



Communicable Disease Preparedness Committee

September 11, 2018

Academic Research Building C room 110
Las Cruces, NM

Call to order, 3:02 pm, CDPC Co-Chair Katrina Doolittle

I. Introductions

Attendees: Minerva Baumann *Marketing & Communications*, Johnny Carrillo *Fire & Emergency*, Jennifer Chandler *ICT Student Technology & Planning*, Tim Dobson *Facilities & Services*, Abigail Denham *Employment & Comp Services*, Katrina Doolittle *Environmental Health Safety and Risk Management*, JoAnne Dupre *Research Integrity & Compliance*, Kelly Hamilton *SW Border Food Protection & Emergency Prep*, Lori McKee *Aggie Health & Wellness*, Michael Schmelzle *International Student Scholar Services*

Recent changes in administrative units:

- VP Research and Dean of Graduate School: Luis Cifuentes
- AVP Graduate School: Luis Vazquez
- VP Student Success: Renay Scott
- Student Affairs & Enrollment Management: Health & Wellness, Housing, *et al.*
- Interim Associate Provost International & Border Programs: Rod McSherry
- Interim Chief Marketing Officer: Mike Rogers
- Athletics

II. **Minutes** - April 10, 2018 – approved as presented. CDPC meetings are held twice per year. Minutes are posted at http://safety.nmsu.edu/emergency-information/planning_committees/

III. Old Business - Continuity of Operation Plans

1. Essential employees – A. Denham: Human Resources Services (HRS) identifies and updates the list of essential positions from the current CoOPs. The record in People Admin is marked with the phrase, “This position has been established as a primary key position under the All Hazards Emergency Operations Plan as essential to operations”.
 - For animal science units that have a graduate student assistant or temporary faculty listed on CoOPs, these positions cannot be identified by position number in People Admin.
 - Recommendation: keep a hard copy that HRS can use to cross-check.
2. FS Operations– K. Doolittle: FS maintains a dynamic spreadsheet that is referenced by the CoOP to list FS essential positions. Sheets identify succession groups and response categories (e.g., weather-related events, utility outage). Lists are updated in December, before winter break so that notices can be created using a mail merge. Notices (Subject: Notification of Essential Personnel) that summarize why the position is essential are sent to employees (custodial, shops, etc.) to inform personnel who will be called in emergencies. A sample letter can be shared with CDPC.
 - Police Department has a system that designates positions
 - EHS&RM holds an annual training for unit personnel to review the CoOP and functions of each employee. The session is documented in training files.

