Date: April 8, 2016
To: Members of the CUNY Emergency Preparedness Committee
From: Michael Agnew, Committee Chairperson
Subject: Emergency Preparedness Committee Meeting Minutes

205 East 42nd Street, Room 1179, April 7, 2016

Opening
The April Emergency Preparedness Committee meeting was held at 205 East 42nd Street, Room 1179 on April 7, 2016 from 2:00 PM to 3:30 PM. Michael Agnew, Risk and Business Continuity Manager, greeted the Committee. Toshiki Goya of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes.

Updates
Welcome and Introductions
Michael Agnew welcomed each member to the Committee and each member of the Committee gave a brief introduction of their role in regards to emergency preparedness.

Committee Purpose
The purpose of the Committee is to facilitate dialog among subject matter experts on topics of CUNY-wide emergency management and continuity efforts by (a) looking at where we are today, (b) determining what’s needed to fill any gaps, and (c) supporting emergency preparedness planning and testing efforts.

Scope
Emergency preparedness will consider and take into account all threats/hazards, emergency phases and impacts relevant to the university using sound risk management principles.

Meeting Frequency
The Committee will meet the first Thursday every other month.

Member Roles and Contributions
Each member serves as a subject matter expert for their department/functional unit and is responsible for: sharing information, clarifying roles & capabilities, identifying university hazards/risks, identifying critical functions, supporting development & review, and developing recommendations.

Presentation
Michael Agnew, Risk and Business Continuity Manager gave a presentation titled “RMBC: Emergency Planning Committee Introduction.”
Emergency Preparedness Questions
This questionnaire is an initial effort to begin the process of emergency preparedness, which includes: defining critical functions & services, defining critical functions & services, and understanding possible threats & hazards. The questions should be submitted by Friday, May 5, 2016 to Michael.Agnew@cuny.edu.

Upcoming Meeting
The next Emergency Preparedness Committee meeting is scheduled for Thursday, June 2, 2016 from 2:00 PM to 3:30 PM at the 205 East 42nd Street, Room 1179, New York, New York, 10017.

Adjournment
The Committee meeting was adjourned at 3:30 PM.