



**APPROVED MINUTES OF THE
NEW MEXICO STATE UNIVERSITY (NMSU)
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
DECEMBER 8, 2015 MEETING**

ACADEMIC RESEARCH, ROOM 110 – 3:00 PM

Attendees:

Johnny Carillo, Ben Diven, Tim Dobson, Katrina Doolittle, JoAnne Dupre, Stephen Lopez, Lori McKee, Norma Noel, Mike O'Larey, Ophelia Watkins, Jon Webster, Janet Witte

I. Call to Order, 3:01 p.m. by Chair Katrina Doolittle.

No CDPC meeting was held in September.

II. Continuity of Operation Plan (CoOP): many CoOPs have been submitted.

a. Updated CoOP submitted: Dates are tracked manually by Dr. Doolittle.

- i. Business Affairs- total of 10
 1. Univ Accounts Receivable 6/25/15
 2. Treasury Services 6/30/15
 3. Accounting & Financial Report 6/30/15
 4. Sponsored Projects Accounting 6/30/15
 5. Financial Systems Administration 7/24/15
 6. Accounts Payable 6/25/15
 7. Payroll Serv & HRIS 6/30/15
 8. Purchasing & Risk Management 7/14/15
 9. Central Business Office – 8/25/15
 10. Budget 6/30/15
- ii. University Library 5/28/15
- iii. Conference Services 8/11/15
- iv. Human Resources 9/2/15
- v. Facilities Operations – 11/6/15: about 180 personnel were designated as essential by their position; not all employees in a job classification are designated essential. The “essential” employees are identified by a manual process, in which the designation is added as part of the duties when a person is hired.
- vi. Police Department- November submitted a list of job titles to Kathy Agnew that covers every employee;
- vii. Intercollegiate Athletics – 6/4/2015 draft submitted

b. Need updated CoOP's from

- i. Housing submitted 3/14/15 – update needed: Ermelinda has provided an emergency contact but no interim Housing Director has been identified. Dr. Doolittle will follow up for the position title.
- ii. DACC Health & Pub. Service – Due 9/16/10 – contact Dean Douglas Scribner: the CDPC depends on this group to be involved in Point of Distribution (POD) activities and other situations. The upcoming tabletop and community-wide drill may be good opportunities to engage the Division Dean. The Health & Public Service Division includes Nursing, Fire Science, Police Science, and EMS, and these are CDPC community partners for a major event that would affect NMSU.



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- iii. Student Services – Due 5/29/11: In July 2016, Dr. Doolittle provided a CoOP overview to Division of Student Success leadership.
- iv. Contacted/reminded Myrna’s Children’s Village – due 10/14/13
- v. NMDA – Due 3/12/14, update from Jon Webster: – must comply with in-depth state guidelines as well as NMSU. NMDA’s Emergency Agriculture plan for the State of NM is about 70% complete, ahead of other state agencies, and is expected to be finalized after the legislative session in early 2016. The NMDA CoOP encompasses all of the state agriculture operations. Discussion was held about a memorandum of agreement (MOA) with DACC to use the DACC common area facilities at East Mesa campus as an assembly point for indoor shelter in an emergency; this needs to be part of the NMDA-CoOP since it involves statewide agricultural operations. Emergency management MOAs are not needed for the continuity planning of most NMSU entities because alternate facilities will be identified by NMSU CART depending on the situation needs.
- vi. ANIMAL CARE FACILITIES: Dr. Doolittle will contact the IACUC Chair, Dr. Shanna Ivey to obtain updates.
 - 1. Fisheries – due 2/4/15
 - 2. Biology – due 3/11/15
 - 3. Veterinary Entomology Research Lab due 3/10/15
 - 4. Animal Care Facility 3/10/15
 - 5. Animal & Range Sciences 8/05/09

III. New Business

- 1. Proposed Community Wide Drill- POD Dispensing for April 2016 – L. Mckee
The NM Department of Health (DOH) is planning for Point of Distribution (POD) drill in April, to be held in the Pan Am Center parking lot. DOH wants to use Medical Reserve Core for a community open POD, not an NMSU closed POD drill. Event will be held on a Saturday. Lori Mckee and Stephen Lopez will work with DOH on logistics, and NMSU volunteers for the drive-through set-up. More information will be available after Thursday, and details will be finalized by the CDPC meeting in March. The POD drill will be set-up to give out medication, and will be an opportunity to engage everyone, including Police and Fire for roads and egresses. A previous drill held by DOH in Albuquerque used students from the nursing school and pharmacy school, and a lot of people were involved. This is a good opportunity to engage DACC and NMSU nursing students; maybe offer coupons to local restaurants or similar rewards to increase participation. We need cars to go through to really test the system.
- 2. FEMA Emergency Management Institute Higher Education Program & National Training Liaison *Presents Webinar Series-Session III “Tools for Creating Campus Resilience” December 16, 2015 1:30-2:30 p.m. EST*: announcement was forwarded by K. Hamilton. If there is interest, EH&S may be able to open the training room for a group viewing. Anyone can view this from their own computer.
- 3. DHS **G-364 Multi-Hazard Emergency Planning for Schools-** February 24-25, 2016; S Lopez
Chief Lopez presented information on the Department of Homeland Security Emergency Management (DHSEM) Planning for Schools. NMSU is the site host for this multi-hazard training event. Chief Lopez and Dr. Doolittle attended a similar session a few years ago in



