

# PREP minutes

Physical Recovery Emergency Planning Meeting		
6.25.2013	11am	122D GSB
Meeting called by	Jim Norcom, Committee Chair	
Type of meeting	PREP Team Committee Meeting	
Facilitator(s)	Jacquie Vargas / Jim Norcom	
Note taker	Mary Myles	
Public Safety Reps	Ginger Walker, Kelly Boysen	
Attendees	See Attached Attendance List	
Attachments	1) Attendance / Sign In Sheet 2) EDRE After-Action Report	
<ul style="list-style-type: none"><li>New Business</li></ul>	Transition – Jim explained the transition in committee leadership; with the departure of Melissa Jim will become the new PREP committee chair.	
EDRE After Action Report		
	After Action Report – Jim Norcom, Facilitator	
Discussion	<p>Jim explained the EDRE process and “day of” logistics and tactics followed. Key concepts -- Gathered together as a team, deploying people, and asking them to go to location and start the checklist based on the criteria. Team evaluators were given the envelope with each inject. All reports were gathered from both the team leaders and the individual evaluations. EOC/EMT (Kelly and Ginger) provided excellent support. FM provided all supplies and exercise materials as needed. Thanked Cotton for their planning participation both before and during the exercise. Exercise was rated at a 4.6 out of a possible score of 5.</p> <p>Action Items Identified Through Evaluation Process Include:</p> <ol style="list-style-type: none"><li>Creation of a building restoration list by zone was noted; current list is campus wide and restoration and priority list by zone is needed (Sameer). COMPLETED</li><li>Remote sites will need two or three additional teams during event due to physical geography (committee to discuss and revise map)</li><li>Additional zone team supplies should be stocked for team count and put on site in FM emergency storage for event response.</li><li>Map by zone of utility shutoff (by utility type) needs to be developed for each facility, and available at each location in designated area as well as available for PREP Leads for on line access. (Sameer/Utilities) COMPLETED</li><li>Assign set zone team members for lead for IT/FM/EHS roles with back up team members and establish role protocol by area. (Assign Task Team Committee)</li><li>Establish an emergency radio protocol, by EMB EOC and PREP. (Jim Norcom)</li><li>Create presentation for groups to share by area to get all areas on PREP up to speed on zone response model (Jacquie/Jim/Public Safety with each area) &amp; BC Meeting</li></ol> <p>** David Johnson mentioned that IT zone map (i.e. their physical response approach) is completely different from the FM zone map and there may be a way to combine/mesh/address these separate perspectives – Jim, Sam Longoria and David will meet to discuss further to discuss the flow and approach to take in responding to an IT issue and where these may connect with FM approach. Will probably do this same exercise with EHLS (Emmett) and FPC (Mike Y.)</p> <p>** Ginger congratulated Jim on an excellent and well-run exercise.</p>	
Action Items	Person Responsible	Deadline

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Creation of a building restoration list by zone was noted; current list is campus wide and restoration and priority list by zone is needed	Sameer	COMPLETE
Remote sites will need two or three additional teams during event due to physical geography (committee to discuss and revise map)	Jim	<del>June 10</del> , August 2
Additional zone team supplies should be stocked for team count and put on site in FM emergency storage for event response.	Jim / Lisa Bourque	<del>June 10</del> , August 2
Map by zone of utility shutoff (by utility type) needs to be developed for each facility, and available at each location in designated area as well as available for PREP Leads for on line access.	Sameer / Utilities	tbd
Establish an emergency radio protocol, by EMB EOC and PREP. (Jim Norcom)	Jim	<del>June 10</del> , August 2
Create presentation for groups to share by area to get all areas on PREP up to speed on zone response model (Jacquie/Jim/Public Safety with each area) & BC Meeting	Jacquie/Jim/Public Safety	<del>June 10</del> , August 2
Jim, Sam Longoria and David will meet to discuss further to discuss the flow and approach to take in responding to an IT issue and where these may connect with FM approach. Will probably do this same exercise with EHLS (Emmett) and FPC (Mike Y.) <b>* Assign set zone team members for lead for IT/FM/EHS roles with back up team members and establish role protocol by area. (Assign Task Team Committee)</b>	Jim, Sam, David, Emmett, Mike Yancey	<del>June 10</del> , July 29
Update on Disaster RFP selection process		
	Update – Jim Norcom, Facilitator	
Discussion	Cotton was successful in winning the new contract award. Three year contract with option for two (2) one - year extensions.	
Update on Emergency Binders		
	Update – Jacquie Vargas, Facilitator	
Discussion	Live viewing of the PREP SharePoint site for emergency binder content information storage/updates/distribution. Jacquie explained that current documents can be accessed and downloaded as they are updated or added to the SharePoint site. The 2013 information is now available at the site. Team members are requested to create a binder to hold the information as a resource they can refer to.	
• New Information		
Next meeting – August 13, 2013, 10:00 am., GSB 122D		