- Units are reminded to develop a method that works best to keep CoOPs up-to-date and communicate procedures.
 - To assist HRS in recording updates, it is helpful to highlight changes on the CoOP.
3. CoOP Safety Tip, coordinate with Emergency Action Plan message this fall – K. Doolittle will create a short summary and send to University Communications. The CoOP template is a fillable form and is available on the webpage. CDPC members should fill out the template for their respective units with essential operations; most departments don't need this level of detail.
 4. SWBFPEM Center to develop concept for a tabletop - K. Hamilton: with agency requirements in mind (U.S. Department of Homeland Security Emergency Management, FEMA), the exercise is designed for our critical mission and test of core capabilities. Discussed using the situation of hawks causing injury, and possibly leading to disease; this could fulfill the mission area of response, and also mitigation and/or prevention. The core capabilities could be operational coordination, with the involvement of many diverse entities, and long-term threat reduction to prevent future occurrences. Would like to propose a two hour exercise to involve university leadership and staff. The goal is to expand the situation to communicable disease, using care not to cause panic but instead to educate the community. For CDPC purposes, a scenario involving a communicable disease outbreak such as meningitis would be useful to engage housing and student services groups due to the risk of large numbers of potentially unvaccinated people in close proximity. K. Doolittle and L. McKee will assist with the planning, which is useful to Health & Wellness for accreditation purposes. The name of the exercise is important, since it can attract good interest and participation, and possibly national attention. Since the Active Shooter Drill is tentatively set for January 9 with local schools, law enforcement, emergency services, and hospitals, we'll aim for later in the spring.
 - Begin planning the tabletop exercise, internal to NMSU, for March or April 2019.
 5. Electronic form - PDF template that can be updated easily and routed for electronic signature – K. Doolittle: complete, accessed at <https://safety.nmsu.edu/emergency-information/>
 6. Send reminders for CoOPs to expired units listed in the agenda. Katrina will send first email, and then Lori will follow-up. See list of "Need updated CoOP's" below. Intended for sharing important information with unit VP and new personnel.
 - Add Housing and Auxiliary since there have been changes in these units.
 - Updates are needed every three years, or upon changes.
 7. Send out template (FS Operations developed) for annual notification of employees. – T. Dobson: see item 2.
 8. Aggressive hawks – K. Doolittle: Actions taken included warning signs, distributed flyers, announcements on HotLine. Injuries were tracked; numbers were less this year. Aggie Health & Wellness used a survey to track numbers and to help educate people to avoid the area.
 9. Travel communications - J. Dupre: current process for travel approval includes awareness of U.S. State Department travel warnings for safety and health. Aggie Health & Wellness Center (AHWC) provides informational services and immunizations. Meetings are planned for Research and Graduate School (L. Cifuentes, J. Dupre) to meet with International Programs (R. McSherry, M. Jaspers) and others on awareness of export compliance issues when traveling with university equipment and data.

IV. Updated CoOP submitted

- a. DACC Health & Pub. Service -2/26/2018
- b. Environmental Health & Safety -12/13/17
- c. Health and Wellness Center – 8/11/2017
- d. Health & Social Services School of Nursing- 3/12/2018

Need updated CoOP's (by Sept 30, 2018)

Department	Responsible Person	Date last CoOP submitted
Univ Accounts Receivable- A&F	Brian Atwood	6/25/2015
Treasury Services- A&F	Celeste Bernal/Jake Lucero	6/23/2015
Accounting & Financial Report- A&F	Celeste Bernal/Lesley Doyle	6/30/2015
Sponsored Projects Accounting- A&F	Tina Hales	6/23/2015
Financial Systems Administrator- A&F	Diane Madrid	7/13/2015
Accounts Payable- A&F	Yoli Work	6/25/2015
Payroll Serv & HRIS - A&F	Pamela Rowgow	6/30/2015
Central Business Office- A&F	Angela Throneberry	8/25/2015
Department	Responsible Person	Date last CoOP submitted
Human Resources Services	Gena Jones	9/1/2015
Information & Tech Serv.	Randey Bamford	6 /8/2015
International & Border Prog.	Michael Schmelzle	9/9/2013
Police Department	Stephen Lopez	9/11/2015
Purchasing	Kathy Agnew	6/23/2015
Research, Graduate Studies	JoAnne Dupre	
Student Services	Michael Jasek	5/29/09
University Library	Elizabeth Titus	5/28/2015

V. New Business

1. Recent incidents- Update Health and Wellness Center- Lori McKee
 - Yellow Fever vaccine is still not available, until January or later. Travelers need to check with Health and Wellness, and can be directed to El Paso or Albuquerque.
 - Flu vaccine is here; clinic Oct 8-12 from 8:00-10:00 am for employees
 - Educational campaigns – Get Yourself Tested, with Public Health for monthly events; prevalent sexually transmitted diseases (STDs) are chlamydia, syphilis, gonorrhea.
 - Athletics – not paying for flu shots this year; students and other participants will need to get vaccination elsewhere, such as the drive-through event at the hospital in October. L. McKee will contact Athletics to update the CDC representative.

2. Update from Members
 - International students: new health insurance program began Aug 1 by Relation Insurance Services (cards list the network, PCHS). The company is responsive to NMSU needs, which adjusted and re-issued cards quickly so that local providers are in-network for students.

Adjourn: 3:51 pm

Next meeting March 12, 2019