

Physical Environment Committee Minutes

January 21, 2014
8:00am – 9:00am
Lincoln Building Conference Room

MEETING CALLED BY	Ted Curtis & Harvey Sterns – Co-Conveners
TYPE OF MEETING	University Council Committee Meeting
FACILITATORS	Harvey Sterns – Co-Convener & Ann Hassenpflug – Vice Chair
NOTES SUBMITTED BY:	Shelly Keller
ABSENT	Ted Curtis – Co-Convener Garrett Dowd Denise Montanari William Thelin USG – Vacant Position
ATTENDEES	Mark Dvorak Ann Hassenpflug – Vice Chair Julie Hykes Shelly Keller - Secretary Chuck Kunsman Ralph Morrone Elizabeth Reilly Harvey Sterns – Co-Convener Shawn Stevens
INVITED GUESTS	Ralph Morrone

Agenda topics

MINUTE APPROVAL

DISCUSSION	Approval of the 12/10/13minutes was requested.
CONCLUSIONS	There was a request to change the sub title under Meeting Items from Law Building Discussion to General Discussion. With no further discussion, all members present agreed and the minutes were approved as amended.

MEETING ITEMS

Presentation

Mark Beers, Coordinator of Emergency Management Presentation on the Emergency Operations Group Notification System.

Mark was asked to attend this committee meeting to discuss a delay in our notification system during a severe weather situation on July 10, 2013. Many students, faculty and staff received the notification 20 minutes after the severe weather had passed. An email was sent to the committee asking them to investigate this issue.

Mark explained that he was off campus when this severe weather alert was sent. During that time the university had two different notification systems that they were using. These systems were not able to be synchronized. The delivery of the text alert was dependent on each individual's cellular carrier. The university has since upgraded to the E2Campus Notification System. This notification system was tested two weeks ago when the university had a snow emergency and had to close the campus. The notification report went out to all users within 35 seconds. Mark advised that the Marketing and Communications Department handles this messaging system. They will be conducting another campaign to remove old numbers out of the system and make sure they have the most current contact numbers available. UAPD still handles their emails about robberies, safety alerts, etc. Mark advised there is also a conference line that all members of the Emergency Operations Group can call to communicate with one another while en route to the university.

Mark continued to explain, there are four outdoor notification sirens located on campus. The Polsky Building and all dorms have an indoor notification siren. It was clarified, a siren sounding outdoors means to take shelter inside. This siren could represent emergencies such as bad weather or a chemical spill. Mark advised in the event of an emergency the UA main website page will become our emergency notification page. It was mentioned by a committee member, you currently have to hit too many links to reach this page. Mark will investigate making the safety page on the UA website more accessible to everyone.

The committee was further enlightened on the Windstream messaging system. This system broadcasts messages on TV screens and will also start blaring emergency notifications. Mark communicated that all buildings on campus have emergency plans. The plans are solid from 8am -5pm. After 5pm, the responsibility relies on the faculty to take care of students. Mark has experienced difficulty getting scheduled to present UA's safety plans to department faculty meetings. An idea was presented to speak to the University Council and the Council of Deans. Liz advised she will assist with getting him to speak with the Council of Deans.

Discussion ended with communications about how drills for fire and tornadoes are conducted on campus. The University is considered a business and not an educational establishment, therefore is only required to do fire drills once a month at Polsky, Crouse, Ayer, and Central Hower, because of high school students in those buildings. Tornado drills are conducted in April or May. At this time, lockdown drills are not required. Mark stated plans are ineffective if the drills don't precede the plans.

General Discussion

- Harvey will work with Ann on goals for the Physical Environment Committee for the upcoming year. Members will review via email and discuss at the next meeting. Harvey will present finalized goals at the February University Council meeting.
- Discussion took place about the replacement of tablet arm chairs with tables in (19) general purpose classrooms. It was verified that the approval process was executed correctly but suggested that more details/input may be needed from faculty before moving forward with such an effort in the future.
- Ann advised there is still no discussion or sharing of information throughout the College of Education with regard to Zook Hall and Central Hower.
- Ralph presented the Capital Planning and Facilities Management Project Flow Chart. A suggestion was made for Program of Requirements to flow to Department Administration and Ralph agreed to make that change.

Next Meetings:

- February 4, 2014 – 8am
- March 11, 2014 - 8am
- April 15, 2014 – 8am