**Environmental Health & Safety Committee Minutes**

**October 18, 2017 – Walker Library**

**Members Present: Dwayne Alexander, Kara Hooper, Charlie Gregory, Cynthia Stone, Sondra Wade, David Edgar, Suman Neupane, Vicki Eastham, Kathy Musselman, Doug Brinsko, Jimmy Hart, Warner Cribb, Kortne Gosha, Connie Hagberg**

Alan Parker opened the meeting with a brief overview of the EH&S activities during the past fiscal year, which included Codes & Regulations, Campus Emergency Operations Plan, and drones on campus.

**Emergency Operations Plan**. Includes training requirements with information to be communicated to upper administration. A tabletop exercise will follow after the proper reviews have taken place of the EOP.

**Drone Policy**. University Counsel is currently drafting the drone policy for campus. Drone use on campus should be limited to research and institutional use only. Any questions or problems regarding drone use should be directed to University Counsel Office or Provost Office. Campus should be a “No Drone Zone” without the appropriate approval. Flying a drone on campus without the proper approval would be considered criminal trespass by law.

**Fire Drills**. Drills are scheduled for a few buildings during Fall Break and Spring Break, 2018. During the upcoming holiday break, fire drills will be conducted in the new Science Building, Student Union Building, College of Education, Bragg Media & Entertainment and Miller Education Center.

**Radiation Safety Officer**. Doug Brinsko reported that phone interviews have been completed regarding the RSO, with plans for the position to be filled by January 1, 2018.

**Campus Safety Handbook.**  Information regarding the changes to Chapter 1, Chapter 3, and Appendix E was presented. These sections of the Campus Safety Handbook will be placed in a Dropbox folder for review by the committee. A vote will be taken at the next scheduled EH&S Committee meeting to approve the proposed changes.

**National Incident Management System**. – NIMS video was reviewed by the Committee. Video addressed the protocol which must be followed in order to qualify for FEMA. It discussed:

* Incident Command System – various groups working together when a crisis happens on campus (i.e., chemical spills, shooter on campus, State of Emergency due to a tornado or earthquake.)
* Crisis Management Team – comprised of the campus policy group (upper administration) and the operations group (Facilities Services, media, parking and event services, and campus administration). In the event of an emergency, the policy group makes assessments and overall decisions, and the operations group enacts those decisions on campus. Each party involved needs to know his/her function and role.

**Vote was passed, with no objections, to forward the Emergency Operations Plan to upper administration while the EH&S Committee members are reviewing same.**

**The next meeting is scheduled for Wednesday, January 17, 2018 from 1:30 -3:00 p.m. in the Walker Library, Room 475.**