

Memo: July 21, 2009

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
230 West 41st Street, 10<sup>th</sup> Floor Conference Room, June 30, 2009

### **Opening**

The June Risk Management Council (RMC) meeting was held in the 10<sup>th</sup> Floor Conference Room at 230 West 41st Street, on June 30, 2009, from 9:30 a.m. to 11:00 a.m. Brian Cabezas and Tamar Soroker of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes and the minutes of the previous meeting were approved by acclamation.

### **Updates**

#### **Emergency Plans**

The Council was reminded that we are in the midst of hurricane season (June 1 – November 30), and that the summer is peak season for power outages. Everyone should be familiar with campus emergency plans and response procedures.

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

The next Emergency Preparedness Task Force meeting will be held July 1, 2009 and will focus on H1N1 influenza (swine flu).

### **Committee Reports**

#### **Infectious Disease Committee**

Health and Safety Officer Diahann McFarlane informed the Council that the Infectious Disease Committee met with Nancy Clark from the Department of Health and Mental Hygiene (DOHMH) to discuss concerns regarding H1N1 at CUNY. During the initial outbreak of H1N1, the Committee maintained effective communication with CUNY leadership, the DOHMH and other agencies. The Committee is currently revising the draft Infectious Disease Protocol and reviewing the most recent draft of the CUNY Pandemic Flu Response Plan.

#### **Student Services Subcommittee**

Christopher Rosa, University Assistant Dean for Student Affairs, introduced Dr. Luis Manzo, the University Director for Mental Health and Wellness, and Kevin Tucker, Director of Operations,

CUNY LEADS. Dr. Manzo briefed the Council on a seminar held by the Student Services Subcommittee and attended by a cross-section of CUNY staff and faculty that examined how we can identify and prevent violent behavior. The Subcommittee is planning another workshop for the fall.

#### Insurance Committee Report

Jim Harper, University Insurance Advisor, informed the Council that the Insurance Committee has been working on three projects: accident and injury insurance coverage for all CUNY students, health insurance for students studying abroad, and auto insurance for CUNY owned vehicles. All students would be required to have the mandatory insurance coverage modeled after the policy at Kingsborough Community College, which costs \$4 a year per student. The Insurance Committee is currently exploring ways to finance this program. Each campus has its own insurance for students studying abroad, which currently seems to be working well, but the Committee will explore the benefits of having a University-wide policy. Mr. Harper also said that he and Brian Cabezas were willing to visit campuses to facilitate progress of Campus Risk Management Committees. Please follow-up with Mr. Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu), to schedule a campus visit.

#### Travel and Transportation Committee

Carl Aylman, Director of Student Life, informed the Council that the Travel and Transportation Committee met in June to finalize the Domestic Travel and Transportation Guidelines. The draft is going through a final review process.

#### Emergency Management Committee

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College, informed the Council that there is ongoing discussion with the NYC Office of Emergency Management (OEM) regarding administering campus Community Emergency Response Teams (CERT) programs under the Federal Emergency Management Agency (FEMA) grant. Mr. Anderson also mentioned that he was interested in reviewing CUNY's facilities usage plan and encouraged Council members to visit FEMA's Emergency Management Institute online, <http://training.fema.gov/>.

#### Speaker

Nancy Clark, a former professor of Environmental Science at Hunter College and now the Assistant Commissioner of the Bureau of Environmental Disease Prevention Program for the New York City Department of Health and Mental Hygiene (DOHMH), spoke to the Council about what DOHMH has done in response to the H1N1 outbreak and offered guidance to CUNY. Ms. Clark discussed flu prevention tips, high risk groups, definitions of "clusters" and "influenza-like-illness," types of cases that should be reported to the DOHMH, current flu surveillance, and up-to-date statistics of H1N1 in New York City. Ms. Clark mentioned that currently Queens is the borough with the largest number of reported H1N1 cases. Ms. Clark answered a number of questions and consistently reminded us of the DOHMH guidance: stay home if sick with ILI for at least 24 hours after symptoms subside; cover your cough; and wash your hands frequently. For further information and updates regarding H1N1, please refer to the DOHMH webpage (<http://www.nyc.gov/html/doh/html/home/home.shtml>).

## **Briefs**

### **Business Continuity Committee**

The Council was informed that the Business Continuity Committee was underway and had its first meeting on June 5, 2009. The Committee was charged with the development of a set of standards and procedures to ensure the continuity of critical functions in the event of a sustained disruption. Each Council member should have already delegated a primary and secondary backup person in case of prolonged absence. The Committee will be expected to examine critical areas of operations essential to the continued operation of the University.

### **Emergency Backup Decision Makers**

The Council was reminded that Executive Vice Chancellor Dobrin issued a memo asking College presidents to designate a primary and a secondary backup decision maker in case of emergency. All designees should be sent to Brian Cabezas at [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **CUNY Alert**

According to Bill Barry, University Director of Public Safety, Phase II of the CUNY Alert system is being developed and should be operational in August. At the April 2009 Risk Management Council meeting, Michael Lederhandler, Director of Public Safety, first informed the Council that a new protocol is being developed for CUNY Alert and that the State Emergency Management Office (SEMO) is initiating the upgrades. Once the program becomes available, CUNY training on the new system will commence. Claudia Colbert, Director of the CIS Project Management Office, continues to serve as the CUNY Alert liaison to SEMO.

### **Grants**

Richard Glover of John Jay College of Criminal Justice briefed the Council on the CUNY-wide emergency management grant application submitted to the U.S. Department of Education (USDOE) in 2009. The CUNY-wide emergency management program would cover four areas: opportunity assessment, web-based systems, cultural preparedness and emergency checking mechanisms. The grant was not approved in 2008 since it exceeded the funding that was being offered. Fortunately, the USDOE asked CUNY to resubmit the grant application this year. (Note: CUNY was notified that it did win the grant and is working on implementation.)

### **Organizational Issues**

Council members are able to collaborate and share information through SharePoint, which can be accessed at <https://ehsrn.cuny.edu/riskmanagement/default.aspx>. Everyone has been given a username and password. If you do not have access to SharePoint, please contact Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **Agenda Items for Upcoming Meeting**

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 Meetings**

The next RMC meeting will be **Tuesday, July 28, 2009 from 9:30 am to 11:00 am** in the Kibbee Board Room at 535 East 80<sup>th</sup> Street, New York, NY 10075. The meeting will feature a presentation by **Jim Kerr, Director of Emergency Management & Business Continuity** at

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**New York University** titled “**Emergency Management and Global Travel in an Academic Environment: The NYU Model.**”

NYPD Shield will be meeting **Wednesday, July 1, 2009** at **10:00 am**. Steve Katz, Director of Campus Security and EHS at the Law School, will brief the Council on the meeting.

The Insurance Subcommittee will meet **Thursday, July 9, 2009** from **10:00 am to 12:00 pm** in room 102, 535 East 80<sup>th</sup> Street.

**Adjournment**

The Council meeting was adjourned at 11:00 a.m.