Annual Committee Report

Committee Name: Safety, Security & Health

Chairperson: John B. Hardin, III

List of members: Dr. Gary Don Harkey, Chris Bell, Tony Perez, Haven David, Brandi Brannon, Carl Brinkley, Robin Wike, Dr. Mark Roberson, Paula Brogdon, Toney Sharp, Lyle Bonner, Mike Hopper, Tina Baker, Karla Wooten, Pam Garvin

Dates of meetings: 1-28-14

Accomplishments: Overview of RunSync, updates to Emergency Procedure flipcharts, Standard Response Protocol (SRP), Auxiliary security services with Cannedy Security

Recommendations: Changes to Emergency Procedure Flipcharts; Adoption of Standard Response Protocol (SRP)

Membership suggestions: n/a

Attachment of agendas and minutes: yes

Submitted by: Brandi Brannon

Date submitted: 5-12-13

Security, Safety & Health Committee Meeting
Tuesday, January 28, 2014 – 2:30pm
Vernon Campus, Board Room

Agenda:

1. Presentation on mass notification system (RunSync) – Tanner Clark
2. Emergency phones integration with RunSync – Tanner Clark & Jim Binion
3. Update of Emergency Procedures flipchart – John B. Hardin, III & Brandi Brannon
4. Plan to implement Standard Response Protocol (SRP) collegewide – Kristin Harris
5. Protocol for Cannedy Security – Chris Bell

Safety, Security & Health Committee

Meeting Minutes

Tuesday, January 28, 2014 – 2:30pm

Members Present: John Hardin III (Chair), Kristin Harris, Chris Bell, Brandi Brannon, Gary Don Harkey, Karla Wooten, Tony Perez, Tina Baker, Lyle Bonner, Haven David

Members Not Present: Carl Brinkley, Robin Wike, Mark Roberson, Paula Brogdon, Toney Sharp, Mike Hopper, Pam Garvin

Guests: Tanner Clark and Greg Johnston (RunBiz), Garry David, Shana Munson, John Mahoney, Joe Hite, Joey Lama, Christie Lehman, Criquett Lehman

Dean John B. Hardin, III, committee chair, called the meeting to order at 2:32pm. He started by letting those present know that this is a meeting of the standing committee and his goal for this meeting to provide information to all as to the goals outlined for this committee. Tanner Clark with RunBiz was present to provide the group with an overview of RunSync, the college's new mass notification system, and how it will be integrated with our emergency phone system. Dean Hardin will review updates to the emergency procedures flipchart. Kristin Harris will go over the Standard Response Protocol (SRP), and Chris Bell will provide an overview of our auxiliary security services provided by Cannedy.

Dean Hardin turned the meeting over to Tanner. RunSync is the college's new mass notification system. It has 6 different mediums of communication-text, voice, website, Facebook, Twitter, and an iOS/Droid app. There are 2 pieces to the system: the subscriber piece and the message piece.

From the Vernon College website homepage, there is a link in the top, right corner for anyone to subscribe to alerts by providing their email address, a password and their mobile number - all required fields. The subscriber can choose the campus or campuses for which they are interested in receiving notifications and the mediums through which they would like to receive those notifications. Once you have subscribed to the system, the subscriber can login in and manage their account.

The other method is the iphone/droid app that anyone can download on their smart phone for free and subscribe and manage their account through that medium as well.

The other piece is the message portal which is for our system administrators (admins) to use to send alerts through the system. Admins can login and choose the types of message and mediums through which they would like to send those notifications. There are "defcon" buttons that when chosen contain prepopulated, preapproved messages and the admin can choose the audience (campus) that message will go to. The defcon buttons match the standard response protocol recently adopted by the college. There are 4 defcon commands: Lockout, Lockdown, Shelter and Evacuate.

When the RunSync system is fully integrated with our emergency phone system on campus, RunSync will send a push notification to our emergency phone system when a defcon command is sent by one of the admins and that message will be played over the emergency phones. Anyone on campus will be able to hear the notifications that are broadcasted through the emergency phones.

Dean Hardin reviewed the changes that have been made to the emergency procedures flipchart in accordance with the new mass notification system, emergency phones and standard response protocol. These charts will be printed and mounted near the emergency phones for reference. A motion was made and approved by the committee to approve the changes made to the emergency procedure flipchart for print and distribution.

Kristin Harris reviewed the Standard Response Protocol (SRP) that was approved by the Security Task Force that met last spring for use and adoption college wide. This is a simple set of 4 commands (defcon commands) that will be posted and displayed in each classroom and office so students and faculty/staff will know the appropriate action that needs to be taken should an emergency notification be sent. A motion was made and approved by the committee to adopt and implement the SRP college wide.

Chris Bell reviewed the procedures for utilizing our auxiliary security services contracted through Cannedy Security. Every time we bring a new Cannedy guard on campus, Chris meets personally with them to go over what is expected as far as their job duties. They are expected to observe, report and prevent crime and to provide security.

Dean Hardin opened the floor for any additional comments or concerns from the group. There being no further business the meeting was adjourned at 3:27pm.