## **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; Loralee 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

• Loralee - 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!

Emergency Management and Safety Committee Meeting Minutes, October 20, 2020

## 2. Action Items

- If there are any other sections you'd like to take on, please let me know by next Friday, December 18<sup>th</sup>.
- 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.