



Emergency Planning Committee Minutes

May 23, 2019

1:30pm - 3:00pm

Location: FS Large Conference Room

Attendees: Katrina Doolittle, Michael Schmelzle, Ophelia Watkins, Tim Dobson, Norma Grijalva, Alton Looney, Evan Conner, Polly Wagner, Johnny Carrillo, Scott Field, Pat Chavez, Gena Jones, Stephen Lopez, Carla Anaya. Laura Castille, John Gratton and Melody Munson-McGee joined the meeting telephonically.

Old Business

1. Minutes - Katrina Doolittle opened meeting
 - a. Minutes for April 25, 2019 are unanimously approved.
2. Sharepoint-update members and store files- (Carla Anaya):
 - a. Committee members updated their information and added delegates.
Action: Carla update link on calendar invite. The members and the alternates provided will be added to EPC Sharepoint access list.
3. Debrief of Spring CART exercise May 14, 2019 from 10am-12pm CC Senate Chambers (Polly Wagner and Katrina Doolittle):
 - a. Polly Wagner took detailed notes and will prepare draft report.
 - b. Gena Jones asked if we documented who was in attendance for CART exercise. EHS&RM will add to the emergency preparedness workshop in Training Central.
 - c. Stephen Lopez said that he would need a copy for his files and for the Clery Act to keep it updated. Per the Clery Act we have to track all student travel and need to have a policy.
 - d. Melody Munson-McGee said to keep her in the loop about all the CART exercises. She asked who was responsible for travel whether foreign or domestic. It has to be university wide. She put as an agenda item for the President's Executive meeting on May 28, 2019.
 - e. Scott Field said that maybe Aggiermart might be a solution for travel and he would talk to Javier Cordero.
 - f. Norma will talk to D'Anne Stuart about electronic travel tracking options
 - g. Maybe we can have University Communications & Marketing add graphics to the debrief report
4. Active Shooter Exercise video April 12, 2019:
 - a. It was posted on website and Stephen Lopez will post on social media [facebook.com/nmsu.police](https://www.facebook.com/nmsu.police)
5. Updated incident management diagram (Katrina Doolittle):
 - a. Katrina will put on sharepoint as a stand alone document.
6. NMSU Alamogordo water leak update (Pat Chavez):
 - a. Jon Webster and Orasa Vaught went to Alamogordo and there was an assessment and thorough examination done engaging an Engineering consultant. There was no structural damage.

- b. There was a 3 foot section that was washed out but nothing more than that. That area was backfilled appropriately.
- c. When there is a large water bill from one month to the next it needs to be brought to Facilities & Services attention for evaluation early on.

Informational

- a. Norma Grijalva said there will be an upgrade to new web pages and will be using Casade program. There is a lot more control and can track better and better analytics. They will have logins for certain web pages. She said there will, also, be system tests during the summer including the new tear away page
- b. Stephen Lopez said there was a meeting for the new command center with NMDA, City of Las Cruces, Dona Ana County and the State of New Mexico. Pat Chavez suggested that we get a Facilities and Services group involved to help keep the costs down.
- c. Johnny said that he attended ICS 400 course with one of the other captains and it was held in Ruidoso, NM. He stated that there was an article about the scooters in the Campus Fire Watch.

Adjourned: 2:35 pm

Next Meeting: June 27, 2019

These minutes constitute the record of the meeting on May 23, 2019 and were sent for comments, additions, and corrections to all members on June 21, 2019.



Katrina Doolittle, Ph.D.
Co-Chair Emergency Planning Committee
NMSU EHS & Risk Management Executive Director

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