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Santa Fe. The training is not new for NMSU since we have conducted emergency response planning for so long and we have our own Fire Department. The two-day event will be held in the EH&S training room, and is for K-12 schools and higher education. A team of 5 or 6 NMSU personnel will attend to interact with community partners. Expect Las Cruces Public Schools, Arrowhead, Burrell College of Osteopathic Medicine (BCOM), Mesilla Valley Christian School, Las Cruces Catholic schools, Hatch, Gadsden public schools, to attend for guidance to train their students and staff to know what to do in emergencies. Chief Lopez has taken the lead in contacting the Early College High School, BCOM and others that are supported by NMSU Police and Fire during emergencies. This helps our emergency planning and can provide guidance for these facilities. The Carlsbad campus is starting an agreement process with the independent school district for the Early College High School campus there, and this would be a good opportunity for them to attend. Registration for the event is through the DHSEM website “preparingnewmexico.org”.

Other discussion:

NMSU will have a new Medical Director, Dr. Voelz, starting February 1. As an internal medicine physician, Dr. Voelz is a great fit for the CDPC for events of flu and other communicable diseases.

This is a good time to schedule a training on the Incident Command System (ICS). Chief Lopez can present ICS 700, 100, and 200 training slides from the FEMA system. These can be completed in one day, and attendees can take the tests online to obtain certificates. The Medical Director should then complete the ICS 300 and 400 level courses. The ICS courses are recommended for everyone who will be involved with incident command, medical incident command, fire, safety, and other emergency support. The All-Hazards Emergency Operations Plan directs the Central Administration Response Team (CART) senior-level personnel to take the ICS 700 course; this is sufficient since members of this group will not be in command of an incident at the level described in the other courses.

Action Item: Plan to attend these trainings:

- **DHSEM Planning for Schools:** February 24-25
- **Incident Command System (ICS) 700, 200, 100:** March (date TBA, Chief Lopez)
- **Department of Health POD drill:** April (date TBA, Co-Chair McKee)

The ICS trainings can be offered to people from the schools and to administration, in order to train as many people as possible at one time and to recruit volunteers for the DOH drill. Now is the time to get it on people’s calendar. The first hour of the ICS training will be the ICS 700 course, applicable to everyone. This is a one-time course, but it is helpful to have a record. NMSU personnel can check the Training Central records to see if the previous ICS training presentation was recorded when EH&S training records were migrated from the old system.

4. MGT-404- Sports and Special Events Incident Management training at NMSU – August 2016 – J. Witte

This is a course for overall operations, game day, and emergency management at events. The training consists of tabletop exercises, with the greatest value in getting key people together for discussion. Several personnel from NMSU Police and from EH&S attended this course at UTEP recently. It would be useful for personnel in Special Events and Athletics. Janet Witte can contact the group that currently meets for a weekly game day planning



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meeting. Their meetings are not focused on emergency management, so this training may be helpful to supplement their planning. Flyers for the training were given to CDPC members for distribution.

5. Seasonal flu preparedness – L. McKee
No flu cases yet here yet. Campus Health is almost out of vaccines, but some are still available. Test kits are available. Only one death from flu in Dona Ana County has been reported so far. Usually, more cases are seen after the winter break when students return to campus.

6. Membership for update – Housing, Dining, Purchasing:
Dr. Doolittle reported recent changes in these units has created gaps in representation to CDPC. When personnel changes occur, the new person hired in the position of the previous member is not automatically contacted. The CDPC Chair depends on discussion from members for contact information, and then checks with the VP or Dean of that area.

Discussion was held on the criteria for membership. In 2006, guidance was issued by various agencies, including from the Department of Health, OSHA, and the document, *“Blueprint for Pandemic Flu Preparedness Planning for Colleges and Universities”* (Arthur J. Gallagher Risk Management Services). Risk Management has grown from flu preparedness to encompass many other communicable diseases that cause issues at universities. This committee, the CDPC, was well named and was formed to look at the broad picture for communicable disease preparedness planning.

In the Gallagher document, the section on Procurement, Business and Finance, describes financial impact, business continuity, payroll, accounts payable, ability to maintain purchasing of goods and services, ability to appropriate funds for meeting obligations. Those were the criteria that the college deans and vice presidents used to identify individuals to be representatives on the CDPC. At the time (2006), Jennifer Taylor identified individuals in two departments. Since then, the membership on the committee has been developed and adjusted for planning. Today, NMSU has new VPs and structure; the membership has been updated by keeping the original department unless the Chair is notified to change it.

The calendar invite for CDPC meetings lists the current membership and includes the CDPC Charter. When organizational structure changes, such as recently in Administration and Finance, the Vice President can revisit the requirements for membership. The Gallagher document is available from the CDPC Chair and on the web, if members would like to refer to it for the guidance. Dr. Doolittle will scan the “related tasks” page from the document and send to the Associate VP for Administration and Finance for consideration. The CDPC Chair will also follow-up with Housing, Dining, and Corbett. Dr. Doolittle expressed appreciation for the efforts of the members in keeping her informed and communicating back to the Vice Presidents, Deans, and others in their areas.

7. Closing comments: ICS training (700, 200, 100, one-day presentation by Chief Lopez) will be scheduled in March, in the EH&S training room on an available date.
A Department of Health community POD event will impact Facilities, Parking, and many other NMSU groups. The April drill will be a good event for planning and preparedness.

Meeting Adjourned at 3:39 p.m. Next quarterly meeting: March 8, 2016