

**Environmental Health and Safety Committee
Meeting Agenda
July 19, 2017 – 1:30PM
Walker Library, Room 475**

1. Training for Crisis Management Team
 - a. The draft EOP is available for review and comment
 - b. Videos
 - i. Introduction to NIMS
 - ii. City of Tuscaloosa response to tornado using ICS
 - iii. Introduction to ICS
 - iv. ICS Command Function
 - v. ICS Operations Function - *Tabletop group & make program of functions*
 - vi. ICS Logistics Function
 - vii. ICS Planning Function
 - viii. ICS Finance and Administration - *M) cost & injuries etc*
2. Exercise at Miller Education Center
3. Upcoming Safety Drills on campus
 - a. Fire Drills
 - b. Smoke Evacuation System Testing

Next meeting: October 18, 2017 in the Walker Library, Room 475

July 19, 2017

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Environmental Health & Safety Committee Minutes

July 19, 2017 – Walker Library

Members Present: Alan Parker, Doug Brinsko, Shelia Knight, Charlie Gregory, Sondra Wade, Barbara Draude, Fatima Adeyemo, Ron Malone, Jimmy Heart, Greg VanPatten, Joe Whitefield, David Edgar, Hallie Plunkett

Meeting Discussion:

Alan Parker- Brought the meeting to order.

Alan discussed the training for the Crisis Management Team. The Crisis Management Team (MTSU) consist of the Policy Group and the Operations Group. The Team hopes to have a table top exercise soon after they review the plan.

The draft Emergency Operations Plan (EOP) is available for review and comment.

The EH&S Committee watched a video containing information on NIMS, City of Tuscaloosa response to disaster, Incident Command System (ICS), ICS command function, ICS operations function, ICS logistics function, ICS planning function, ICS finance and administration function.

Charlie Gregory made a comment that the MTSU REC Center was going to update their agreement with the American Red Cross for the REC to be used as a shelter. He would like to be included in the EOP planning for his facility use and agreements he already has with other agencies.

Ron Malone stated that he had similar agreements with City Schools for Murphy Center.

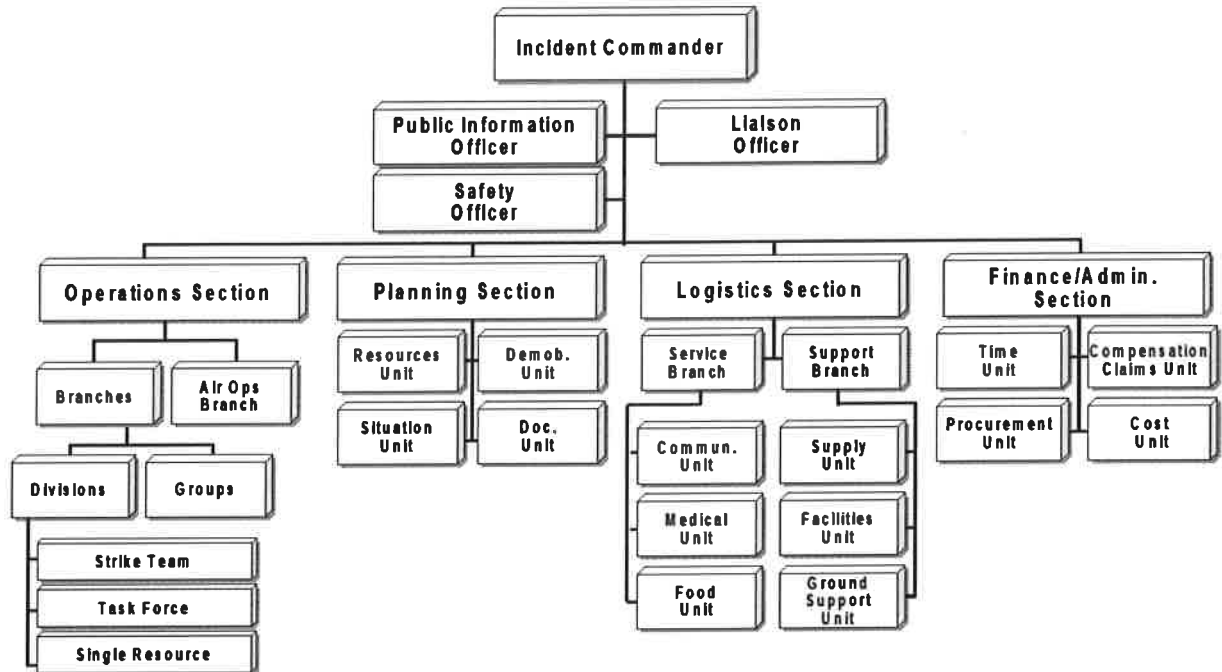
Jimmy Heart has been recommend to atteand the PIO training for emergencies.

Barbara Draude will be evaluating the IT disaster recovery plan with Chad.

Annual Fire Drills and Smoke Evacuation Testing will be conducted soon.

Meeting was adjourned.

The next meeting is scheduled for October 18, 2017 from 1:30 -3:00 p.m. in the Walker Library, Room 475



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.
- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.
- **Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.