

Memo: July 30, 2009

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
535 East 80th Street, Kibbee Board Room, July 28, 2009

Opening

The July Risk Management Council meeting was held in the Kibbee Board Room at 535 East 80th Street, on July 28, 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 recorded the minutes and the minutes of the previous meeting were approved by acclamation.

Updates

Emergency Plans

Council members were reminded that we are in the midst of hurricane season, and that the New York City Office of Emergency Management's information concerning hurricanes and flood zones should be reviewed (<http://www.nyc.gov/html/oem/html/hazards/hazards.shtml>). Ten CUNY campuses are designated as emergency operation centers and should be familiar with campus emergency plans and response procedures.

The Council was given an update that a *Risk Management Guide* is being developed by Anjali Khurana of the Office of Environmental, Health, Safety and Risk Management.

Emergency Preparedness Task Force

The Emergency Preparedness Task Force met earlier this month to review scenarios and procedures to be followed according to the *Pandemic Influenza Response Plan* if the CUNY Community is impacted by an H1N1 influenza outbreak this fall.

NYPD Shield

NYPD Shield, a counterterrorism group, met earlier this month and CUNY representatives from the Risk Management Council attended the meeting. The meeting focused on engineering security issues and an *Engineering Security Manual* was disseminated to participants.

Committee Reports

Student Services Committee

Christopher Rosa, University Assistant Dean for Student Affairs, informed the Council that the Student Services Committee has been working with Keeling and Associates. This consulting firm conducted a survey of CUNY's health and counseling departments and is expected to continue to assist CUNY.

Insurance Committee Report

Jane Sovern, Deputy General Counsel, informed the Council that the University's Auto Insurance Policy is being finalized. The Committee is also concentrating on artwork insurance, food safety insurance for student or club-run events, and University-wide accident insurance modeled on the program at Kingsborough Community College.

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 *CUNY Student Domestic Trip and Travel Guidelines*. The draft is in final review and should be ready for circulation in the fall.

Infectious Disease Committee

Diahann McFarlane, Health and Safety Officer, informed the Council that the Infectious Disease Committee is currently revising the *Protocol on Infectious Disease Notification* and reviewing the most recent version of the *CUNY Pandemic Influenza Response Plan*.

Presentation

Jim Kerr, Director of Emergency Management and Business Continuity at New York University, spoke to the Council about some of the policies and other tools used by NYU that help track and communicate with students, faculty, and staff traveling abroad. Mr. Kerr also discussed a handful of global alert systems and databases employed by NYU to provide emergency assistance to those studying or traveling abroad.

The presentation, "Emergency Management and Global Travel in an Academic Environment: The NYU Model," may be accessed via SharePoint (<https://ehsrn.cuny.edu/riskmanagement/default.aspx>). You may also contact Jim Kerr directly at jkerr@nyu.edu for further information.

Briefs

Business Continuity Committee

The Council was informed that the July Business Continuity Committee meeting featured a presentation by Rachel Stein Dickinson, Deputy Commissioner for Finance, Policy and Administration at the New York City Office of Emergency Management (OEM). Commissioner Dickinson discussed actions taken by the city and OEM as part of the business continuity effort, and expressed interest in learning more about CUNY's business continuity efforts. A copy of her presentation can be found on SharePoint (<https://ehsrn.cuny.edu/riskmanagement/default.aspx>).

CUNY Alert

Bill Barry, University Director of Public Safety, informed the Council that Phase II of the CUNY Alert system is being developed and the State Emergency Management Office (SEMO) has initiated the upgrades. The new system should be operational in September and training efforts will begin then.

Organizational Issues

Council members are encouraged to collaborate and share information through SharePoint, which may be accessed at <https://ehsrm.cuny.edu/riskmanagement/default.aspx>. If you do not have access to SharePoint, please contact Brian Cabezas (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) to have the issue added to the agenda.

Upcoming Meetings

The next RMC meeting will be **Tuesday, September 29, 2009** from **9:30 am to 11:00 am** in the **10th Floor Conference Room at 230 West 41st Street, New York, NY 10036**. There will be no August meeting.

Adjournment

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