Meeting Minutes
May 21, 2008
Room 460, University Center


Excused: Joe Amador, Gloria Brooks, Gretchen Cannon, Ann Claycombe, Nigel Harris, Phillip Mitchem, Preeti Sagar, David Smart, Cassandra Thornton, Angela Turk, Valerie Woods

Absent: Jessie Aaron, Sonda Abernathy, Kevin Chappell, Frederick Childs, Carolyn Copeland-Simmons, Melody Harris, Toure Heywood, Kendall Jones, Cherecia Kline, LaRose Raston, Teresa Rucker, John Streater, Kenée Stephens, Tawanna Tookes, Anita Webb

Guests: Mike Raderstorf, Keith Sumas

Opening Business
John Medlock called the meeting to order at 3:00. The minutes from the April 16, 2008 meeting were approved as presented.

Upcoming Meetings
John Medlock announced that the next two Staff Council meetings, in July and August, will be held in the Sinclair Suite in the Student Center. He hopes to have a speaker at all Staff Council meetings that can provide insight on some aspect of the University. Some planned presentations are eTraining and administrative support processes. The ombudsperson was also suggested as a speaker.

Bylaws
The Council discussed a statement in the bylaws: “Staff Senators may not stand for an officer position of the Council unless they are also concurrently representing their districts as an elected Staff Council representative.” This year we have an unanticipated situation because Shelly-Ann Williams was the Chair of Staff Council last year and therefore was appointed to serve as the Planning Director this year. Because of a change in positions, she is no longer serving as an elected representative, but she is a council member by virtue of her election as a staff senator. The Planning Director position is
appointed and therefore she never stood for an election. There was no objection from the Council on this interpretation of the bylaws.

**Full Council**

John Medlock announced that all positions in the council were full. Ann Claycombe from Arts and Sciences is the Council’s newest member.

**Emergency Management Presentation**

John Medlock introduced Mike Raderstorf, the Director Emergency Management for Georgia State University. (His presentation is at the end of the minutes.) Mr. Raderstorf stated that it is the goal of his office to be of service to the University. He looks at all aspects of Emergency Management – from a strategic level down to the individual level. His office manages the response to all disasters, whether man-made and natural. He stated that there are 79 law enforcement officers on campus.

He has been developing Unit Emergency Action Plans. The plans are made for each building because emergencies are generally geographically centered. Mr. Raderstorf discussed the new outdoor speaker system that is currently being installed. It will enable announcements to quickly be made to the campus. Panther Alert is a new system that is being developed. It is already in use at Georgia Tech and many other major University systems. The alert system will allow emergency messages to be sent over email, text and phone systems. He hopes to have this implemented by the first day of fall semester.

Mike Raderstorf reminded the Council that time is needed to gather information before it can be made available. He discussed the webpage EOC which will allow the emergency personnel to place a banner on the Georgia State University webpage. A log will be maintained with information as it becomes available during a situation. In the future, the system will allow for graphics such as a map.

Mr. Raderstorf introduced Keith Sumas, the new Emergency Operations Manager. Mr Sumas previously worked in crime prevention and has undergone a great deal of training. He will train the emergency coordinators for each unit.

Mr. Raderstorf discussed a need for people to take a responsibility in their personal safety. A culture change needs to occur with a mindset of people thinking about how they will react in emergency situations.

He stated that one of the biggest challenges at the University is that it is urban based, and we have to deal with both internal and external forces. He felt that we were most vulnerable to an emergency in research such as a chemical spill. We are also vulnerable to crime because of the surrounding community.

The personal information that is collected for the alert system will be collected in conjunction with HR. In the future, faculty and staff will be able to update the information online. Students will update the information through Banner. Mr. Raderstorf announced that he will be hiring a fire safety officer.
The Staff Council offered to help Mike Raderstorf in the future as a think tank or a communications channel.

Retreat
The date of the retreat has been moved to Friday, June 27, 2008. The date had to be changed because a University-wide program for Dr. Patton was planned on the original date. From a show of hands, most council members will be able to attend. It will be held at the Indian Creek Lodge. Shelly-Ann Williams presented a draft agenda for the retreat. Dr. Deon Locklin is the planned speaker. The executive committee will bring breakfast. Council members were asked to contact Ms. Williams or Kimberly Moore if any giveaways, prizes, or gifts could be provided for the retreat.

Committee Report

Communications
Randy Trammel stated that the Staff Council website is now live at [www.gsu.edu/staffcouncil](http://www.gsu.edu/staffcouncil). The committee will continue to improve the site. The committee will continue to work on the news items that are sent out each month. It was suggested that the news items contain bullet points, teasers, or an executive summary at the beginning. The committee is working on developing procedures and regulations for updates to the Staff Council webpage. Send Randy Trammel any comments on the site at rtrammell@gsu.edu.

Benefits
Mathieu Arp announced that the committee did not meet in May. They have been discussing Staff Advancement and ownership of the directory information.

Events
Kimberly Moore stated that the committee is working on obtaining nametags for the Staff Council to wear. The committee is also working on planning the retreat with Shelly-Ann Williams. They are finalizing a data for the benefits fair.

