

Safety Committee Meeting Notes
Thursday, July 9, 2009

In attendance: Debbie Joy, Gary Hoss, Kathy Smith, Vickie Nunes
Visitor: Sergeant John Hein

Meeting was arranged by Gary to have Sergeant Hein here to help up plan an active shooter scenario for fall 2009.

Suggestions/comments from Sergeant Hein:

Have an action plan specific to “active shooter” (Debbie will follow up with this)
Do we have a plan in place with the faculty/staff as to what they are to do
How do we plan to alert the faculty/staff
Are we going to alert students
 If so, how
Do we want to use a code word to mean shooter on campus
Are we going to use the carillon system
Once everyone is alerted, what do you want them to do
How are we going to lock down the classrooms
 Who’s responsible
Everyone stays in place until released by authority
ICS (instant command center) do we have one and where
 Have an organization chart for this and practice this with faculty/staff
 Use the organization chart for all campus gathering (BBQ, meetings) to get practice
EOC color vests for identification
Have predetermined staging areas (inform first responders, police, fire)
Who talks to public
Have a briefing station
Do we have a crisis intervention team
 Who is it and do they know what to do
Don’t wait for SWAT (they take too long to mobilize)
If you are on line to 911 and you have a visual of the suspect or action, stay on the line
 You can give critical information to first responders

Aftermath – debriefing
 How are we going to deal with everything once the first responders leave
 How do we provide mental health care to our students/faculty/staff

Politics
 How are we going to deal with the Governor and other state officials

Have a table top session with police and fire before we organize this scenario
OES – Ed Barbarini

Have practice sessions with faculty/staff so everyone knows their responsibilities and reactions are automatic

Other:

Code – do we need a sign posted stating “no firearms on campus” in order to prosecute offenders?
Kathy will look into this and report.

Building 1 cameras – get Brad to hook them into the security monitoring system.
Can we program all cameras to return to the target area?

Gary will call Notre Dame and other colleges to see if we can get a copy of their shooter policy.

Suggestions:

Cover this information at division meetings each month so it becomes automatic.

Have practice session with all faculty/staff on a regular basis so they know what their responsibilities are and their reactions become automatic.