeLong)
- Valdosta City Utilities and Valdosta City Police handle gas leaks (city). If VSU had a gas leak, VSU Police would corner off the area and would not allow access to the area. Then Bob Bell is notified and he makes the proper phone calls. (B. DeLong)
- During the weekend, have someone on-call. (W. Huang) University Police has an on-call list and in an emergency, they would make that call. (B. DeLong)
- Would the temporary shelters have the appropriate signage designated on the building? (D. Bogart) We are requesting a sign like that. (B. DeLong)
- Page 15-(list of different types of emergency's) Are we relying on responding departments the individual department's policy. (T. Yorkey) It would be up to the individual policy. (B. DeLong)
- It is going to take a mock drill and pulling all of this together. It will not happen over night. We will continuously critique the plan, review it and make sure we doing what we should.
- If we move to voice over IP then a message could travel over the network telling of an emergency. (B. Black)
- Page 2 (definitions under assumptions & guidelines) the difference between major emergency and disaster. Any advice for supervisors to give staff and students how they should/should not use their cell phones? (M. Krotseng) The only time you would not want to use a cell phone is during a bomb threat. (B. DeLong)
- "Louis were you saying not to use the word incident?" (J. Black) "Scott would need to be the one addressed about that. We need to draw a tight circle around the difference between disaster and emergency. (L. Levy) Have counter examples for these definitions. Then have examples that do not fall under disaster or emergency.
- When does something rise to the definition of emergency? When do you activate? When do you hold-off calling for an emergency? This document needs to answer "If something happens, can we clearly document that a question of litigation would come our way. This document put measures in place that a logical sequence of events and we tried to project what might happen and we covered those to the best of our possibility. What I do not want is something to happen and we do not have a general policy within these guidelines that would allow us to say this is what we have attempted to do, here is what we are trained to do, and we would be able to show every piece of equipment would be working. That is the first phase of this great working document." (R. Zaccari)
- Page 10, Faculty is going to be concerned with the "No" often times what they run into. It seems that we need an "Incident Contingency Plan" these are the incidents that are not emergency and here are where the procedures are to deal with those. (R. Allen) The quick reference guide will cover medical emergency. It will be widely distributed over the University. (M. Lancaster)
- If we had a true emergency on campus, we are going to have every outside source helping us. (B. DeLong)
- In many emergencies people are injured because right after a situation there in no clear definition of the situation. Do we have a plan where students can go to the radio station and find out what happened? (M. Meachum) We do not have a system like a siren. Mr. Sikes and Mr. Harmon do a great job of keeping the campus and community informed. Charles and I are in constant communication. (B. DeLong)
- Page 2. The hierarchy of minor incident/major. Would read better if you put life threatening in the major. (L. Gaskins)
- Create an official spokesperson. (W. Huang) It goes directly from the President to Charles Harmon. Police cars have megaphones in them. That is probably the best way to communicate with the students or member of the VSU community on site. "At times, I am limited in what I can say, but the point is to be accessible and available to the media and others and state the facts as we know them." (C. Harmon)
- "The VSU Foundation Real Estate Limited Liability Company # 1, bought not only liability coverage of \$1 million for each of the four dormitories. Also a \$10 million policy each one of the Halls and a terrorism policy. You need a public/private partnership and have to be insured separately." (S. Sikes)
- Page 4 (Post Incident Critique) Would it be helpful to add resulting recommendations (wider distribution?) (M. Krotseng)
- Next Phase-Would like for a follow up sessions: Come up with a revised document, get back to UnCo for distribution and discussion. Then extend the information to the University. This is a campus issue.

Meeting adjourned 5:00 p.m.

Next meeting January 24th, 2006, 3:00 p.m-5:00 p.m. in the Magnolia Room # 2 (UC)

(Suggestions or ideas are highlighted in purple)

**Attended:**

Dr. Ronald Zaccari  
Ralph Allen  
Bob Bell  
Jim Black  
Denise Bogart  
Honey Coppage  
Laverne Gaskins  
Charles Harmon  
Wilson Huang  
Kurt Keppler  
Marsha Krotseng  
Louis Levy  
Traycee Martin  
Russ Mast  
Mike Meacham  
Joe Newton  
Walter Peacock  
Scott Sikes  
Tim Yorkey

**Not Attending:**

Brad Bergstrom  
Keith Flemming  
Herb Reinhard  
Maggie Viverette  
Christy Coons Yates

**Guests:**

Bob DeLong (Environmental & Occupational Safety)  
Rob Kellner (Auxiliary Services)  
Meredith Lancaster (Environmental & Occupational Safety)  
Sementa Matthews (University Relations)  
Bill Moore (Information Security)

**Recorder:** Kate Gurley