

CU Libraries Disaster Team

Meeting Minutes

February 3, 2016

I. Call to order

Teri Alexander called to order the meeting of the Disaster Team at 1:30pm on February 3, 2016 at 103 Group Study Room. She passed around the candy dish as incentive to the members in attendance.

II. Roll call

Teri routed an attendance sign-in sheet.

III. Approval of minutes from last meeting

No minutes as Team hasn't met in several years.

IV. Open issues

a) Membership (size and representation)

Teri noted that I&RS is a large unit and may need more representation. Same is true for CCIT and Depot. Robin reported that the technical services reps were not invited. Teri noted that there's a problem with her copy of the membership list. Judy Pruitt was a member while located in a Cooper and now that she is at the Depot, some adjustments in the roster are needed. {Teri will also reach out to Suzanne Rook and Gail Julian for their input}. Brenda asked what is the role of a Disaster Team member (versus a building security coordinator). Teri responded that DT members are available to respond to a large scale situation (leak, flood) and also assist with evacuations.

b) Upcoming training

Teri mentioned the PALMCOP disaster preparedness meeting that was cancelled due to snow. Brenda reported that the meeting is re-scheduled for Friday, February 12, 2016 if there's interest in attending. The guest speakers have first-hand knowledge of disasters such as HUGO and a library fire that took place in Columbia. Teri hopes that the libraries can host a Palmcop trainer and have hands-on training in the future. It has been several years since Clemson hosted training. Brenda Burk (as a member of Palmcop) volunteered to assist with organizing potential training.

c) Upcoming drills

Mark your calendar for Friday, March 25 as the University is planning an active-shooter exercise. Location, scale and other information is not yet known. Both Robin Chambers and Rhonda Blurton will attend an upcoming BSC (Building Security Coordinator) meeting and will report back if more information is shared. Teri also reported that Cooper will have a fire drill in March but it will likely be a surprise. Brenda Burk wants to be the one to pull the alarm (it's an item on her bucket list!). Teri asked if other library locations have participated in drills. Robin and Tara both reported evacuations in the past (one related to a fire down the corridor in TMC and one related to HVAC at the Depot).

V. New business

a) CU Emergency Action Plan

Teri presented for review a copy of the CU Cooper Emergency Action Plan (EAP). Over a year ago, CU made a requirement for all buildings to have a plan and to use the prescribed format. To date, not all library locations are represented in the CU plans. Teri will follow up with the particular BSC to make a request (since most library locations do have a plan in place). She also asked that we adopt the CU plan/format as the formerly known as Disaster Plan. The CU plan incorporates library specific information but also has much more! No opposition presented. She also noted that it would simplify matters in terms of updating copies if we adopt the CU plan format. Nathan requested a copy of the EAP. Robin reported that ETC (formerly known as Bruce Plastics) is now property of CU (no longer a leased space). She is asking emergency preparedness to update and consolidate the plans listed in the EAP site.

b) Rhonda asked if members knew of the Disaster Closet (full of supplies) in Cooper. It would be a good practice to inventory the supplies at all library locations.

VI. Adjournment

Teri Alexander adjourned the meeting at 2:00pm.

Minutes submitted by: Teri Alexander

Minutes approved by: [Name]