

Memo: August 1, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
535 East 80<sup>th</sup> Street, Kibbee Board Room, July 30th, 2008

### **Opening**

The July Risk Management Council meeting was held at 535 East 80<sup>th</sup> Street, in the Kibbee Board Room, July 30th, 2008, from 9:30 am to 11:00 am. David Belsky of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes. The minutes of the previous meeting were approved by acclamation.

### **Emergency Preparedness Task Force Report**

The Council was updated on the Emergency Preparedness Task Force activities, and was also informed of an infectious disease incident at Hostos Community College to emphasize the importance of preparedness and clear communication. Alan Dobrin, Executive Vice Chancellor and Chief Operating Officer of CUNY, added a reminder that effective communication is key to preventing emergencies from spiraling out of control.

Jane Sovern offered to work with the Office of Environmental, Health, Safety and Risk Management and the Office of Student Affairs to convene an Infectious Disease Committee that could develop a central repository and standard operating procedure for dealing with this type of information.

### **Presentation: "Implementation of the Corporate Emergency Management Strategy"**

Michael Spall, Emergency Planner at Consolidated Edison, gave an insightful explanation of Con Ed's strategies for emergency planning and recovery. This helped us understand how campuses are affected by power outages, and how we might prioritize functions and facilities during an emergency situation.

### **Emergency Management Subcommittee Report**

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College (BMCC), updated the Council on Emergency Management Subcommittee activities.

One initiative of the committee was to explore the possibility of establishing an emergency skills registry, identifying employees with special skills that would be useful in the case of an emergency. Examples of these skills include the knowledge of a second language, having special certifications, and training or experience in carpentry, electronics and other valuable skills.

Standard operating procedures for identifying campus core critical functions were also discussed. It was agreed that the committee should explore the different methods currently in place on each campus and to look for best practices.

The committee also discussed ideas to promote National Preparedness Month, which occurs each September. Many good ideas were proposed, including posting information in EHSRM's new Risk Management newsletter, encouraging more sign-ups for CUNY Alert, and providing information to campuses about wireless public address and emergency notifications systems.

Additionally, the committee spoke about campus access during a state of emergency, specifically the use of a college campus as a shelter or emergency facility, as well as having staff register with OEM to earn access to a building in case an emergency leaves the campus inaccessible.

Finally, the committee also discussed the importance of conducting risk assessments on campuses and considered the pros and cons of using consultants for that activity.

### **Student Services Committee Report**

Christopher Rosa, University Director of Student Affairs for Disability and Veterans Services, briefed the Council on the activities of the Student Services Subcommittee. This subcommittee is in the process of developing its agenda for the coming year. A meeting will be scheduled after the start of the fall semester.

Chris reminded the Council that the Behavioral Intervention and Threat Assessment Training has been set for August 11<sup>th</sup> & 12<sup>th</sup>. There was still room for anyone who was interested in attending to contact him for more information.

### **Travel and Transportation Committee**

Marie Ting, University Director of Student Affairs and Special Programs, briefed the Council on the activities of the Travel and Transportation Subcommittee. Marie indicated she was excited about chairing this new committee and informed us that the committee would be meeting in August.

### **Insurance Committee**

Jane Sovern, Deputy General Counsel, briefed the Council on the activities of the Insurance Committee.

Jane informed the Council that the committee would be consolidating several efforts to address with another committee insurance issues throughout CUNY. The first two items for committee consideration will be athletics and CUNY's related entities.

**Agenda Items for Upcoming Meetings**

Anyone who would like to take the lead on a particular issue or would like to have a specific issue discussed at an upcoming council meeting is encouraged to contact Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu), to have the issue added to the agenda.

**Upcoming Council Meetings**

The date and location of the next Council meeting will be on **Wednesday, September 24<sup>th</sup>**, in the **Kibbee Board Room located at 535 East 80<sup>th</sup> Street**. Council members are encouraged to send a representative if they cannot personally attend.

**Adjournment**

The Council meeting was adjourned at 11:00 am.