Emergency Planning Subcommittee
January 30, 2014
12:00-2:00 pm

Attendance
Lorri Taniguchi (Co-Chair), James Niino (Co-chair), Mike Barros, William Lau, Diane Caulfield, Guy Shibayama, Kyle Higa, Stella Akamine, Lynnette McKay, Layne Katsumoto, Lianne Nagano, Chulee Grove, VCAS Doug Boettner

Summary of Discussions

The Emergency Planning Subcommittee is an ad hoc committee under the Health & Safety Committee in the 2005 Fall semester. The group was first met in on October 20, 2005. The key task of the committee was to develop comprehensive standard operating procedures (SOP) for the College’s emergency response action.

The first draft of the SOP was electronically distributed, to the campus, for comments on October 22, 2008. Afterward, the SOP went through several revisions integrating comments from the College’s personnel. The final draft was electronically submitted to former VCAS Brian Furuto on September 7, 2012.

Since the key task of this ad hoc group has been accomplished, members of the Subcommittee are exploring options on the Subcommittee’s future activities. A summary of the topics discussed is as follows:

- Continuing with the current structure, but refocusing the Subcommittee’s on implementations and practical emergency preparedness activities such as emergency evacuation drills.
- Disbanding the Subcommittee, since its work has been completed.
- Forming an advisory committee to assist VCAS on implementations of the College’s emergency management activities. Since the VCAS Office is lacking infrastructure and personnel specifically designated to manage emergency preparedness, the committee could assist VCAS on an interim basis until such infrastructure and qualified personnel are in place.
- Ensuring the legitimacy of the advisory committee through the office of VCAS. The Chairperson and committee’s members will be appointed by VCAS and the committee’s chair person will report directly to VCAS. To ensure that the Chairperson will have adequate to assume the new duties, the Chairperson’s existing responsibilities will be reduced or reassigned.

Members of the Subcommittee favor disbanding the Subcommittee and further assisting the VCAS Office as an advisory committee. Lorri Taniguchi & Chulee Grove will work on the details and communicate with all electronically. The proposed plan on the advisory committee will be sent to the VCAS within one month.