



Emergency Planning Committee Meeting

August 23, 2018

1:30pm - 3:00pm

Location: FS Large Conference Room

Attendees: Jacob Nevarez (for Ophelia Watson), Johnny Carrillo, Minerva Baumann, Tim Dobson, Michael Schmelzle, Katrina Doolittle, Kathy Agnew, Stephen Lopez, Mike Luchau (for Renay Scott), Piyasat Nilkaew, Gena Jones, Glen Haubold, Nelson McGuire, Brenda Brown, John Gratton, Priscilla Carabajal

Opening- (Katrina Doolittle)-No changes to prior meeting notes. Minutes for July 26, 2018 are approved.

- **Comprehensive Safety Website Review (Katrina Doolittle):** EPC and guests discussed Safe NMSU Campus - Preparedness and Resources.
 - Various names were discussed for webpage name. Sample names: Campus Safety or Stay Safe
 - Could include core pages with additional tabs. Also, bullets, links and highlights.
 - Key point for webpage: Define audience - Staff, Kids and Parents, and Visitors.
 - ❖ Subcommittee created for Webpage
 - Members: Katrina Doolittle, Laura Padilla Zepeda, Johnny Carrillo, and Norma Grijalva.
 - ❖ Minerva will inquire about possible home page landing.
 - Each Unit will need to update web pages to reflect updates.
Action Item: Katrina will send people what needs to be updated. Will revisit in a month.
- **International student emergency procedures (Stephen Lopez):** Deferred
- **Safety Messaging and Website (Norma Grijalva):**
- **Review of All Hazard Emergency Operations Plan-AHEOP (Katrina Doolittle):** On Hold- Waiting on Administration
 - The AHEOP was adopted via email with 13/21 voting approval
- **Emergency Notification Testing for NMSU System (ICT, Police, UNICOMM) :** Set for September 5, 2018
- **Informational**
- **Around the Table:**

Adjourned: 2:57pm

Next Meeting: September 27, 2018