Staff Development
Andria Reddick announced that the committee is continuing to work on the GED and ESL programs. They have met with facilities. This is a long term project for the group. They are also working with the Communications committee to update marketing materials.

Green Issues, ad hoc
David Caudill has been elected as the new chair of this committee. The committee has discussed a possible partnership with Zip Cars, electronic recycling, and membership in a sustainability association. They will discuss current recycling efforts with facilities and work to maintain and build relationships with existing organizations and groups already established on campus. They are also discussing the trees on campus. The committee hopes to determine a focus and decide on what they should be working this year.
Staff Council Organization, ad hoc
John Medlock announced that the committee has not met.

Senate Reports

Capital Budget and Space Allocation Committee (CBSAC)
Sandra Garber announced that the committee is working on a procedure on backfilling space as it becomes available from ending leases in the Citizens Trust building.

Research
Sandra Garber stated that the committing to working to establish an expedited hiring procedure for research staff.

IS&T
Randall Alberts announced that the Tech Fee allocations had been completed.

FACP
Shelly-Ann Williams announced that the committee has been very busy. Funding has been allocated to units, with additional allocations possible in the fall if enrollment levels are high. Some staff positions were possibly funded through this tentative allocation.

Admissions and Standards
Shelly-Ann Williams stated that this committee just had an organizational meeting.

Academic Programs
Shelly Ann Williams stated that the committee activated, deactivated, and renamed several programs. They voted to establish a PHD program in criminal justice.

Administrative Council
John Medlock announced that the policy management policy was established to define how policies are approved at the University. The policy states that Staff Council should be consulted on policy pertaining to staff.

Faculty Affairs
Mary Anne Gaunt stated that the committee had an organizational meeting and began discussion on amorous relationships involving employees.

Budget
Amber Amari announced that the committee had an organizational meeting.

Announcements
Survey
The committee was reminded of the importance of completing the surveys and they were asked to remind constituents as well. The library is not currently listed as a unit. The survey is a random sample of staff and is not linked back to the participant.

Administrative and Support Unit Review Committee (ASUR)
Andria Reddick from RCB has agreed to serve on the ASUR committee. MaryAnne Gaunt previously served on the committee.

Memorial Day Bash
A memorial day bash for students, faculty, staff, and alumni will be held at Indian Pool on memorial day from 1 – 4 PM. Nigel Harris can be contacted for more information.

Adjournment
The meeting was adjourned at 4:28 PM.

Recorded by Susan Vogtner.
Georgia State University
Emergency Management Program

May 21, 2008
Purpose / Agenda

- Discuss Emergency Management Program
- Present executive summary of Emergency Management Policy
- Discuss emergency communication resources vs. command & control
- Discuss importance and applicability of preparedness

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Strategic – Institutional
Operational – Departmental
Personal - Individual
Threats / Hazards

- Types of Hazards:
  - Fire
  - Floods and Flash Floods
  - Hurricanes
  - Tornadoes
  - Earthquakes
  - Technological Emergencies (Black Outs/Power Outages)
  - Man-made disasters (terrorism, workplace violence, and criminal activity)
  - Civil Disturbances
  - Pandemic Flu (biological disasters)

- There are too many to list... so how can we be prepared?
  - The consequences of all are generally the same...
  - Have a ‘survival mindset’
  - Be prepared today for what could happen tomorrow...
Implementation Strategy

What do we need to do?

✓ Step 1: Analyze Hazards and Vulnerabilities
✓ Step 2: Analyze Capabilities
✓ Step 3: Establish Command and Control
✓ Step 4: Implement Communication Process
✓ Step 5: Develop the Policy
✓ Step 6: Develop the Plan
😊 Step 7: Conduct Training
■ Step 8: Conduct Tests (plan, procedures, & people)
■ Step 9: Revise
   *and if all else fails...*
■ Step 10: Improvise, adapt and overcome
Emergency Response Priorities

- Protect Life Safety

- Protection of Property
  - Facilities used by dependent populations (Residences/Dormitories, classrooms, offices, childcare centers, etc.)
  - Facilities critical to health and safety (sites containing Hazmat, etc.)
  - Facilities that sustain emergency response / recovery efforts
  - Facilities for research and development
  - Facilities for administration

- Protection of Environment
Levels of Emergency

**Level 1**
A localized, contained incident that is quickly resolved with internal resources or limited help.

**Level 2**
A major emergency that impacts portions of the campus, and that may affect mission-critical functions or life safety.

**Level 3**
An emergency that involves the entire campus and surrounding community.
EOC: Web Based ‘Visual Updates’

Event: Unknown explosion
Date: 10 Dec 07
Update Time: 10:15am

Location: Underground ATL

Highlights:
- No known GSU casualties
- Police Perimeter in Blue
- Atl. Police have ordered the College of Ed to evacuate
- Stay away from the area
- Fox News is providing live coverage
Way Ahead

What we still need to do:
- Plan review and approval process
- Identification of facility *Emergency Coordinators*
- Communications development
- Advertisement Campaign
- Training
- Tests, Drills & Exercises