

**APPALACHIAN STATE UNIVERSITY SAFETY COUNCIL REPORT  
2009 (January - December)**

The University Council on the Safety of the Campus Community which manages the University safety plan continued in 2009–2010 with regularly scheduled meetings every other Tuesday. The members of the committee for 2009–2010 were: Cindy Wallace, Gunther Doerr, Jane Nicholson, Susie Greene, Brian Harbour, David Larry, Greg Lovins, Martha Marking, Patrick McCoy, Jonathan Meisner, Pam Mitchem, Seth Norris, Evan Rowe, Stacy Sears, and Susan Weinberg. Cindy Wallace and Greg Lovins, Co-Chairs of the Committee, along with new members of the council reviewed the AppState Alert notebook and reviewed the history of the council and the work which needed to be done for 2009 at the first meeting. Returning committee members recapped their work from the previous year and discussed the need to restructure the University's safety related committees, budget matters and individual committee reports. The following are the goals identified for 2009–2010 and a summary of accomplishments for 2009 and continued work for 2010 are included with each goal:

**1. Ensure all campus safety money allocated ASU by GA is spent by June 15, 2009.**

- This goal was not fully attained because of the State budget crisis.
- We requested \$1,195,024. GA allocated \$754,852 to ASU.
- We were only able to spend \$275,195 or 36% of our allocation before the State froze spending.

**2. Develop a list of safety related items/projects to be funded from lapse salary dollars and any other uncommitted campus safety money.**

- This goal was not attained because of the State budget crisis.

**3. Test our Emergency Operations Plan (EOP) by conducting an Active Shooter/ Hostage exercise that includes full activation and participation of the University Executive Group and the Emergency Operations Center Group.**

- This goal was attained.
- A full scale Active Shooter exercise was conducted on May 13, 2009.

**4. Identify Emergency Management Task Force members and have them trained in NIMS (National Incident Management System) and ICS (Incident Command System) before our scheduled Active Shooter/Hostage exercise.**

- This goal was not fully attained due to the late activation of the Emergency Management Task Force and the length of time it took to get the Emergency Operations Plan and policy completed.
- This goal should be transferred to the Emergency Management TF for completion.

**5. Develop and execute a plan that educates and informs students, faculty, staff and parents about our campus safety initiatives that includes as a minimum the following:**

- a. The AppState-ALERT System and in class cell phone policy.
    - This goal was partially attained.
    - The in class cell phone policy should be carried over as a goal for 2010.
  - b. The Emergency Operations Plan
    - This goal was partially attained, as the Base Plan and several Annexes were completed and approved.
    - This goal should be transferred to the Emergency Management TF.
  - c. The Threat Assessment Team and its protocols
    - This is an on-going goal. It was initially attained and should be transferred to the Threat Assessment Team.
  - d. The Early Intervention Team and its protocols
    - This is an on-going goal. It was initially attained and should be transferred to the Early Intervention Team.
  - e. Campus resources for psychological problems and issues
    - This goal is on-going. It was initially attained, but should be transferred to the Risk Management Committee for students and Human Resources for staff and faculty.
  - f. Laws governing information sharing and privacy of educational and medical/psychological records including FERPA, HIPPA and applicable state laws.
    - This is an on-going goal. It was initially attained and should be transferred to the Risk Management Committee for students and Human Resources for staff and faculty.
- 6. Coordinate and support the University Police Department's efforts to achieve national accreditation through CALEA, the Commission on Accreditation for Law Enforcement Agencies.**
- This goal was partially attained. Due to the State budget crisis, funding for the accreditation contract was not executed.
  - The University Police Department did begin the initial accreditation process by establishing an internal task force responsible for developing policies and procedures that meet CALEA Standards.
  - The accreditation process will take 3 years to complete once the police department signs the contract. The initial contract fee is \$8,400. An

additional cost of approximately \$7,500 will be incurred when the actual assessment is completed.

**7. Develop a policy that addresses emergency protocols to be followed for faculty and students attending classes at off campus sites (e.g. Isothermal Community College, Catawba Valley Community College, Caldwell Community College.....).**

- This goal was partially attained, but will require follow-up by the Emergency Management Task Force.
- A link called Responding to Disruptive or Inappropriate Student Behavior: Tips & Guidelines for University Personnel was updated on the Student Development Web Page in the fall of 2009.
- It is recommended that Academic Affairs use the information on this web site to train faculty who teach at off-site locations.

**8. Develop a policy that addresses emergency protocols to be followed during university sponsored off campus travel and trips (i.e. Varsity sports, club sports, international travel, etc....)**

- This goal was partially attained as a result of the Office of International Education and Development publishing a document of International Crisis Management Protocols.
- Emergency protocols for sports teams (Varsity and Club) should be carried over as a goal for 2010. (consider inviting a member of the Athletics Department to address this)

**9. Develop a campus safety resource brochure that addresses who to contact for different safety related issues, including information on when buildings are to be locked and open.**

- This goal was attained.
- AppState-Alert posters, employee and student resource charts and threat consultation Z-cards were distributed in Sept/Oct 2009.

**10. Purchase and installation of security cameras for Student Development and Residence Halls.**

- Goal obtained - the number of cameras purchased and installed for each areas is as follows:

Student Union - 17	Eggers Hall - 6
Legends - 12	Frank Hall - 3
APH - 12	Hoey Hall - 4
App Heights - 9	Justice Hall - 8
Belk Hall - 5	Lovill Hall - 4

Bowie Hall - 5  
Cannon Hall - 4  
Coltrane Hall - 5  
Doughton Hall - 3  
East Hall - 9  
Child Development -13  
SRC - 24  
Health Services - 4

Newland Hall 9  
White Hall - 5  
Winkler Hall - 6  
Living Learning Center - 13  
\*Cone was not a part of the original goal  
But also has cameras installed

- Cameras record motion and store the data for two weeks; if determined that data is needed longer, the data can be moved to a CD or image. All data is secure and stored in Raley Hall.
- Each location has identified individuals to view the cameras within their department but not other departments. University Police is the only unit that has access to all cameras.
- The system is fully expandable and the vendor will be on-call for 24 hours, 7-days a week for 3 years.

During 2009, the council was able to develop, create and implement some significant documents and events outside of the identified goals. Below is a summary of these activities and events:

- Implemented the first Safety Week on Campus (September 8-11, 2009)
- A safety campus culture survey was conducted following Safety Week
- Creation of an Academic Affairs committee created to look at day-to-day chemical safety and compliance; reporting regularly to the Safety Council
- Developed a systematic response for the H1N1 outbreak including conducting a mass clinic
- Established policies for Emergency Management, Critical and Essential Staff, Adverse Weather and Emergency Closing, Business Continuity, Cell Phones, and Medical Amnesty
- Designation of critical and essential staff
- Acquired grant money for Health Service flu kits and printed educational materials for \$2 per student
- Created permanent video conference site in the Chancellor's Board Room
- Implemented EIT, fall 2009
- Created an AppState Twitter account for weather delays and closing announcements

- Developed and submitted to the Chancellor a UNC Pre-Disaster Mitigation Plan resolution
  - Created new web page design to bring the emergency page more in line with other University web pages
  - Acquired approval from the Cabinet for the Building Coordinator policy
  - Continued work on a Fitness for Duty policy and a Workplace Violence Policy
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