

Standing Committee Annual Report

Name of Committee or Council:

Emergency Management Committee

Chair:

Lynn Fisher

Meeting Dates in Current Year:

11/8/2022 and 03/27/2023

Major Actions or Accomplishments:

- Emergency Management went through the audit process this year. Report and recommendations were shared with the EM Committee.
- The Mental Health Response and Recovery Plan, the Physical Plant Annex, and the University Art Collection & Archives & New Gallery Annex were created this year and approved by the EM Committee and SLT
- The siren system was upgraded from radio communication to IP connection
- Work continues on the digital Emergency Action Plan platform.
- Responses from March 3, 2023 Storm and March 29, 2023 Helicopter Rollover were discussed and recommendations made to EM from the Committee.

AGENDA

APSU Emergency Management Committee

Shasteen Conference Room | March 27, 2023 | 1:00-2:00pm | *Meeting called by* Fisher

Committee Members

Lynn Fisher, Director of Emergency Management, Chair | Stewart Black, Student Government Representative | Tom Hutchins, Executive Director of Physical Plant | Andy Kean, Director of University Center | Dr. Kristine Nakutis, Executive Director of Fort Campbell Center | Joe Mills, Assistant VP for Student Affairs and Director of Housing | Bill Persinger, Executive Director of PR & Marketing | Sergeant Claudia Silva, APSU Police Department | Stephanie Taylor, Director of Information Technology Security | J.J. White, Staff Senate | Heather Phillips, Faculty Senate

Time	Item	Owner
1:00	Welcome and introductions	Fisher
1:05	Old business and approval of last meeting's minutes	
1:06	Emergency Siren issues and updates	Fisher Kasitz
1:15	Updated Emergency Action Plan approval	Fisher
1:20	Emergency Management Plan review and additions <ul style="list-style-type: none">Emergency Operations PlanCrisis Communications PlanMental Health Response and Recovery PlanPhysical Plant AnnexSpecial Collections, Archives, and Art Collection Annex	Fisher
1:25	March 3 Storm response Lessons Learned <ul style="list-style-type: none">After 90 minutes the batteries in the emergency lighting die, leaving buildings fully dark. This is a first-time issue for AP. Tom Hutchins and Joe Mills have identified locations in both Castle Heights and Eriksson residence halls for extra outlets that will run on generator power. This issue is in mitigation.Life safety is the most important thing. If there are concerns for life safety, communicate them clearly and directly.Recognize that when "remote operations" are issued during a work day, there will be consequences for APSU employees and perhaps local public safety officials. Reach out to public stakeholders if necessary before announcing remote operations.	Fisher

Time	Item	Owner
	<ul style="list-style-type: none"> During an incident of a size that warrants multiple notifications (RAVE, GovSays, or general email) ensure that the Crisis Communication Team and plan are enacted. Daily notifications of updates and progress would have been helpful to the campus at large. Communicate the scope and scale of the incident and use the opportunity to educate, support, or direct decisions made by individual APSU community members. Enact the Emergency Operations Center team when an incident becomes unwieldy for one or two people to “handle”. The EOC should become the center for information and support decision making by SLT. 	
1:45	Education and outreach update 8/2022 – 3/2023 (Academic year 22-23) <ul style="list-style-type: none"> COOP: 28 workshops, 84 people Site Visit: 2, 3 people AHA CPR/First Aid: 2 workshops, 5 people Table Top & Exercise: 3 TTX, 1 Exercise (Ground Crew), 20 people PEAYpared: 30 workshops, 806 people Crisis Communications Team	Fisher
1:50	Announcements <ul style="list-style-type: none"> 	
2:00	Adjournment	

Next meeting either Summer 2023 or Fall semester 2023

AGENDA

APSU Emergency Management Committee

Shasteen Conference Room | March 27, 2023 | 1:00-2:00pm | *Meeting called by* Fisher

Committee Members

Lynn Fisher	Claudia Silva
Tom Hutchins	Stephanie Taylor
Andy Kean	J.J. White
Joe Mills	Heather Phillips
Bill Persinger	Guests: Kasitz, LaRacheal Lacy (intern)

Time	Item	Owner
1:00	Welcome and introductions	Fisher
1:05	Old business and approval of last meeting's minutes	
1:06	Emergency Siren issues and updates	Fisher
	<ul style="list-style-type: none">• Within next two weeks we will have IP cable to all sirens, hopefully this fixes the issue.• Over \$9,000 fix. Cost will be offset by Alertus in next year's bill• VPN access is the only way to get into the Alertus system if off campus.• Committee recommended more education about sirens and how to sign up for alerts and app.	Kasitz
1:15	Updated Emergency Action Plan approval	Fisher
1:20	Emergency Management Plan review and additions	Fisher
	<ul style="list-style-type: none">• Emergency Operations Plan• Crisis Communications Plan• Mental Health Response and Recovery Plan• Physical Plant Annex• Special Collections, Archives, and Art Collection Annex	
	The committee recommended a trigger point for Emergency Manager to open EOC or begin plans.	
1:25	March 3 Storm response	Fisher
	Lessons Learned	
	<ul style="list-style-type: none">• After 90 minutes the batteries in the emergency lighting die, leaving buildings fully dark. This is a first-time issue for AP. Tom Hutchins and Joe Mills have	

