Date: February 22, 2017

To: Emergency Preparedness Committee

From: Michael Agnew, Committee Chairperson

Subject: Emergency Preparedness Committee Meeting Minutes

205 East 42nd Street, Room 1179, January 12, 2017

Opening
The January Emergency Preparedness Committee meeting was held at 205 East 42nd Street, Room 1179 on January 12, 2017 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. The minutes of the previous meeting were approved by acclamation.

Updates

Partners in Preparedness Update
In December, the Central Office received confirmation of its completion of the Partners in Preparedness program. A number of CUNY campuses have also completed the program. Michael Agnew is still awaiting to receive a final list from NYCEM.

Flu Season
Keep in mind that influenza activity typically peaks between November and February. The CUNY EHSRM flu page provides various updates and information and can be found at http://www2.cuny.edu/about/administration/offices/ehsrm/health/flu-page/. The Department of Health and Mental Hygiene (DOHMH) flu webpage at www.nyc.gov/flu provides “Wash Your Hands” and “Cover Your Cough” posters and other resources.

Weather-related Closure Policy
Howard Apsan recently distributed the Weather-related Closure Policy memo to senior staff and asked campuses to update their list of backup decision makers by February 2.

CUNY Emergency Plan Update
The draft of the CUNY Emergency Plan is currently being updated to create a university-wide incident management structure. The next draft will incorporate language contained in New York State’s Comprehensive Emergency Management and Plan template and will be distributed in advance of the next meeting in March.

Presentation
New York University’s Director of Emergency Management, Jeff Stevens. In addition to sharing his expertise in emergency preparedness, Jeff discussed a number of valuable resources available to campus risk managers.
**Upcoming Meeting**
The next Emergency Preparedness Committee meeting is scheduled for Thursday, March 2, 2017 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.