

Emergency Management and Safety Committee

Meeting Minutes

October 20, 2020 – 11:00-12:00 via Zoom

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

Next meeting: December 2020 - TBD by Doodle Poll

1. Announcements

Committee created by President Pemberton to (1) coordinate overall campus emergency preparation, response, and recovery in the event of an emergency situation; (2) promote campus community health and safety, mitigate occupational and environmental hazards; and (3) establish a communication forum through which safety issues can be discussed and addressed.

Today's meeting was the first for the EMSC. An audio recording of the meeting is available upon request.

2. Discussion

Members were asked to review the Lewis-Clark State College Vulnerability Assessment Report (the Report) prior to the meeting and come with a list of what they saw as priorities to discuss/address based on the Report findings. Overall, the lack of emergency preparedness/planning/training was a concern for the group:

- Building Safety Coordinators (BSC's) were discussed, specifically, the lack of knowledge of who BSC's are, what responsibilities they have, and who is designated as a back-up (and if the back-up knows whether they are "on-call" or not.)
- Active shooter training was discussed and the importance of having active shooter training for faculty, staff, and students. Concerns include a lack of understanding of protocols and lockdown procedures. Members were concerned that it has been several years since they can remember participating in active shooter training. Chelsea made a motion to suggest Active Shooter training be a requirement for faculty and staff; 2nd by Tom.
- The ReGroup system was talked about, however, the members are not clear about the capabilities of the system are (i.e. can we set up a "phone tree" in ReGroup instead of sending around a paper copy, opting out, etc.), and is the BAT phone a related component of ReGroup or a separate system.

Certain components of the Report, such as concerns about how certain doors open and/or lock, may require additional conversations because there are certain standards that dictate how some doors open, lock, access points, etc (Building codes, Fire codes, ADA requirements). Per Tom, campus buildings undergo an annual building inspection for fire/life safety and Physical

Plant is continuously making improvements to campus buildings based on requirements and tenant behavior.

Most importantly, we need to have a plan and make sure people are trained on the plan.

Fire Drills in the residence halls – 2 drills are conducted annually, one in the daytime and one at nighttime. Historically, the drills have been unannounced. Debbie would like to conduct fire drills that are announced. JoAnn will confirm whether there is a requirement the fire drills are unannounced per the Clery Act. Fisher systems recently conducted a test of the fire horns on/in residence halls; those that are not functioning properly will be replaced over the holiday break.

The College was awarded a grant from the Idaho Department of Administration – Division of Public Works for a project to improve access point control and campus security with the installation of cameras on campus.

Campus Security was awarded three Chevrolet Impala's from the Idaho Department of Transportation for campus security. One is ready for patrol.

3. Action Items

- Emergency Operations Plan review and update; will be a group effort – Ashley will send our current “Emergency Response Plan” to the group for review and discussion at our December 2020 meeting.
- Building Safety Coordinators: (1) identify; (2) train; (3) update evacuation plans for each building; (4) distribute information to building occupants. The President has authorized her Work Scholar to assist with updating the BSC list and obtaining updated building evacuation plans – Ashley will work with JoAnn and Adam (President's Work Scholar) to start work on this item.
- Active Shooter training: suggest to the President that Active Shooter training be included as a required course in the annual “Training Day” for faculty and staff. SafeColleges offers 2 different courses: (1) Active Shooter: Run, Hide, Fight (15 minutes) or (2) Active Shooter (48 minutes) – Ashley will make recommendation/suggestion to President Pemberton during standing 1x1 meeting.
 - Active Shooter training for students will be further discussed at a later meeting. There are 2 options within SafeColleges (1) Active Shooter Preparedness for Students (36 minutes) and (2) Active Shooter: Run, Hide, Fight for Students (14 minutes).
- ReGroup: Ask Logan if he will provide an overview of ReGroup to the EMSC. What are the capabilities of the system? How exactly does it work? Opt in/out? (one question that came up: Can you print a “phone tree” from ReGroup rather than departments circulating a paper copy?” – Ashley
- Send Doodle Poll to determine future meeting day/time for December 2020 meeting.