Time	Item	Owner
	<p>identified locations in both Castle Heights and Eriksson residence halls for extra outlets that will run on generator power. This issue is in mitigation.</p> <ul style="list-style-type: none"> • Life safety is the most important thing. If there are concerns for life safety, communicate them clearly and directly. • Recognize that when “remote operations” are issued during a work day, there will be consequences for APSU employees and perhaps local public safety officials. Reach out to public stakeholders if necessary before announcing remote operations. • During an incident of a size that warrants multiple notifications (RAVE, GovSays, or general email) ensure that the Crisis Communication Team and plan are enacted. • Daily notifications of updates and progress would have been helpful to the campus at large. Communicate the scope and scale of the incident and use the opportunity to educate, support, or direct decisions made by individual APSU community members. • Enact the Emergency Operations Center team when an incident becomes unwieldy for one or two people to “handle”. The EOC should become the center for information and support decision-making by SLT. <p>Committee had a general discussion about the response. Suggested telling departments to enact the COOP plans. Discussion about food service. Opportunity for more education on how/why University makes/made decisions about the weather. Clarify that Maria Cronley is the person to cancel classes for any incident – but also the weather. Committee liked the email that went out ahead of last week’s storm educating on Weather Aware.</p>	
1:55	Committee approved the March 2023 update of EAP	
2:05	Adjournment	

Next meeting **Summer 2023**

AGENDA

APSU Emergency Management Committee

Shasteen Conference Room | November 8, 2022 | 1:00-2:00pm | *Meeting called by* Fisher

Committee Members

Lynn Fisher, Director of Emergency Management, Chair | Stewart Black, Student Government Representative | Dr. Daniel Fredrick, Faculty Senate Representative | Tom Hutchins, Executive Director of Physical Plant | Andy Kean, Director of University Center | Dr. Kristine Nakutis, Executive Director of Fort Campbell Center | Joe Mills, Assistant VP for Student Affairs and Director of Housing | Bill Persinger, Executive Director of PR & Marketing | Sergeant Claudia Silva, APSU Police Department | Stephanie Taylor, Director of Information Technology Security | J.J. White, Staff Senate Representative

Time	Item	Owner
1:00	Welcome and introductions	Fisher
1:05	Old business and approval of last meeting's minutes	
1:06	Building Coordinator Meeting update and discussion	Fisher
1:15	Update on meeting between Public Safety, Physical Plant and Clarksville Fire Rescue on October 4, 2022	Fisher
1:20	EM department Audit complete	Fisher
1:25	Annexes to Emergency Management Plan <ul style="list-style-type: none">Physical PlantAPSU Art Collection, Artifacts, Special Collections and the New GalleryMental Health ResponseOthers?	Fisher
1:45	Education and outreach update Jan-Nov 2022 <ul style="list-style-type: none">COOP: 11 workshops, 22 peopleSite Visit: 6, 12 peopleAHA CPR/First Aid: 7 workshops, 33 peopleTable Top & Exercise: 1 TTX (SLT), 1 Exercise (Ground Crew), 20 peoplePEAYpared: 23 workshops, 609 people	Fisher
1:50	Announcements <ul style="list-style-type: none">Alerts in your language!!!	
2:00	Adjournment	

MINUTES

APSU Emergency Management Committee

Shasteen Conference Room | November 8, 2022 | 1:00-2:00pm | Meeting called by Fisher

In Attendance

Lynn Fisher, Tom Hutchins, Stephanie Taylor, Andy Kean, Joe Mills, J.J. White, Bill Persinger, Heather Phillips

Approval of Minutes

The minutes from the June 22, 2022 meeting were approved.

CFR & APSU meeting

Clarksville Fire & Rescue met with APSU Physical Plant and Public Safety to discuss emergency responses on campus and how both entities can work together. A successful start.

EM Audit

The audit was completed. A suggestion was made to Dr. Licari to create a policy for Emergency Management. Dr. Licari said no to the idea. He prefers to have EM live in the procedures level instead of policy because incidents happen quickly and if we had to change a policy it may take up to 4 months for the next BoT meeting to approve a change in policy.

Recommendations from the audit are:

1. Management should develop and document procedures to add/delete/modify/monitor operational access to the software/applications used by the department. (This was completed 9/1/22).
2. The Emergency Management website could be enhanced to provide information in a variety of formats.
3. Management should consider having an Emergency Management social media presence.
4. Management should consider the need for a university policy regarding Emergency Management. (Dr. Licari denied the recommendation).
5. The Director of Emergency Management has been issued a grand master key that may not have been approved by the Vice President for Finance and Administration as required by policy. (This was an error that occurred during the COVID campus shutdown. The new VP for F&A has approved the issue of the grand master key).

Education and Outreach update

Committee recommends reaching out to Marcus Hayes to meet with new faculty, and Melissa Kates of Café.

Next Meeting

Spring 2023 semester meeting date not set yet.

Meeting adjourned at 2:00pm.