

Provost Employee Communication Council Meeting Minutes Draft
May 10, 2011

Members present: Tony Townsend, Jennifer Mauller, Barbara Graves, Pam Hoover, Linda Vaughan, Zeke Crater, Leigh Rockey, Erinn Wilmott, Raj Seneviratne, Jessica Wenger, Peggy Ehrenberg, Laura Mellusi, Bill Corey, Debbie Mincarelli, Deanna Palumbo, Kirsten Hilliard, Erica Wheat, and Susan Pott.

Guest speakers: Marge Sidebottom and Kirby Felts from the Office of Emergency Preparedness.

Discussion included answering questions from constituents and two main topics; Threat Assessment team and Learning module.

Individual Preparation to take action to protect yourself, www.virginia.edu/emergencypreparedness

Questions/Answers:

- Tornadoes/Are there "Safe Rooms"? Actually we don't have this type of situation and Environmental Health and Safety are the folks who would work with this type of situation. Contact person is Gerald Drumheller. Some information regarding tornadoes: folks need to be low as in a basement or in a stairway as those areas are the stronger structures. Marge Sidebottom will be meeting with Gerald to go back and look further look at possible spaces; especially in dorms, helping to build into the plan, a 'shelter in place drill'. Finding shelter in places can be very challenging as it depends on several things such as the high wind- which would mean finding a low interior space. Should it be a chemical emergency, perhaps one should go high. Should it be an active shooter as in the VT incident then it would include a very different type of space. Each type of drill would have its own response. Speak with colleagues and decide on the spaces that are available for each instance. Marge suggested taking a topic per month and discussing a plan of action within the department. For example, one month discuss hurricanes, another month; tornadoes, another month; active shooter, etc. Use the Emergency Procedure Poster for discussion each month. (attached to the minutes)
- Is there a registry for evacuation at this point? No, but there probably should be...things are changing around Grounds- constantly. It would be good to have a centralized repository, something to do within your department.
- Could it be mandatory with a recorded plan with a specific "go to" person to go to? Facilities and Environmental Health and Safety have things in place- the word in question is "mandatory".
- Ask questions within your department to see who your facility coordinator/safety officer is? There should be a facilities building coordinator in each building appointed by Facilities Management. The Facilities Coordinators get together quarterly and there is a called meeting twice a year. Contact person: Mark Webb, Work Management Associate Director.
- Prepared Plans (Emergency Procedures) in a displayed bag, how to get the word out? It was suggested that it could start with faculty going over the safety plans/emergency procedures in the first class of each term. Anything that we can do to assist with that from the Provost office or the Faculty Senate would not take a lot of time to do.
- We have a UVA Emergency Procedure placed at the front receptionist desk? How do you go about getting a procedure in place? Angela Tabler, a resource officer from the UVA Police department, upon request, will go to the departments/schools and point out the safe spaces. She would be a great resource to help identify safe plans within your department.

- Weather Warnings? The weather messaging is very short as there are so many characters per space, making it difficult to be very specific. Messages will be short and succinct. There are specific pre-scripted messages in place such as; power lines down, Tornado, gunman on grounds, etc. The intent is to give information and instructions on what to do. See UVA alert (black box with info) on the UVA homepage @ www.virginia.edu for additional information. Tornado Warnings are only sent when the weather center sends out warnings to our area. Should the home page be down due to weather there is a back up page to go to for information @ <http://emergency.virginia.edu/>. Tornado alerts go straight to UVA police department and they act on sending the information out as it requires fast action. Communication is 24/7 and goes out in a timely manner. All information must be verified before it is sent out.
- What are the differences between UVA Alerts and emails from the Office of Emergency Preparedness? The messages are all the same. UVA Alerts are distributed first, next the Siren System sends out a message, warning one to seek information on UVA's webpage. Encourage co-workers to sign up for the UVA Alert system to receive messages. Also LCD/LD screens are in the process of being displayed around grounds to display alerts/warnings. The Hospital has additional warning systems in place to better warn faculty, staff, patients, visitors, etc.
- Threat Assessment Team, chaired by Marge Sidebottom, meets weekly to follow up on current and new issues. It is mandated by a state law group that representation must include someone from the Police Department, Dean of Students office and mental health professionals. There is also representation from both the UHR and Hospital HR as well as from the hospital. Normal channels to go through include UVA, folks from the HR Department and Student Health. Experts are invited to the meetings to bring in additional resourceful information. Occasionally folks from different schools will come in and present a case and work on a plan of action to put into place. Soon there will be training that everyone will have to participate in and President Sullivan has embraced this. In looking at what other colleges and universities are doing, UVA decided to build their own training, involving students and student filmmakers.
- "Whos Making a Safer Community" training. The student training will take about 30 minutes to complete and parents will be able to look at the student module. Faculty and staff will have a separate training behind Netbadge. A date will be determined in the fall.

