

**DRAFT MINUTES OF THE  
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)  
JUNE 11, 2013 – MILTON HALL ROOM 85**

**Attendees:** Chris Aerts, NMSU Fire Dept; Renette Apodoca, Purchasing & Risk Management; Nellie Quezada-Aragon, Research Compliance; Minerva Baumann, Univ. Communications; Jon Boren, Cooperative Extension Services; Johnny Carrillo, NMSU Fire Dept; Tom Dean, Extension; Katrina Doolittle, Environ. Health & Safety; Monica Dunivan, Employee Council; JoAnne Dupre, Research Biosafety; Kelly Hamilton, NMDA; Bud Jones, Facilities & Services; Sonja Koukel, SW Border Food Safety & Defense Center; Michael O'Larey, Intercollegiate Athletics; Renata Padilla, Myrna's Children's Village; Andrew Pena, Human Resources; David Shearer, EH&S; Dwayne Wisniewski, Sodexo; Janet Witte, SW Border Food Safety & Defense Center

**I. Call to Order and Introductions**

Katrina Doolittle called the June 11, 2013 meeting of the Communicable Diseases Preparedness Committee to order at 3:03 p.m. Attendees introduced themselves by stating their names and university roles.

The meeting was held in Milton Hall Room 85 in order to test the communication equipment which will be used for the Disaster Tabletop next month. The room can seat up to 40 to 50 people. More participants will be able to login using a link to the Adobe Connect interface for video and audio. An audio bridge is also available for anyone without a computer to participate by phone.

**II. Minutes of the March 12, 2013 CDPC Meeting**

The minutes of the March 12, 2013 meeting were distributed. Contact Dr. Doolittle with any comments or corrections.

**III. Old Business**

**1. Continuity of Operation Plans (CoOP)**

- a. Submitted CoOPs: International and Border Programs, and NMSU Police, submitted updated plans to show changes in personnel.
- b. Departments can use the CoOP as a way to communicate with staff to explain which positions are essential and what duties are assigned to the essential position. Templates and examples are available from the EH&S Director.
- c. Updated CoOPs are needed from DACC Health & Public Service, ICT, Dean of Students, Conference Services, Fire Department, Human Resources, Purchasing & Risk Management, and departments that have had changes in personnel. A submission from is needed from Office of Research. Department heads can request a copy of the previously-submitted CoOP by sending an email to the EH&S Director.

**2. Foreign student travel protocol - item tabled.**

### **3. Health disaster tabletop — update from Dr. Kelly Hamilton**

The tabletop exercise is scheduled for July 22. It is being developed for NMSU by the Southwest Border Food Safety and Defense Center, and is designed through a Department of Homeland Security national system for response, mitigation, and recovery. Dr. Hamilton presented a general overview of the tabletop. It is a Powerpoint-based exercise involving 4H students and parents, university communications and social media, Campus Health, sick faculty and staff, Central Administration Response Team (CART), community members, press releases, and the involvement of the state public health labs. Participants and evaluators will comment on the design and implementation of the exercise, and a gap analysis will be prepared to evaluate the strengths and weaknesses of NMSU's capabilities. The system will create an after-report with action steps for NMSU administrators.

One more planning meeting will be held with a small group to plan the final details. Participants will be notified of the date and time of the exercise so that they can schedule the time. A registration site is set up for the identified participants to attend in person, by electronic link to Adobe Connect, or through a conference call provided by NMSU Police. About twenty five people have registered so far.

The suggested goals for this exercise fall under "Interagency Planning and Coordination Objectives", which include: response planning for the NMSU community; local decision-making process; a public/private sector interface, involving local, state, and federal agencies such as Department of Health, Environmental Department; local resource coordination; medical capabilities; surveillance; public information and media control. The specific objectives will be defined at the smaller group planning meeting.

### **4. Revision of the Emergency Preparedness Policy – Feb UAC – K.Doolittle**

The process for identifying essential positions in job descriptions has not been established yet. The policy was adopted in February. Dr. Doolittle is responsible for communicating to Human Resources the information about the essential position identified in the CoOPs.

## **IV. New Business**

### **1. Campus Health Center update - no report.**

### **2. ICT-specific CoOP**

The compliance officer for ICT is looking at establishing a policy for consistency in data centers, since not all data management units are operated by ICT. For example, Administration and Finance is operated by Facilities and Services Administration to create backups and ensure data integrity. Further discussion is planned, led by Carlos Lovato, for business continuity planning specific to IT and protection of technology data.

### **3. Managing dead animals on campus – report by Budd Jones**

In 2008, Ben Woods initiated a contract with USDA to control the non-agricultural animals on campus. When Facilities and Services (F&S) receives a work order through the AiM system, the USDA personnel and students trap skunks, squirrels, pigeons and bats, often near the corrals and barns. The number of pigeons eradicated has been reduced from 1,673 per season to 45. Skunk trapping is done by licensed control personnel. Last

year, 48 skunks were trapped, and 11 have been trapped so far this year. The animal carcasses are disposed in the city landfill animal pit. More discussion may be needed if the carcasses should be sent to a veterinarian for disease testing. The squirrel population is kept down by trapping. F&S works with a consortium of people that manage the feral cat program in which the cats are trapped, and then taken to the vet for spay/neuter. The cats' ears are clipped, and then the cats are returned to campus. Two coyotes were removed from the golf course last year to prevent potentially dangerous contact with people. The animal control program has been successful, with few complaints. F&S communicates with and utilizes USDA for animal control, and has a tracking system for recordkeeping.

The meeting was adjourned at 3:45 p.m.