

**Provost Employee Communication Council
September 9, 2008, Meeting Minutes- DRAFT**

Attending: Dawn Brennan, Darlene Branch, Susan Chisholm, Zeke Crater, Bobbie Gallo, Iva Gillet, Barbara Graves, Art Grocholski, Kirsten Hilliard, Brad Holland, Jenny Kois, Jocelyn Olson, Susan Pott, Beth Reinhard, Delores Roberts, Rob Schuett, Erica Spangler, Laura Sprung, Lee Ann Tyler, John Teahan, Jean Varner, Rita Webb, Anne Zook.

OPEN SESSION

Guest speaker: Marge Sidebottom and Kirby Felts, Office of Emergency Preparedness

Office of Emergency Preparedness is in the second year of a four year plan. Some noteworthy accomplishments so far include:

- **UVa alerts notification system-** the text message system that alerts people who have signed up. There are over 15,000. The university also created a mass emergency e-mail system with 58,000 people including continuing and professional studies and the College at Wise. Last time alerts were out in 12 minutes, though response times varied based on cell carrier. There are pre-scripted messages which direct you where to go for more information. Text messages are only for imminent danger. The active shooter drill in May was well publicized.
- **Siren system coming-** An external warning public address system will be coming soon. There will be 6-7 towers which can be activated selectively. It will be tested shortly.
- **New clocks/info boards-** The Office of Emergency preparedness is ready to submit a proposal to add scrolling info boards to classrooms and labs where communication is difficult. The boards will act as clocks unless needed for emergencies.

There will be an Emergency Preparedness Forum on October 23. Deans and Department Heads will be asked to send representatives to hear an emergency preparedness update. Some departments will present their emergency plans as examples.

A “continuity of operations plan” report (COOP), which is required by the state annually, will also be out soon. Eventually, it will be required of all departments. The Office of Emergency Preparedness has created a color coded template to aid departments in completing their COOP. The focus needs to be on what happens when the work force is limited, what to do if systems and resources are limited, and what to do if space is compromised. It should deal with short and long term issues and recovery of information.

Gerald Drumheller, Fire Safety Officer and representatives from Facilities Management and the Architect's Office have been asked to gradually assess space to determine the safest areas in an emergency. Generally these are away from windows, and in stairways and basements.

HOOS Ready is an organization that was started from a challenge issued to 1st year students in fall of 2007, This year they were granted special status, to help educate people about what to do in an emergency. It is a student-run program with about 2000 members. Anyone can join online and get a free t-shirt, a wallet information card, and a tip of the month on the 11th of each month. They created binders for all incoming 1st years with emergency procedures. There is a colored emergency poster posted around Grounds and additional copies can be printed off the website.

Ms. Sidebottom's office is currently looking for an adjunct workforce to help in case of a real emergency, which mirrors a state program. She recently sent out an e-mail soliciting help and has had good response from a diverse group. Please contact her if you are interested in participating,

We should all think about low tech/no tech back-ups in the event of an emergency. They may look at identifying certain phones which can be used to alert people if needed.

Someone from her office is always happy to talk at staff meetings if there is interest.

Careen Waterman, from the CVC

John Teahan is in charge of the Provost area this year. The kick-off is Oct 13th with 1300 charities participating. This is a low budget year, so there are no flashy representatives or giveaways, but he does have some posters. All the money donated will go to the designated charity. They offer online giving, a 60 second video, and payroll deductions either one time or throughout the year.

CLOSED SESSION

There are about 1000 A&P faculty who will be given the choice to stay as A&P faculty or change to university staff. 20% will stay faculty based on their position. The other 700 can choose based on the new restructuring guidelines. We must be sure to have fair representation on Council as there are increases in university staff.