



Emergency Planning Committee Meeting

September 27, 2018

1:30pm - 3:00pm

Location: FS Large Conference Room

Attendees: Ophelia Watkins, Johnny Carrillo, Minerva Baumann, Michael Schmelzle, Polly Wagner (for Katrina Doolittle), Piyasat Nilkaew, Gena Jones, Glen Haubold, Laura Padilla-Zepeda, John Gratton (on phone), Emerson Morrow, Carla Anaya, Priscilla Carabajal

Opening- (Johnny Carrillo)-No changes to prior meeting notes. Minutes for August 23, 2018 are approved.

- **Stay Safe-website commity update (Laura Padilla-Zepeda):** EPC and guests discussed Stay Safe website.
 - Asking for each member of committee to review website to what possible suggestions they have for the website.
Action Item: All committee members review the stay safe website.
<http://dept-wp.nmsu.edu/test/stay-safe/>
- **International student emergency procedures (Stephen Lopez):** Deferred to next meeting.
- **Review of All Hazard Emergency Operations Plan-AHEOP (Johnny Carrillo):** On Hold- Waiting on direction from Administration.
- **Emergency Notification Testing for NMSU System (Johnny Carrillo) :** Everything went well with the testing at NMSU and Carlsbad campus on September 5, 2018.
- **Informational:**
 - **Johnny Carrillo:** Fire Prevention Week is October 7-13, 2018. Look. Listen. Learn. Be aware. Fire can happen anywhere is this year's theme. Safety posters will be distributed around campus and in NMSU's Hotline message.
- **Around the Table:**
 - **Michael Schmelzle:** Suggested maybe a separate tab for international students and their parents on the Stay Safe website.
 - **Ophelia Watkins:** Housing partnered with Student Success and gave out cowbells with emergency information to all dorms and were able to sign up for a drawing for concert tickets.

Adjourned: 1:55pm

Next Meeting: October 25, 2018