

Emergency Management and Safety Committee

Meeting Minutes

December 10, 2020 – 2:00 p.m. – 3:00 p.m. via Zoom

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

Next meeting: February 2021 - TBD by Doodle Poll

1. Discussion

Logan discussed the ReGroup system. Employee and student contacts are populated by info from Colleague. The list is updated each night. If someone has trouble with not receiving a message it is typically because they have not updated their contact info in Colleague. All employees and students are automatically enrolled. Opt-out is considered on a case by case basis. Communications and Marketing manages the system while a few others have access (security, res. Life). Sub-groups can be set up. Community members can be added to the system manually.

Emergency Response Plan – updating our plan should be done for compliance and consistency with other agencies (county, state, federal). The sections will be divvied up. From the meeting I gathered the following:

- Celeste – Appendix B, Section G Cyber Attack
- Logan – Section 2E LCSC Emergency Notifications
Section 5 Public Information Guidelines
Appendix E: Public Information Guidelines
Appendix H: LCSC WarriorAlert Procedures
- Chelsea - Appendix B, Section I Bloodborne Pathogens
Appendix B, Section F Medical Emergencies
- Lorelee - Appendix B, Section K Hazardous Materials
- Jess - Section 6 Recovery Operations Guidelines
Appendix F LCSC Recovery Operations Guidelines (the COOP is on the Emergency Management shared drive.)
- Rocky - Appendix B, Section L Natural Disasters/Hazards
- Tom - Appendix B, Section J Gas Leaks
Appendix B, Section M Elevator Entrapment
- Debbie - Pick a couple!

2. Action Items

- If there are any other sections you'd like to take on, please let me know by next Friday, December 18th.
- Sections that have not been assigned by then will be divided between Joann and myself.
- Have updates ready to discuss during our February meeting.
- Send Doodle Poll to determine future meeting day/time for February 2021 meeting.