

UNIVERSITY of HOUSTON

Emergency Operations Committee
October 16, 2012
Minutes

1. Updates from subgroups
 - a. Emergency Communications
 - i. Eric Gerber gave an update from his sub-group. His group has been communicating in person and via email. It was the expectation that his group would first address the siren system on campus but that has since changed. It appears as though the item that seems most pressing for the group is the phone trees and the need for them campus wide. Eric discussed that his group would need to assess the phone trees campus wide, analysis the data that is in place, create solutions for the gaps, create a set of best practices, implementations into department business continuity plans and implementation of phone trees when needed.
 - ii. David Johnson mentioned that while phone trees were important, if individuals don't update their information in PASS they will be useless. We need to push a campaign for self-reporting. He suggested a campaign just before hurricane season.
 - iii. Fernando Cuellar mentioned that there was a need to have employees check in with the supervisors. In the event of an emergency evacuation, such as a hurricane, staff need to provide information when they are leaving, where they are going and how they can be reached. He also mentioned that having a 1-800 number that provides information on the status of campus for faculty, staff and student would also be useful.
 - b. Physical Recovery Emergency Planning (PREP)
 - i. Jacquie Vargas reporting for Melissa Rockwell-Hopkins. Jacquie discussed the progress that the sub-group has made. They have created a website to report

their progress and also to publish all the information that is useful to the campus community.

- ii. Sameer discussed the Emergency Power Restoration Priority Listing. This listing is for power restoration purposes only on the UH grid.
- iii. Jacquie mentioned the pre and post event checklists for major response teams on campus, the facilities zone maps and the integrated physical response model are all listed on the website. Jacquie encouraged everyone to go to the site and see what's being posted, also if you have suggestion to please be sure and let them know.

2. Emergency Management Plan Update

- a. Ginger Walker gave an update on the Emergency Management Plan. She discussed that final reviews are taking place now. The plan was reviewed by all the committees, organizations, departments and divisions. The finishing touches are being done now and the plan will be issued to Dr. Carlucci for signature in a few days.

3. Meeting Frequency

- a. Ginger Walker suggested that the Emergency Operations Committee meetings be moved to a quarterly or bi-monthly basis. The entire group agreed to a quarterly meeting. The change in meeting dates will be distributed shortly.

4. Development of New Subgroups

- a. Ginger Walker opened the group up to the idea of adding two additional sub-groups to the listing of Opportunities for Improvement. There was an addition of sub-groups; Human Element and Evacuation were discussed. There was some concern the term human element but after discussion it was decided that the term would stand. There was also a recommendation to delete the Building Coordinator Involvement sub-group; that also was approved. An updated Opportunities for Improvement will be posted on the website.