

# Emergency Management and Safety Committee

## Meeting Minutes

February 11, 2021 – 1:00 p.m. – 2:00 p.m. via Zoom

Present: Ashley Edwards; JoAnn Gilpin; Tom Garrison; Logan Fowler; Lorelee Ohrtman; Jess Waddington; Celeste McCormick; Rocky Owens; Chelsea Cronin; (absent: Debbie Kolstad; Dakota Hall)

Next meeting: April 2021 - TBD by Doodle Poll

### 1. Discussion

- Emergency Operation Procedures (EOP) updates/revisions
- Emergency Procedures flyer reviewed
- Evacuation procedures/Building Safety Coordinator role & responsibility

### 2. Action Items

- Logan will make updates as discussed on the Emergency Procedures Flyer
- Ashley will seek approval to post Emergency Procedures Flyer
- Celeste will gather information about the PA system
- Tom will provide the hazardous material document his area is working on for inclusion/reference where needed in the EOP.
- Ashley will continue making updates to the EOP and send out to Committee for review

### 3. Looking Ahead to April

- Completed EOP for final review/approval
- Continue discussion on training and education for campus community