Old Business:

- Approval of April PECC minutes.
- Discussion of reapportionment of PECC members and UVA organization chart revisions: Really only big change will be that ITC and VP Research do not have a home right now, but wait until the org chart has been solidified. Look at this again during the June PECC meeting.
- PECC Website Design- taking information from last meeting and taking ideas to Kristy Moon- to add to the web content. Also, taking our accomplishments from the past and claiming those on the website. In addition we should highlight suggestions while making the website more visual and hands on.
- Committee Updates:
 - Child Care Committee-those that offered to help on this committee were not called upon, however it was noted that 57 openings for child care have been added.
 - Respectful Workplace Taskforce – (Kirsten Hilliard) The task force has been asked to develop competencies making the University "Best in Place". The first meeting identified what an ideal respectful workplace would look like. The second meeting asked, what does the workplace look like and what needs to be produced in order to promote a

respectful workplace? Sub committees were formed to look at policy and procedures, recommendations for reinforcing policy, with the idea that a system needs to be in place to make it happen. Their next meeting is scheduled for Friday May 13th.

President's "Sustainability Committee" - Faculty Senate has endorsed the plan. It was motioned and seconded that we vote on endorsing the plan. Members from the PECC will vote by Friday, May 13th via email. Please send your vote to Peggy Ehrenberg.

- The Retention Document: edits are still in progress.
- HR Updates: Change in supplemental benefits for university staff.
 - 1) Folks who make \$40,000.00 or less, the \$300.00 supplement will be increased to \$450.00 per year beginning in June.
 - 2) Because of the 5% "increase", those making \$42,000.00 or below will now be able to apply for the benefit credit of \$450.00. No sign up is needed and will be automatic. This will occur on June 20th.
 - 3) HR exchange meeting- direct deposit is supposed to be mandatory, yet there have been a few who still pick up a paycheck. Beginning June 12th no one will be given a paycheck any longer but will be given a pay card, much like a debit card. It will work like a gift card and there will be no more paper checks. The goal is to push all to go to direct deposit. Check out FAQ's online.
 - 4) The video from the Retirement Fair (April 25th) is now online at HR link. There is also a 45 minute video from Bob Schultz regarding VRS on the HR link under News and Notes.
- PECC Logo is still awaiting approval.
- Possible future guest speakers, Angela Tabler from the UVA Police Department and Mark Webb from Facilities.
- Next meeting will be on June 14th in Newcomb Hall.

EMERGENCY PROCEDURES

REMAIN CALM

EMERGENCY EVACUATION PROCEDURES

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use the nearest exit or, if it is blocked, an alternate exit.
- Do not use elevators!
- Assist persons with disabilities or special needs.
- Account for individuals.

Shelter in Place

You may be safer where you are.

- Stay quiet and calm.
- Pay attention to your surroundings.
- Follow directions of authorities.

Fire

- Activate the nearest fire alarm.
- Evacuate the building.
- Call 911.
- Do not re-enter the building until authorized by emergency personnel.

Tornado

TORNADO WATCH: means conditions are right for tornado; remain alert to weather conditions.

TORNADO WARNING: means a tornado has been sighted; warnings are typically available 3-15 minutes in advance of the tornado.

- Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch; do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan as needed.

Explosion

- Evacuate the building as quickly and calmly as possible.
- Call 911.
- If items are falling, get under a sturdy table or desk.
- If fire is present, stay low to the floor and exit the building as quickly as possible.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

Infrastructure Failure

- In case of water, power, heat or cooling outages call Facilities Management at 434-924-1777. For outages in the Health System, call 434-924-2267.
- In case of internal telephone systems outages, use cell to call Voice Communications at 434-924-8600.
- In case of a critical incident relating to computer systems, call the ITC Help Desk at 434-924-4357. In case of a critical incident related to computer systems in the Health System, call 434-924-5334.

Hazardous Materials Release

For major spills:

- Call 911.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill.

For all spills: immediately call Environmental Health and Safety at 434-982-4911 M-F, 8 a.m. – 5 p.m., or 911 during non-business hours.

Suspicious Person

- Do not let anyone into a locked building/office or "tailgate" into the building behind you.
- Do not confront the person.
- Do not block the person's exit.
- Call 911. Provide as much information as possible.

Suspicious Object

- Do not touch or disturb object.
- Call 911.
- Be prepared to evacuate.

Violent Incident

- If you know location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call 911 when safe.

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 911.
- Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.

When reporting an incident, your location is:

My Office Emergency Information

UVa Emergency Numbers:

Academic		Health System	
Police—Fire—Medical	911	Police—Fire—Medical	4-2012
Hazardous Materials Release (M-F; 8am-5pm)	982-4911	Hazardous Materials Release (M-F; 8am-5pm)	982-4911
Hazardous Materials Release (After Hours)	911	Hazardous Materials Release (After Hours)	911
Water-Power-Heat-Cooling Outage	924-1777	Water-Power-Heat-Cooling Outage	924-2267
Computer Systems Incident	924-4357	Computer Systems Incident	924-3731
Telephone Systems Outage	924-8600	Telephone Systems Outage	924-8600

Work Location Information:

Building Name: _____

Address : _____

Room Number: _____

Work Emergency Numbers:

Manager: _____

Colleagues: _____

In an emergency, my initial action items include:

Step 1: _____

Step 2: _____

Step 3: _____
